



INTERNATIONAL ASSOCIATION OF STUDENTS IN
AGRICULTURAL AND RELATED SCIENCES (IAAS)

IAAS NEPAL
(Est. 2015 A.D.)



IAAS NEPAL CONSTITUTION & BY-LAW 2024/25

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ABBREVIATION

AFU	Agriculture and Forestry university
Ag	Agriculture
B.Sc.	Bachelor of Science
CB	Control Board
CBL	Constitution and By laws
CLC	Candidate Local committee
DF	Development Fund
EB	Executive Board
ExCo	Exchange Coordinator
ExPro	Exchange Program
ER	External Relation
GA	General Assembly
IAAS	International Association of Students in Agriculture and Related Sciences
LC	Local Committee
LC	Local Congress
CLC	Candidate local committee
LD	Local Director
NC	National Committee
NC	National Congress
ND	National Director
NGO	Non-government Organization
PLC	Permanent Local Committee
QB	Quality Board
RB	Regional Board
VP	Vice President



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Part 1: ABOUT THE ASSOCIATION

Article 1.1 Name

The name of the Organization would be the International Association of Students in Agricultural and Related Sciences Nepal, which is the country chapter of Agriculture and Belgium. IAAS (International Association of Related Sciences) headquartered Students in Leuven.

The name of the local committee shall be IAAS Nepal LC followed by the name of your campus. The Association is a non-political and not profit-making, self-motivated and voluntary organization. The Association is affiliated with IAAS Nepal. All the members are bound to follow this constitution.

Article 1.2 Logo

The logo of IAAS Nepal contains the map of Nepal overlapped over the logo of IAAS World. The logo of IAAS Nepal is shown below:



Article 1.3 Headquarters

The association currently has no permanent headquarters, however, the National Committee of IAAS Nepal is currently based on the:

Agricultural Forestry University (AFU) Rampur, Chitwan.

Article 1.4 Objectives of Organization

The objective of the association is to promote the scientific and mutual interests of student's objective in agricultural and related sciences. It pursues this:

- Encouraging the exchange of ideas in all fields of practice in agricultural and related sciences.
- Promoting cooperation and understanding between students of agricultural and related sciences worldwide.
- Preparing students to fulfill the challenges of their future work with a practical and global view.
- Encouraging the formation and development of local students' organizations in agricultural and related sciences.



- Organizing international meetings, seminars among students of agricultural and related sciences.
- Training for promoting sustainable agriculture, economics, and food production in the whole world.
- The Association is non-political and not profit-making.

Article 1.5 Affiliation

The association is a non-governmental, non-political, and non-profit association. The activity of the association should not be affected by any sponsors or any other organizations. IAAS is officially recognized as a Non Governmental Organization (NGO) within the United Nations organizations.

Article 1.6 Language

English is the main working language of the association and Nepali is the official language of the association.

Article 1.7 Activities

IAAS Nepal works on the guidelines of IAAS, hence the activities of IAAS Nepal shall be the same to that of IAAS.

Part 2: MEMBERSHIP

Article 2.1 Members

Any individual pursuing any level of degree in the field Bsc. Ag, Agricultural engineering, Veterinary, Forestry, Biotechnology, Biosciences, Food any other related field of study shall be the member of IAAS Nepal through his local committee.

2.1.1 Permanent Local Committee:

Any group of students in the particular college or university shall be called as Permanent Local Committee after it meets the criteria set by National Committee

2.1.2 Candidate Local Committee:

Any group of students in a particular university/college shall start a local committee which shall be called as candidate local committee for one year. One year later, after meeting the criteria, the candidate local committee can be turned into a permanent local committee through voting by the general assembly.



Article 2.2 Acceptance of Members

2.2.1 Permanent Local Committee:

The Executive Board of the National Committee should ensure that the application form is easily available to the Candidate Local Committee for applying to the Permanent Local Committee. The application must be submitted 15 days before the start of the National Congress to the National Control Board to be presented in the General Assembly for voting.

2.2.2 Candidate Local Committee:

Application forms must be made accessible to an interested group of students. The application form must be submitted by the proposed Local Director of the committee to the CB of IAAS Nepal.

2.2.3 Admission of New Permanent Local Committee:

The admission of the new Permanent Local Committee must be approved by a 2/3rd majority of the General Assembly during the National Congress.

