

**BYLAWS AND CONSTITUTION OF
AMERICAN NEPALI MUSLIM SOCIETY
(ANMS)**

**Revision 0
July 13, 2025**

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ARTICLE I: NAME, OFFICE AND LOCATION

Section 1.1: Name

The name of the organization is the **American Nepali Muslim Society**, abbreviated as **ANMS**. Hereinafter, it shall be referred to as **ANMS**.

Section 1.2: Objectives

- The ANMS's primary objectives are to cater to the community development of American Nepali Muslims residing in the USA. ANMS is a NON-PROFIT and NON-POLITICAL organization.
- ANMS operates on a non-profit basis, and any funds generated by the entity will NOT be used for the personal benefit by any member of ANMS.
- ANMS shall never be operated for the primary purpose of carrying on a trade or business for profit.
- ANMS shall not participate in any political campaign on behalf of or in opposition to any candidate for public office, nor shall it engage in any activities prohibited under Section 501(c)(3) of the Internal Revenue Code or any future equivalent federal tax law provisions that would disqualify its tax-exempt status.
- To act as a family to our community members by providing support during times of need, including but not limited to hospitalization, accidents, or any difficult situation. ANMS will offer assistance, care, and solidarity to ensure that no member faces hardship alone.
- To promote a strong support system within the community, reducing isolation and ensuring that members remain connected and committed to their faith.
- To raise funds and secure resources in support of community welfare programs aligned with ANMS's purpose, vision and mission.

Section 1.3: Office and Location

The principal place of ANMS is located in (Fort Worth, TX). ANMS may have such other chapters, either within or without the State of Texas, as the Board of Directors may determine or as the affairs of ANMS may require from time to time.

Section 1.4: Logo

The logo of ANMS features the flags of the USA and Nepal, united by a crescent moon. The inscription "American Nepali Muslim Society" and/or "ANMS" elegantly arcing the design.



ARTICLE II: PURPOSE, MISSION AND VISION

Section 2.1: Purpose

- To conduct social, cultural, educational, professional and other activities in the best traditions.
- To uphold social and cultural values of Peace, Passion, Justice, and Knowledge.
- To promote unity among the American Nepali Muslims in harmony with other communities.
- To create and support programs that foster community empowerment, economic self-sufficiency, and social inclusion.
- To collaborate with local governments, nonprofit organizations, and community members to develop sustainable solutions for community challenges.
- To raise necessary charitable funds and donations to accomplish ANMS's objectives.

Section 2.2: Mission

To foster a strong and united community by promoting social and cultural teachings, offering social services and organizing communal gatherings that inspire peace, compassion, charity, and community development that nurtures a deep sense of belonging and strengthening harmony within society.

Section 2.3: Vision

To build a thriving American Nepali Muslim Society where every member has equal and easy access to community resources, fostering meaningful social support, professional development, and alignment with the values and norms of society.

ARTICLE III: BOARD OF DIRECTORS

Section 3.1: Board of Directors

The Board of Directors (BOD) shall consist of a minimum of three (3) and a maximum of seven (7) members. The total number of members must always be an odd number—either 3, 5, or 7. A member of BOD shall serve a term of four (4) years. After completing two (2) consecutive terms, the member must step down for at least one (1) term before becoming eligible for re-election. Terms align with the fiscal calendar year. The Executive Committee at the time shall appoint the members of the Board of Directors for the upcoming tenure.

Section 3.2: Eligibility to Serve on the Board of Directors (BOD)

- Must be an active member of ANMS for minimum three (3) years in good standing.
- Must have served as member of the Executive Committee for at least one (1) term.
- Must not be a member of the Executive Committee at the time.
- Must possess strong integrity, good moral character, and be respected within the community.
- Must not have served two consecutive terms on the BOD without completing the required one-term break.

Section 3.3: Duties and Responsibilities

- Ensure that the Executive Committee operates and abides by ANMS's bylaws.
- Ensure compliance and transparency for legal, financial, and ethical obligations.
- Provide guidance and take appropriate actions if the Executive Committee deviates from its responsibilities.
- Act as an appeal body for disputes or conflicts within ANMS.
- Oversee the election process for Executive Committee members.

ARTICLE IV: EXECUTIVE COMMITTEE, DUTIES AND RESPONSIBILITIES

Section 4.1: Executive Committee

The Executive Committee shall consist of a minimum of five (5) members and must always have an odd number of members, including:

- President – 1 member
- Vice President – 1 member
- Secretary – 1 member
- Treasurer – 1 member
- Public Relation Officer – 1 member

The Executive Committee shall serve a three (3)-year term. Members may serve up to two consecutive terms, after which they must step down for at least one (1) term before being eligible for re-election. Terms shall follow the fiscal calendar year.

