



Native Arts and Heritage Academy Nepal

(A trusteeship institution for promoting Native Skill, Arts, Knowledge, Culture and Heritage of Nepal)

Trusteeship Directives, 2022

On September 15, 2021 a consultation meeting was held with like-minded academicians, professionals and concerned stakeholders regarding campaigning for a specific academic institution, the University for Native Arts and Culture as specified in the National Education Policy, 2013 and formed a preparatory committee. The committee has organized a series of meetings/seminars/webinars, consulted with concerned ministries and submitted the letter of intent. Through the meetings/consultations it has been suggested to have an institutional set-up to make the campaigning stronger and undertake some activities aimed for. Accordingly, the “Raithane Shilpakala tatha Sampada Pratisthan Nepal” translated name in English ‘Native Arts and Heritage Academy Nepal’ has been incorporated under the trusteeship on 2022/08/10. As mandated through the Memorandum of Association of the Academy, the Trusteeship Directives, 2022 for have been approved by the first meeting the Board of Trustees on 2022/8/20.

1. Objectives of the Academy

The objectives of the Academy are as follows;

- To preserve, promote and innovate the ancestral arts, culture and heritage associated with the Native-community
- To provide a practical base of learning on Native Skill, Arts, Knowledge, Culture and Heritage to the young generation and contribute to making the country prosperous and self-dependent while preserving the original identity of Nepal.
- To prepare competitive human resources for the global market by promoting native skills, arts and knowledge of the country
- To undertake surveying, studying and researching Nepali cultural heritages and exposing their scientific and authentic facts to the world.
- To develop the arts, skills and craftsmanship of Native communities and produce typical artifacts matching to the modern lifestyle and take initiative to register the patent/intellectual property rights of such skill, craftsmanship and artifacts.
- To enhance the mission of promoting universal humanity through moral-entrepreneurship based on ancestral knowledge, skill and practices.
- To attract foreign students to study/research Nepalese heritage such as native knowledge, art, skill and culture.
- To arrange formal/non-formal classes in the concerned faculties/subjects by affiliating/collaborating with the universities
- To strengthen the campaigning to upgrade the Academy to the University level as per the government policy and rule.

- To upgrade native skills, craftsmanship and traditional occupations in a commercial scale through entrepreneurship development with the approval from the Council for Technical Education and Vocational Training [CTEVT] or similar authorized agency.
- To advocate local government for provisioning teaching of Native Skill, Arts, Knowledge, Culture and Heritage at the school.
- To support the provincial/local government for preserving the local system, knowledge, skills, arts, craftsmanship, artefacts, culture and heritage.
- To coordinate, collaborate and make partnerships with concerned national and international agencies/educational institutions.

2. The Roles of the Trustee

a) The main roles of the Trustee are: -

- to ensure that the Academy is run properly, responsibly and lawfully in accordance with it's the MoA and AoA;
- to ensure that all its activities fall within its mission;
- to ensure that the Academy acts openly and accountably by fulfilling its Purposes and by providing Public Benefit;
- to develop and agree the strategy and policies of the Academy;
- to network with and learn from other similar institutions;
- to agree a financial budget and monitor financial performance;
- to explore and ensure that the Academy has adequate resources to carry out its Purposes;
- to guard against the liabilities of the Academy exceeding its assets;
- to ensure effective and accountable management;
- to elect, appoint, support and review the performance of the member of the BoT;
- to respond efficiently and properly with its right information to all donors, medias and beneficiaries;
- to keep up-to-date with relevant skills and knowledge and use it for the Academy;
- to pay the committed amount of Trusteeship fee and/or other commitments/liabilities to the Academy.
- to support the Academy for fundraising, partnering with appropriate institutions and building relationships with the government agency.

b) Most trustees don't get paid for their role as a trustee but one can be paid for the role played full time or part time with some position as decided by the BoT.

3. Provision, types and application for Trusteeship

1. **Provisions to be a trustee:** There are following restrictions on who may be a Trustee as per the Memorandum of Association (MoA) section 9.

- Nepali citizen
 - Over the age of 16
 - Not a discharged bankrupt
 - Not having unspent conviction for an offense involving deception, dishonesty or corruption
 - Not been removed from trusteeship of the similar institution by a Court or the government authority
 - Not been disqualified to be a trustee under the existing law of the country.
 - Related with the theme of the institution by profession or belonging to the native¹ community or for the organization having the interest of supporting the mission of the Academy.
- Nevertheless, the provision of Nepali citizenship is mandatory for the founding trustees and trustees (Life members). It is not compulsory for other types of trustees.