2.2.4 Admission of New Candidate Local Committee:

- I. The interested candidate local committee must send the application to the VP External relations.
- II. The VP of External Relations should call for the meeting for the approval of the new candidate local committee.
- III. The admission of new candidate local committees shall be approved by the 2/3rd majority of members of the National Committee present in the meeting.

Article 2.3 Frozen Status of Local Committee

2.3.1: Any permanent Local Committee may get the frozen status:

- i. If the committee does not pay its internal membership fee during the time slot given by the VP of Finance of IAAS Nepal.
- ii. If the committee has misused the name of IAAS and spread false information about the association and its functioning.
- iii. If the committee did not submit their annual report 15 days before the National Congress.
- iv. If there arises a political dispute or unwanted dispute National CB can take action and make the committee freeze.
- v. Overall, if it violates the CBL of IAAS Nepal.
- vi. If the local director and EBs didn't respond to National EBs, EBs become absent in meetings and no participation in any physical event for the past 1 year

2.3.2: The Frozen Committee will lose the following rights if it gets frozen:

- i. To present candidacy for position during the National Congress.
- ii. To vote during the General Assembly.



2.3.3: Frozen Duration

Any committee can be in frozen status for only up to one year. If in that time period, a committee could not solve the problem mentioned in article 2.3.1 the committee should re-apply as the Candidate Local Committee, and hence after the process remains the same as that of the Candidate Local Committee.

2.3.4: Termination of Membership

In the case, the frozen committee does not fulfill the criteria to obtain the permanent local committee status, the general assembly holds the power to terminate the membership of the committee by 2/3rd voting.

Article 2.4 Resignation

2.4.1: Committee Resignation

Any committee can resign after submitting the written application to the National Control Board and Executive Board of the National Committee.

2.4.2: Individual Resignation

Any individual member of the National Committee can resign by submitting a written application to the National Control Board.

Article 2.5 Membership Fees

2.5.1 The membership fee in a local committee can be decided by the Local VP of Finance.

2.5.2 Each Local Committee should submit its membership fees to the National Committee.

The NC shall collect the fee from each LCs equivalent to what it has to pay to the IAAS World. The amount of fee that each LC should bear is predefined. The NC will receive NPR 1000 from each candidate LCs and the rest of money will be received by dividing the remaining amount between Full LCs.

2.5.3 Membership fee of Hosting local committee of NaExCo and NatCo should be free.



PART 3: GENERAL ASSEMBLY

Article 3.1 Introduction

The Legislative Authority General Assembly shall be the supreme authority of the association. The General Assembly shall hold the following power:

- i. Enact, amend or repeal the Constitution and By-laws
- ii. Dissolve the association
- iii. Admit new members or committees according to article 2.2.4 of the Constitution
- iv. Terminate the membership according to article 2.3.4 of Constitution
- v. Decide the annual membership fees of the local committee and individual members of the National Committee.
- vi. Approve the annual report of the Executive Board and Control Board of the National Committee.
- vii. Approve the financial report and annual budget.

Article 3.2 Calling of General Assembly

The General Assembly session shall be held once a year during the National Congress. Extra General Assembly can be called when 4 Executive members of the National Committee call for the assembly.

Article 3.3 Conveying the notice of the General Assembly

The notice of the General Assembly must be conveyed by the National Control Board to the members of GA. The GA members should receive the invitation at least five days prior to the starting of GA.

Article 3.4 Composition & Delegation of General Assembly

3.4.1 GA shall consist of representatives of each LCs, EBs and QBs of NC..

3.4.2 Each full member LC shall have one voting right.

3.4.3 National Control Board shall not be the delegate to GA and do not have voting rights.

3.4.4 Observers and guests from different organizations and associations shall be invited to GA sessions however voting rights shall not be relaxed to them.

Article 3.5 Chairman of GA

The National Control Board shall appoint at least one person as chairperson for GA which shall be approved by GA members on opening session.



Article 3.6 Credentials for GA Session

- 3.6.1 The Control Board must send the credential letter to the GA members to attend GA sessions at least five days before the start of GA.
- 3.6.2 The delegates from the local committee must send the credential letter signed by the local director to the National Control Board.