Section 4.2: Eligibility to Serve on the Executive Committee

- Must be an active member of ANMS for minimum two (2) years in good standing.
- Must be at least 21 years of age.
- Must possess strong integrity, good moral character, and be respected within the community.
- Must not have served two consecutive terms on the Executive Committee without completing the required one-term break.
- Must have volunteered in at least one (1) event organized by ANMS.
- Must have donated an amount determined by the BOD at that time.

Section 4.3: Duties and Responsibilities

The Executive Committee shall determine the dues to joining members. The duties and responsibilities of the members of Executive Committee are:

- **President:** The President shall be elected amongst the members of ANMS and shall serve as the head of the Executive Committee, responsible for providing leadership, vision, and governance to ANMS. The President shall ensure that all activities align with the bylaws of ANMS.
- **Vice-President:** The vice-president shall be elected amongst the members of ANMS and shall assist the President, lead the Executive Committee in the President's absence, and carry out any responsibilities delegated by the President.
- **Secretary:** The Secretary shall be elected amongst the members of ANMS and shall assist the vice-president and the president, shall be spokesperson of ANMS and shall maintain meeting minutes and official correspondence.

- **Treasurer:** The Treasurer shall be elected amongst the members of ANMS and shall be responsible for financial transactions, donations, and disbursements with full transparency and integrity.
- **Public Relation Officer:** The Public Relation Officer shall be elected amongst the members of ANMS and shall be responsible to plan and manage community outreach activities and events including communication with media, local organizations, and government agencies.

ARTICLE V: MEMBERS

Section 5.1: Members

Members of ANMS shall be Nepali origin Muslims residing in the United States. Members shall have the right to vote and are eligible to serve on the Board of Directors, the Executive Committee, and any other committees formed as needed by ANMS.

Section 5.2: Admission and Revocation

Membership shall be open to individuals of Nepali Muslim origin residing in the USA who support the mission and values of ANMS. Admission shall be subject to the approval of the Executive Committee and completion of any application and dues requirements set forth by ANMS. The Executive Committee and the Board of Directors reserve the right to revoke membership for conduct detrimental to ANMS, following due review and proper notice. This includes actions that harm ANMS's integrity, violate its mission, or disrupt its operations.

Section 5.3: Membership Dues

Members shall pay non-refundable annual dues in an amount determined and approved by the Executive Committee at the time. Members who have paid their dues in full shall be designated as Active Members and shall retain all rights and privileges of membership, including voting rights. Failure to remit dues within the prescribed period shall result in the suspension of membership privileges, including voting rights, and such individuals shall be designated as Inactive Members until their dues are paid in full and reinstatement is approved by the Executive Committee.

ARTICLE VI: ELECTION COMMITTEE

Section 6.1: Election Committee

The Board of Directors shall serve as the Election Committee responsible for overseeing the election of the Executive Committee for the upcoming tenure. Two thirds (⅔) of members of the BOD shall constitute a quorum for holding its meetings and making decisions. Adhere to the election procedures to ensure confidentiality and integrity in all voting processes.

Section 6.2: Election Procedures

The election shall be conducted in accordance with the bylaws and governing principles of ANMS. Election deadlines for nominations shall be set by the Election Committee. Elections may be conducted via secret ballot, online voting, or in-person voting as determined by the Election Committee at the time. Active Members in good standing shall be eligible to vote or

run for the Board of Directors, the Executive Committee and any other committee formed by ANMS.

Section 6.3: Election Results

The Election Committee shall validate and certify the election results. Results shall be announced publicly within (3) days of the election. In case of disputes, the Election Committee shall investigate and issue a final verdict. Newly elected Executive Committee members shall assume their duties effective immediately after the conclusion of the current Executive Committee's tenure, or on a date set by the Board of Directors within a defined transition period.

ARTICLE VII: GENERAL MEETINGS

Section 7.1: Annual Meetings

An Annual General Meeting (AGM) shall be conducted to review organizational progress, present financial statements, discuss future goals, and amend bylaws as needed.

Section 7.2: Notice of Meetings

Meeting notices shall be sent at least one week in advance including time, date, location, and agenda, except in the case of an emergency meeting.