¹Inhabiting or existing in a land from the earliest times, basically the aboriginal communities.

a) Types of Trustees

There are five types of trustees as per the MoA, section 9(2). The trustee with life membership has voting rights in the General Assembly.

- a) **Founding Trustees:** The trustees who have been officials until the incorporation of the Academy are the founding trustees. They have the voting rights until they remain as the trustee of the institution.
- b) **Trustees (Life member):** The individual or institution who became the trustee is the life member of the Academy and has the full voting rights and the Board of Trustees (BoT) is formed among them.
- c) **Honorary Trustee:** A person who has significant contribution in Native skill, arts, culture and national heritage could be provided with honorary trustee by the BoT. The trusteeship fee is not compulsory to the honorary trustee. They do not have the voting rights.
- d) **Associate Trustee:** An individual associated or institution affiliated with the Academy for a particular period to undertake or collaborate on a particular task will be provided with Associate Trustee by the BoT. This type of trustee does not have the voting rights. It is renewable yearly.
- e) **Trainee Trustee:** An individual associated with a course or training or research/study run by the Academy will be provided with the Associate Trustee by the executive head of the Academy. This type of trustee does not have the voting rights. It is renewable yearly.
- f) The Minimum Trusteeship fee is determined as follows. There is no compulsion for honorary trustees. In addition to the minimum fee specified below any type of Trustee can contribute in cash, kind or land.

	Founding Trustee	Trustee (Life Member)	Associate Trustee	Trainee Trustee
Fee	Rs 25,000/- (Once for life-time associated during the incorporation)	Individual; Rs 50,000/- for Nepali US \$ 1,000/- for NRN ² Institution; Rs 300,000/- (Once for life-time)	Individual; Rs 5,000/- for Nepali US \$ 200/- for NRN US \$ 500/- for Foreigner Institution; Rs 20,000/- for Nepali US \$ 5000/- for Foreign and International organization	Rs 1,000/- for Nepali US \$100/- for NRN US \$ 200/- for Foreigner
Annual Renewable Fee	N/A	N/A	30 percent of the Associate Trusteeship fee	20 percent of the Trainee Trusteeship fee

- g) Any type of government agency can be associated as the Trustee (Life-member) or Associate Trustee in accordance with the agreement between the concerned agency and the Academy.

² Non-resident Nepali

- h) An organization or international agency having partnership with the Academy automatically gains the status of the Associate Trustee until the partnership remains active.
- i) Failing to pay the committed amount of the trusteeship fee may result in the cancellation of the trusteeship. However, the member can appeal to the General Assembly against such a decision of the BoT.
- j) The BoT may waive the fee if any organization or agency closely working in the same mission. However, that has to be submitted and approved by the General Assembly of the trustees.

- 2. Application for Trusteeship:**
- a) An eligible individual or organization can fill the form annexed (Annex-1 for individual and Annex-2 for institution) with this directives specifying the type of the trustee.
 - b) Get the recommendation from the one of the existing Trustee (Life Member)
 - c) Make the declaration of eligibility as listed in the second part of the application form.
 - d) Enclose the professional CV/bio-note, a copy of the National ID/Passport/Citizenship certificate (organizational profile and registration certificate for institutional trustee) and the receipt of the trusteeship fee not less than specified in this directives
 - e) If s/he wants to do any additional contribution or provide donation spell out that in the application form

4. Code of Conduct of the Trustee

Before being Trustee of the Academy one should read the following code and agree to abide it.

General Conduct

- Trustees are required to act with honesty and integrity and exercise good judgment to achieve the mission of the Academy.
- Trustees are required to act in the best interests of the Academy at all times.
- Trustees are required to understand and perform their roles and responsibilities to the best of their abilities at all times.
- Trustees are required to be prepared to provide adequate time and commitment as required to fulfill the role of trustee, adequately preparing for meetings and participating in committees and special events when required.

Independence

- Trustees are required to act independently and apolitically, particularly in relation to achieving its mission and fulfilling its regulatory obligations.
- Trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of the Academy or its BoT members, employees and volunteers.
- Trustees must not act in order to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organization that they own, manage or work for. But it is not limited to get benefits as decided by the BoT while engaging in the Academy full time/part time in an executive/professional position.
- Trustees must not expose their political affiliation and remain apolitical while representing the Academy.

