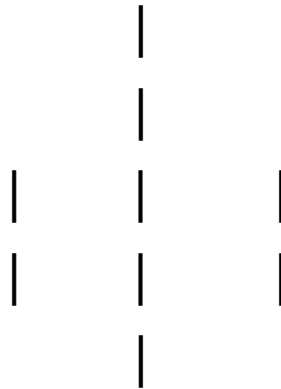




NRNA NCC USA^{/'S}
Membership Policy
Rev. 0



Prepared By:
NRNA NCC USA
As approved by the board decision on February 18, 2017

1. Eligibility

All of the three criteria below **shall** be satisfied.

- 1.1. The applicant shall be at least 18 years old.
- 1.2. The applicant shall be either a
 - 1.2.1. Nepali citizen **or**
 - 1.2.2. Person of Nepali Origin (“PNO”) (“PNO” means a citizen of any country other than SAARC countries who himself/herself **or** his/her parents **or** grandparents were ever a Nepali Citizen per the Non-resident Nepali Act, 2064 of the Government of Nepal).
- 1.3. The applicant shall be either a
 - 1.3.1. Citizen of the United States of America **or**
 - 1.3.2. Permanent resident (green) card holder in the USA **or**
 - 1.3.3. “PNO” currently living in any States or Territories of the USA **or**
 - 1.3.4. Citizen of Nepal living in any country other than SAARC for a minimum of two years **and** currently living in any States or Territories of the USA. Such person shall not be an employee of the Nepal Government serving in a diplomatic mission or consulate and shall not be in a student visa in USA.

2. Required documents during application submission

- 2.1. The applicant shall have a government issued identification document to certify that he/she is eligible to be a NRNA USA member as defined in the section 1 above. Any **one** of the following documents is considered valid and is acceptable.
 - 2.1.1. Passport issued by the Government of Nepal.
 - 2.1.2. Passport issued by the Government of USA.
 - 2.1.3. Permanent Resident Card (green card) issued by the Government of USA.
 - 2.1.4. Identification card issued by US State Government.
 - 2.1.5. Birth certificate issued by the US Government.
- 2.2. The applicant shall submit the last 4 digit of the identification document number and the type of identification document mentioned in section 2.1 during the application process.
- 2.3. The applicant shall complete and sign the form “NRNA-USA-001”

3. Payment for membership due

- 3.1. Payment for the membership due shall be made via paypal or credit card or debit card only.
- 3.2. Each paypal account or credit card or debit card shall not be used to pay for more than 15 applicants.

4. Application process

- 4.1. Application shall be filled “online only” by visiting <https://nrnccusa.org/nrna-registration>. This is an easy three (1-2-3) step procedure as explained below.
 - 4.1.1. **Step-1:** Go to <https://nrnccusa.org/nrna-registration> or the registration link provided by NRNA USA.
 - 4.1.1.1. Fill out your first, middle and last name.
 - 4.1.1.2. Profession is optional. If you provide your profession, this will be used with NRNA USA database in the future (not part of the membership program)

- 4.1.1.3. Provide your USA phone number, email address and complete USA physical address where you currently live.
- 4.1.1.4. Under Verification, select the type of identification document you are submitting.
- 4.1.1.5. Under Passport/ID Number, type last 4 digits of your document number that you are submitting under section 4.1.1.4 above.
- 4.1.1.6. Select Membership Type.
- 4.1.1.7. Read Form NRNA-USA-001 completely and mark one of the four categories provided.
- 4.1.1.8. Sign the form by writing your first name followed by the last name in the box provided.
- 4.1.1.9. Upload your recent picture. Picture is optional. If you provide your picture, this will be used with your future official ID card in the future (ID card is not part of the membership program and will be decided by the future board).
- 4.1.1.10. Hit the button "Submit"
- 4.1.2. **Step-2:** Check your email, open the email received from NRNA NCC USA. If you don't receive in your inbox, check the junk mail folder. Get the 6 digit email validation code provided in the email. Go back to your registration page and input the 6 digit email validation code. If you exit the registration page by any chance, click on the link provided at the email to get back to the registration page. Hit the submit button to proceed to the payment details.
- 4.1.3. **Step-3:** Complete payment information and hit submit. If payment information is correct, you will get payment receipt in the email. Application filing is now complete.
- 4.2. Verification committee of NRNA NCC USA receives and reviews the application and submitted documents.
 - 4.2.1. If the application and documents submitted are valid and acceptable, the applicant receives an email with membership number.
 - 4.2.2. The verification committee may request additional information or documents during verification process. This request will be sent to the applicant via email or may choose to call on the phone number provided. If the applicant will not respond or provide invalid document or information within the specified time, applicant's application for the membership will be denied and the membership due submitted will be forfeited. This will be documented and a notification email will be sent to the applicant.

5. Membership verification process

Membership verification shall be completed by a three layers of membership verification processes: state/local level, national level and the board.