PART 4 NATIONAL EXECUTIVE BOARD

Article 4.1 Administrative Authority

The National Executive Board shall be the administrative authority of the national committee. The National Executive Board shall also be referred to as the Executive Board of the National Committee. The National EB must be present at the GA session.

Article 4.2 Composition

The national executive board shall be composed of following members:

- i. National Director
- ii. National Exchange Coordinator
- iii. VP of Communication
- iv. VP of Finance
- v. VP of External Relations
- vi. VP of Project Planning
- vii. Campaign Ambassador

Article 4.3 Election

The election for the National Executive Board shall be elected during the National congress.

Article 4.4 Eligibility

Representatives from the permanent local committee from any field of agriculture and related fields are eligible to stand in election. However, to apply in National EB, a representative should be working as an Executive board member in the respective LC. Also, any Executive Board of the National Committee shall be re-elected.

Article 4.5 Documents

All binding documents for the association can be signed by an Executive Board member after conferral with the other Executive Board members and the Control Board. The Executive Board of the National Committee signs documents in the name of the association.



Article 4.6 Lawsuits

The Executive Board shall act on behalf of the association as a claimant or a defendant in case of lawsuits and shall be represented by the Executive Board member who is appointed by the Executive Board.

PART 5 NATIONAL CONTROL BOARD

Article 5.1 Supervising Authority

The National Control Board also referred to as CB of the National Committee shall be the supervising authority of the association. The National Control Board upholds the interests of the General Assembly. The National Control board are the interpreters of the Constitution and By-laws of IAAS Nepal.

Article 5.2 Composition & Election

The National Control Board shall consist of 2 members. The board consists of Head of Control Board, Membership Officer, each position having specific duties.

PART 6 FINANCES

Article 6.1 Source of Finances

- I. Internal Membership fees from members of National Committee
- II. Membership fees from local committees
- III. Grants, donations and sponsors received from both the public and private sector.

Article 6.2 Administration

The finances of the association shall be administered by VP of Finance and Finance Officer of the National Committee.

PART 7 PROPOSAL

Article 7.1 Proposals for amendment

Any proposals for the amendment in the Constitution shall be presented to the National Control Board 10 days prior to the General Assembly. However, the time duration may be changed with the agreement between the Control Board and Executive Board of the National Committee.

PART 8 AMENDMENT CHANGES

The amendment regarding any article in CBL requires 2/3rd majority of members present in the GA.



PART 9 MISSING INFORMATION

Any missing information in CBL will be dealt with according to the Constitution of IAAS World which shall be the reference.

BY-LAWS OF IAAS NEPAL

Part 1 MISSION STATEMENT

Article 1.1 Mission Statement

To promote the exchange of ideas, knowledge and experience between the youth all over the world for sustainable Agriculture

Part 2 LANGUAGE

2.1 English is the main working language of the association.

2.2 Nepali shall be the official language of the work.

2.3 Meetings of the association shall be in any language based upon the convenience of participants.

2.4 Any international event shall be organized in English only.

PART 3 COMMITTEES

Article 3.1 National Committee

National committee shall consist of CB, EB, QB Member of National Committee.

Article 3.2 Local Committee

The local committee consists of LD and the other registered individual members which shall be according to the structure of IAAS Nepal.

3.2.1 Permanent Local Committee

- i. To have a local committee.
- ii. To pay membership fees in time.
- iii. To send the monthly reports to the national committee.
- iv. To send financial and annual reports to the national committee 15 days before the National Congress.
- v. To promote the exchange program.
- vi. To keep the record of the information of their committee members and send it to the national committee.



3.2.2 Candidate Local Committee:

- i. To have a local committee.
- ii. To send the annual report to the national committee 15 days prior to the National Congress.

Part 4: Director Duties

Article 4.1 Duties of National Director

- 4.1.1 To further the objective of the association with his/her country.
- 4.1.2 To relay all information about the association to the committees in his/her country.
- 4.1.3 To be responsible for all activities of the association within his/her country.
- 4.1.4 To be responsible that his/her country is represented in all negotiations with the association.
- 4.1.5 To keep the Executive Board and the Regional Board continuously updated about the committee addresses and changes in the National Local Directors/Treasures and Exchange Coordinators.
- 4.1.6 To coordinate the activities in his/her country.
- 4.1.7 To submit the country report to the Regional Board three weeks before the start of the World Congress.
- 4.1.8 To ensure that the membership fee of his/her country is paid in time.
- 4.1.9 To train his/her successor.
- 4.1.10 To ensure that the country information is updated on website of IAAS.
- 4.1.11 Monthly Meeting with Local Directors.