Section 7.3: Minute Meetings

All meetings shall be documented with formal minutes.

ARTICLE VIII: ETHICS AND CONFLICTS

Section 8.1: Code of Ethics

All members and volunteers must act with integrity, honesty and in accordance with the bylaws. Any unethical behavior shall be addressed by the Board of Directors.

Section 8.2: Conflict of Interest

Members of the BOD and the Executive Committee must disclose any potential personal or financial conflicts. Individuals with a conflict shall abstain from participating in related decisions.

Section 8.3: Financial Conflict of Interest

Any individual involved in organizational finance must disclose any personal gain from transactions. Financial decisions must be made transparently and recorded properly.

ARTICLE IX: FINANCIAL ADMINISTRATION

Section 9.1: Contributions

ANMS may accept donations, grants, and endowments and all charitable contributions. All funds shall be used solely in accordance with the bylaws and for activities approved by ANMS.

Section 9.2: Maintenance of Account

ANMS shall maintain an official bank account. Accurate and up-to-date financial records shall be kept at all times. The President and Treasurer shall be the primary authorized signatories for the organization's bank accounts. Alternatively, two (2) executive members may be selected and approved to serve as authorized signatories through a two-thirds ($\frac{2}{3}$) majority vote of the members present at a duly called meeting with an agenda specifying the selection of bank account signatories. The proceedings and resolutions of such meetings shall be documented in the official meeting minutes. A certified copy of the approved resolution and minutes shall be submitted to the financial institution for the purpose of opening and maintaining the organization's bank accounts.

No funds shall be withdrawn or disbursed from the organization's bank accounts unless the amount has been reviewed and approved at a duly convened meeting of the Board of Directors (BOD) and executive members. All disbursements must align with the approved budget or specific resolutions adopted by the BOD and executive members and shall be properly documented in the organization's financial records and meeting minutes.

Section 9.3: Audit

Annual internal audits must be conducted to ensure financial accountability. Audit reports shall be presented in the Annual General Meeting (AGM) and made available to members upon request.

ARTICLE X: AMENDMENTS**Section 10.1: Request for Amendments**

Proposed amendments must be submitted in writing by any member to the Board of Directors.

Section 10.2: Approval of Amendments

Proposed amendments shall be reviewed and approved by a two thirds ($\frac{2}{3}$) majority vote of members present at Annual General Meeting (AGM). Amendments must align with purpose, mission, vision of ANMS.

ARTICLE XI: DISSOLUTION**Section 11.1: Proposal for Dissolution**

A proposal to dissolve ANMS must be submitted in writing by at least two thirds ($\frac{2}{3}$) of the Board of Directors and the Executive Committee at the time.

Section 11.2: Approval of Dissolution

Dissolution of ANMS must be approved by a two-thirds ($\frac{2}{3}$) majority vote of the members present at a meeting specifically called for that purpose by the Executive Committee. Upon dissolution, any remaining assets shall be distributed to one or more tax-exempt nonprofit organizations in accordance with Section 501(c)(3) of the Internal Revenue Code and applicable IRS regulations.

ARTICLE XII: REVISION HISTORY

Section 12.1: Revision Table

Revision Name	Edited By	Articles/Sections	Revision Committee Members	Approval Date
Initial Release (R0)	Abdul Ansari	All	1. Abdul Ansari 2. Samsuddin Salmani 3. Saddam Japhar 4. Hassan Naseh 5. Shahid Mohammad 6. Majrul Hoda 7. Mohammad Ansari	July 13, 2025

ARTICLE XIII: TAX-EXEMPT STATUS COMPLIANCE

Section 13.1: Resolution for Federal Tax-Exempt Application

As part of its application for recognition of exemption from federal income tax under Section 501(c)(3) of the Internal Revenue Code, the Board of Directors of the American Nepali Muslim Society (ANMS) hereby resolves the following:

"The organization affirms its commitment to operate exclusively for charitable, educational, and community development purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. No part of the net earnings shall inure to the benefit of, or be distributable to, its members or other persons, except that the organization shall be authorized to make payments and distributions in furtherance of the purposes set forth in these Bylaws."

This resolution shall be included as a formal part of the organization's application for federal tax-exempt status. It is adopted under penalties of perjury and attested to be true, correct, and complete to the best knowledge of the undersigned officers.

Adopted this 13th day of July, 2025, By the Board of Directors of the American Nepali Muslim Society (ANMS)



Samsuddin Salmani, President



Kamre Mansuri, Secretary