- 5.1. State level membership verification committee: Wherever NRNA USA's state chapter exists, there will be 3 or 5 member state level membership verification committee. If total NRN USA membership applicants in the state are 1000 or more, there will be a 5 member verification committee, otherwise the committee will have only 3 members.
 - 5.1.1. One of the members in the verification committee will be the chapter President or a member of the state chapter selected by the majority of the State Board
 - 5.1.2. Rest of the members in the verification committee will be selected by the board of the NRNA NCC USA
 - 5.1.3. Chapter President, if eligible, will be the Chair of the state level membership verification committee. If the chapter President is not eligible to be in the committee, national board will select the Chair of the state level membership verification committee.
- 5.2. National level membership verification committee: There will be a 7 member national level verification committee.

- 5.2.1. At least one member in the committee shall be from each of the following category.
 - 5.2.1.1. Representative from the Past President or Senior Vice President or Vice President or General Secretary
 - 5.2.1.2. Current national board
 - 5.2.1.3. Current advisors
 - 5.2.1.4. General/life members
- 5.2.2. Chair of the national level membership verification committee is selected based on the following priority list subject to the eligibility of the individual.
 - 5.2.2.1. Current board President, Senior Vice President, Vice Presidents (based on the priority list developed within the board among 4 vice presidents), General Secretary
 - 5.2.2.2. Past president, past Senior Vice President, Past Vice Presidents (based on their priority list), past General Secretary. The immediate past board gets highest priority than the previous.
 - 5.2.2.3. If none of the above two categories available or ineligible, the national board will select the Chair from the other two categories.
- 5.3. Wherever no state chapter exists in the state, national board will act as a verification committee.
- 5.4. The board will oversee all of the member verification committees.
- 5.5. If someone and his/her immediate family members (father, mother, wife/husband, brother, sister, son, daughter) is contesting the upcoming election, he/she will not be eligible to be in any of the membership verification committees.
- 5.6. Time table for the verification process will be determined by the national board.
- 5.7. Verification committee shall contact each member via email and may follow up via phone to verify the information/document submitted during application process.
- 5.8. The verified names of the members shall be shared to the election committee after verification is completed.
- 5.9. Collected application and documentation of the verified members shall remain confidential. It will be the property of the NRNA NCC USA.
- 5.10. Each member of the membership validation committee shall take oath and sign the confidentiality and non-disclosure agreements.
- 5.11. The reason for not approving an applicant shall be documented, clearly written and provided to the applicant. Documents received by the verification committee for the rejected applicants will be kept on secure file by NRN NCC USA for two years or till the last trimester of the board term, whichever comes first, and then permanently destroyed (electronically deletion or physically shredded) in presence of a minimum of three elected members of the running board.

6. Conflict Resolution

- 6.1. Any conflict arising from this policy shall be decided and resolved by the NRNA USA Judicial Committee. Such decision will be final unless otherwise stated by the Judicial Committee on its verdict.

7. Disclaimer Form NRNA-USA-001

All applicants shall complete and sign the following NRNA-USA-001 form as a part of application process. (Please see the next page)

FORM NRNA-USA-001

I am applying to become a member of NRNA NCC USA. Under the penalty of perjury per the bylaws of NRNA NCC USA (NRN NCC USA) and all applicable laws of the United States of America, I hereby authenticate that the information, material and documents provided by me within this application are true and correct. I further certify that the information provided below is true and valid. I am aware that each of the following information, material and document submitted and provided to the NRNA NCC USA to complete this application is subject to review by NRNA NCC USA's Membership Verification Committee or the Board. I will respond to the enquiry submitted to me via email or the phone by the Committee within the requested time. If I do not respond to the email and submit the requested valid documents or information, I may be removed from the system as the applicant. If false information, material or document is submitted, I will be immediately disqualified as the applicant and may be subject to the penalty or punishment as required by the bylaws and the applicable Laws of the United States of America. I am aware that the application fee submitted with incomplete or invalid information will not be returned. If I do not return the email and/or phone call requested by Membership Verification Committee or the Board and provide the requested valid documents/information within the specified time, I am aware and agree that the application fee will be forfeited.

Mark one of the following four categories:

7-A I am a Nepali citizen and have lived out of Nepal (other than SAARC countries) more than 2 years and currently living in the USA. I am not a Permanent Resident (green card holder) of the USA.

7-B I am a Nepali citizen and a Permanent Resident (green card holder) of the USA.

7-C I am a US citizen but I am a PNO [People of Nepali Origin = I was or my parents or my grand-parents are/were citizen(s) of Nepal]

7-D I am a foreign (Non-Nepali, Non-USA and Non-SAARC country) citizen but I am a PNO [People of Nepali Origin = I was or my parents or my grand-parents are/were citizen(s) of Nepal]

I certify, under penalty of perjury, that I am 18 years old, not an employee of the Nepal Government serving in the diplomatic mission or consulate and not in a student visa in USA. I further certify that the information provided on this form and any documents submitted by me are complete, true and correct. My name below proves that I intentionally completed and signed this form.

My signature: Date:

8. Amendments

8.1. Any amendment to this policy requires a NRNA NCC USA's board approval.

END OF THE POLICY