Article 4.2 Duties of Local Director

- 4.2.1 To further the objective of the association with his/her committee.
- 4.2.2 To relay all information about the association to the students of his/her committee.
- 4.2.3 To be responsible for all activities of the association within his/her committee.
- 4.2.4 To keep the National Board updated via. National Director about the activities of his/her committee.
- 4.2.5 To coordinate the activities in his/her committee.
- 4.2.6 To share and to delegate tasks in order to increase the activities of the association.
- 4.2.7 To ensure that the membership fee of his/her committee is paid in time.
- 4.2.8 To train his/her successor
- 4.2.9 To conduct the local congress without any dispute.



Part 5 NATIONAL EXECUTIVE BOARD

Article 5.1 National Exchange Coordinator

- 5.1.1 Promote Exchange Program in the local village/committee
- 5.1.2 To find possible host places for ExPro.
- 5.1.3 To aware the members within the country about ExPro.
- 5.1.4 To send and receive the interns.
- 5.1.5 To train his/her successor.
- 5.1.6 Make a separate booklet for exchange.
- 5.1.7 List out all possible exchange sites from each LC for more accessible contacts.
- 5.1.8 To have monthly meetings with the respective VPs of LCS to update their progress.

Article 5.2 VP of Communications

- 5.2.1 To manage the social media accounts of IAAS Nepal.
- 5.2.2 To prepare the monthly reports of the National committee and send it to ND.
- 5.2.3 To look after the branding aspect of the association.
- 5.2.4 To ensure that the membership application form is easily accessible to the interested students.
- 5.2.5 To update the database of members.
- 5.2.6 To act as a bridge between National and Local Committee.
- 5.2.7 To represent the association in different platforms.
- 5.2.8 To provide an annual event calendar to the LCs.
- 5.2.9 To train his/her successor.
- 5.2.10 To have monthly meetings with the respective VPs of LCS to update their progress.

Article 5.3 VP of Finance

- 5.3.1 To coordinate the finances of National Committee
- 5.3.2 Inform the Regional Finance Coordinator of his/her activity in a written form when requested, every four months.
- 5.3.3 To promote the Development Fund and organize activities to fundraise for the Development Fund in the country.
- 5.3.4 To conduct a Meeting with the local committee for financial transparency between the local and national committee.
- 5.3.5 To take Guidance to seek for international sponsorship from Regional and help the local committee for seeking sponsorship partners.
- 5.3.6 To provide a session of "Book Keeping" to LCs.
- 5.3.7 To train his/her successor.
- 5.3.8 To have monthly meetings with the respective VPs of LCS to update their progress.



Article 5.4 VP of External Relations

- 5.4.1 To find the potential partners for the association.
- 5.4.2 To represent the association in different platforms.
- 5.4.3 To help the National Exchange Coordinator for finding different exchange host places.
- 5.4.4 Administering the finances and the property of the association together with VP of Finance.
- 5.4.5 To train his/her successor.
- 5.4.6 To have monthly meetings with the respective VPs of LCS to update their progress.

Article 5.5 VP of Project Planning

- 5.5.1 To plan, coordinate and execute the different projects and programs of the National Committee.
- 5.5.2 To regularly update the National Director and VP of communication about the progress of different projects.
- 5.5.3 To guide the local committee about the projects.
- 5.5.4 To take the in-charge of different events.
- 5.5.5 To train his/her successor.
- 5.5.6 VP of Project shall monitor the ongoing projects in LCs.
- 5.5.7 To have monthly meetings with the respective VPs of LCS to update their progress.

Article 5.6 National Campaign Ambassador

- 5.6.1 To work in coordination with VP of Communication and VP of Project Planning and come up with better ideas of campaigns.
- 5.6.2 To conduct the campaigns as per the world guidelines making all LCs involved as well.
- 5.6.3 To design the campaigns as per the current agricultural issues and coordination with Campaign Coordinators from LCs.
- 5.6.4 To continuously provide the report of Campaigns to the VP of Communication of the Association.
- 5.6.5 To have monthly meetings with the respective VPs of LCS to update their progress.

Article 5.7 Quality Boards

The Executive Board of the National Committee shall recruit the Quality Boards with specific duties. The duties of QB should be pre-defined before announcing the vacancies. The decision for the choice of QB is solely based on the Executive Board of the National Committee. However, National EB should inform National CB about the recruitment of QB in writing.



Article 5.8 Ceasing of Duties

- I. If the member of National EB has not been found punctual and sincere in his/her duty, he/she can be relieved from the duty by 2/3rd vote of existing National EB with the approval of National CB.

Article 5.9 Resignation & Vacancies

The National EB is allowed to resign from the post with one week of prior notice to National CB, however he/she must pay internal membership fees if he/she had already signed the Letter of Oath and Confidentiality. In such conditions, when the position is vacant, the National EB shall re-elect the new member within a month, which shall be the first priority, or divide the duties among existing members.

Article 5.10 Trias Politica

A person cannot uphold the two executive powers at a time either in local, National and Regional.

Part 6 NATIONAL CONTROL BOARD

Article 6.1 Composition

The National Control Board shall be composed of 2 members:- Head of Control Board and Membership Officer.

Article 6.2 Duties of National Control Board

- 6.2.1 National CB will be the judicial and supervising body Committee. of the National
- 6.2.2 National CB will facilitate the meeting of the National Committee.
- 6.2.3 National CB shall verify the minutes of meetings and send it back to the National Committee.
- 6.2.4 National CB shall not make any decision on behalf of National Committee however National CB shall have a power to approve, reject or hold on the decision of National Committee.
- 6.2.5 National CB shall be the interpreter of Constitution and By-Laws of IAAS Nepal.
- 6.2.6 National CB shall be the responsible authority for receiving the proposals, voting the proposals and keep it in the constitution sent for amending the IAAS Nepal Constitution and By-laws
- 6.2.7 National CB shall be the key authority to publish the IAAS Nepal Constitution and By-laws.
- 6.2.8 National CB must send the Election Code of Conduct to all the members of the General Assembly and other candidates one week prior to the start of the National Congress.
- 6.2.9 The National Control Board should monitor whether each national executive committee members are having their monthly meeting with their respective LC departments.



PART 7 NATIONAL CONGRESS

Article 7.1 Composition:

The National Congress must necessarily contain the General Assembly sessions and elections. Other programmes can be decided by the EB/CB and organizing Committee.

Article 7.2 Participants

The participants of National Congress can be Members of the National Committee, delegates from local committees and guests from different Organizations.

Article 7.3 Time

The National Congress must be held within the time fixed by CB/EB and the Organizing Committee.

Article 7.4 Organization

7.4.1 Any Local Committee can propose to host the National Congress which should be approved by the General Assembly.

7.4.2 Incase if any local committee is not available, NC must call the National Congress.

7.4.3 Individual members must cover their own expenses for the National Congress.

7.4.4 Participation fee shall be decided by VP of Finance with the recommendation of the Organizing Committee.

Article 7.5 Agenda

The National Congress shall have following agendas:

- i. Opening Speech by National Director
- ii. Approval of Chairman
- iii. Rules announcement Chairman
- iv. National Anthem
- v. Approval of Agenda
- vi. Presentation by National EB
- vii. Addresses by guests
- viii. Appointment of Election Committee
- ix. Election of National EB
- x. Election of National CB

Article 7.6 Awards and Recognition

I. An award ceremony shall be organized at the Valedictory/conclusion Function of National Congress.

The award shall be given to one National EB member on the recommendation of National CB and voted by Board Member and QB with the recommendation of Ebs.

ii. Award shall be given to one of the best Local committees by evaluating their activities.



Article 7.7 Mode of National Congress

The National Congress must necessarily hold an offline gathering. Online gathering can be organized only if the physical gathering is prohibited due to some restrictions or if 2/3rd members of the General Assembly decide to do so.

Article 7.8 Frequency

The National congress shall be held annually.

Part 8 GENERAL ASSEMBLY

Article 8.1 Call of General Assembly

The General Assembly session shall be called by the National Control Board in request from National EB. The GA session shall also be called by any four members of the National Committee provided that three members must be from National EB.

Article 8.2 Preparation Documents

The delegates must submit a Credential and Commitment letter to National CB in order to participate in the General Assembly.

Article 8.3 Agendas The agenda must cover following topics:

i. Opening by Chairperson ii. Right of Voting iii. Approval of agenda

8.3.1 If any member wants to add the new agenda into GA, he/she must write to the Chairperson 12 hours prior. The agenda needs to be supported by any 2 members of National EB.

Article 8.4 Proposals

8.4.1 The proposals for the amendment of CBL must be submitted at least 12 days prior to the General Assembly. 8.4.2 The submitted proposals shall be presented by National CB during the General Assembly which shall be presented by Individual proposer.

8.4.3 The proposer will be given 1 hour of time to withdraw his/her proposal.

8.4.4 The National CB shall announce the final proposals taken for voting.

8.4.5 The GA members can vote in favor, against and in abstain for the given proposal.

8.4.6 The proposal must be voted by 2/3rd majority to keep it under the CBL of IAAS Nepal

8.4.7 If any proposal gets equally divided votes, then there shall be reelection for the proposal.

8.4.8 The method of voting shall be decided by National CB, which shall be informed by National CB along with Election Guidelines.



Article 8.5 Elections

8.5.1 The selection of New EB and CB to the National Committee shall be made by 2/3 rd Majority voting from the GA.

8.5.2 National CB can also play the role of jury

8.5.3 Every Voter must produce the Credential and commitment letter during voting, which must be signed and stamped by a member of National CB.

8.5.4 The National CB shall open the Candidacy Form 20 days prior to the National congress.

8.5.5 The Candidate must submit his/her basic personal month prior to details, IAAS Experience, One Year strategy and motivation for joining the association.

8.5.6 The National CB shall publish the list of eligible voter's one day before the election.

8.5.7 The National CB shall publish 1 1st list of Candidates 5 days prior to the national congress.

8.5.8 Any candidate can withdraw his/her name up to 1 day prior to the National Congress.

8.5.9 The National CB shall publish the final Candidate list 1 day prior to the National Congress who shall take part in voting if anyone withdraws.

Part 9 MEETINGS

Article 9.1 Calling of Meeting

Any member of the National Committee can call for the meeting with specific agendas provided that it should be supported by at least three members of the Executive Board of the National Committee.

Article 9.2 Facilitation of Meeting

The meeting of the National Committee must be facilitated by any member of National CB.

Article 9.3 Information to National CB

The National CB should be informed at least 24 hours prior to the scheduled meeting.

Article 9.4 Attendance of Meeting

Members of National EB must be present at the meeting. In case the member could not attend the meeting, he/she should inform the National CB at least 1 hour prior to scheduled time. The attendance of National EB in the meeting shall be monitored by National CB.

Article 9.5 Minutes of the meeting

The National EB must write the minutes of the meeting and send it to National CB for verification. The National CB shall send the minutes back to the National Committee.



PART 10 MISCELLANEOUS

Article 10.1 Representation in Global Level

Any member of the association is allowed to stand in the elections or selection of IAAS World EB /QB or RB. However, they need prior information and approval from the National Committee. Failing to do so, and applying directly without information shall lead to expulsion from the National Committee.

Article 10.2 Opinion

The opinion of any individual member of the Committee shall not be the collective opinion of the whole committee.

Article 10.3 Sponsors

The association shall seek help from the potential sponsors for conducting its program however the identity and objectives of association must not be affected by the sponsor

Article 10.4 Representation of project in Project Competition

10.4.1 In any kind of competition, the project must be represented through the National Committee. If any LC does without the permission of the National Committee this Local Committee will get punishment as per EB/CB decision.

10.4.2 If the project is submitted from the official mail of IAAS Nepal the prize shall be divided 20% for the National Committee and 80% for the Host Committee. But if it is fully designed by LC, then 100% is provided to hosting LC. But, The National Board should be notified for project Submission in GPC and other.

10.5 ETHICS:

Any EBs or CBs (national team) of the National Board shall not be associated with the other organization's leading roles but can be in other working positions. If so is seen, proper action shall be taken or the executive body will be asked to resign from one of.

Article 10.6 Executive Power

If there arises a dispute in the local committee and is not able to conduct local congress, the National CB/EB can take the execution power and form the committee or freeze the committee as per the decision made by EB/CB.

Article 10.7 Relationship Building

Interaction programs should be organized between LCs to foster relationship building and the exchange of ideas.