Board, Assembly and other Meetings

Trustees should:

- Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
- Always respect the authority of the Chairperson/president of the board/assembly/subcommittee, and the Chairperson of any meeting.
- Bring a fair and open-minded view to all discussions meeting, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of the Academy.
- Bring a genuinely independent perspective to enhance decision-making, given that the trustees share responsibility for institutional decisions.
- Ensure their contributions are informed and impartial when presenting views on topics in meetings while listening to and respecting the input and experience of other trustees.

Employees / Volunteers within the Academy

Trustees should:

- Aim to support employees and volunteers in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in the Academy should conduct themselves in order to reflect the values of the Academy.
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offense.
- Accept and respect the difference in roles between the board on the one hand and volunteers and any employees on the other, ensuring that the board, volunteers and any employees work effectively and cohesively for the benefit of the Academy and develop a mutually supportive and loyal relationship.
- Avoid interfering in the performance by volunteers or employees of duties delegated to them while ensuring that their works are held to account through the manager/CEO, as appropriate.

Legal Requirements and Policies

Trustee must:

- Act in accordance with the Academy's governing document and ensure that the Academy complies with all applicable laws.
- Promote and preserve the obligations of confidentiality about sensitive board matters. However, the requirement for confidentiality may not apply if it becomes necessary for the trustee to inform the statutory body about any matter, which could threaten the future of the Academy or could represent

a breach of any law with which the Academy is required to comply. However, the trustee should inform the issue to the president of BoT before informing the statutory body.

- Abide by the Academy's MoA, AoA, regulations, directives, guidelines and decisions.
- Abide by any equality, diversity, safeguarding, health and safety, bullying and harassment policies and any other policies agreed by the board.

5 Breach of the directive and/or Code of Conduct:

Where a trustee is found to be in breach of the standards outlined by the board in its Directives and Code of Conduct, he or she will be asked to meet with the president of the BoT to assess his or her suitability for the role. Consistent breach by a trustee may result in the trustee's membership cancellation. However, he or she can appeal to the General Assembly against the decision of the BoT.

The BoT should review the Directives along with the Code of Conduct for Trustees at 4-year intervals or as appropriate.

The END

Native Arts and Heritage Academy, Nepal

(A trusteeship institution for promoting Native Skill, Arts, Knowledge, Culture and Heritage of Nepal)

TRUSTEE APPLICATION FORM (Individual)

Please complete the Trustee application form and the declaration of eligibility

Name & title				Passport Size Photo
Home Address	Postal Code			
Telephone	Home		Mobile	
	Work		E-mail:	
Occupation				
Qualifications				
Trustee applied for (Please tick one)	<input type="checkbox"/> a) Founding Trustee <input type="checkbox"/> c) Associate Trustee		<input type="checkbox"/> b) Trustee (Life Member) <input type="checkbox"/> d) Trainee Trustee	
Which of the following skills or experience could you bring to the Academy?	Please indicate against each relevant area whether it is your principal skill, by writing 'P', or a secondary skill where you have experience, by writing 'S'.			
		P/S		P/S
	Native Arts & Local Craftsmanship		Teaching/Training Native Arts, Culture, Heritage etc	
	Culture of the Community		Study/Research on Native Arts, Culture, Heritage, GRID etc	
	Indigenous/traditional knowledge & skills		Commercial management	
	Humane Entrepreneurship for promoting humanity		Curriculum/course designing	
	Green, Resilience and Inclusive Development (GRID)		Fundraising	
	Please mention below the specific area you can contribute or establish endowment fund or any donation you want to make, continue on a blank sheet if required.			

Please make a recommendation from one of the existing Trustee	
Name of the recommending trustee:	Recommendation I recommend that the applicant is eligible to be a proposed trustee of the Native Arts and Heritage Academy, Nepal as per the rule and regulation of the institution and existing law of the country.
Address:	
Contact No.	
Email	
Trusteeship No:	Signature:

Trustee applicant's declaration of eligibility:

The institution declares that:

Please tick each statement which applies:

- I am related to the theme of the institution by profession.
- I am related with the theme of the institution as I belong to the native community.
- I am not an undischarged bankrupt.
- I have not previously been removed from trusteeship by a Court or the government authority.
- I have not been convicted of an offense involving deception, dishonesty or corruption.
- I have not been disqualified to be a trustee under the Company Act.
- I undertake to fulfill my responsibilities and duties as a trustee of the Academy in good faith and in accordance with the law and within the Academy's objectives/core purpose and Code of Conduct.
- I do not have any financial interests in conflict with the institution.
- I have paid the amount Rs.....as a trusteeship fee³. The receipt/bank voucher is attached.
- I have enclosed herewith my updated CV along with a copy of my citizenship certificate/National ID/Passport.

Signature

Date

³ Founding Trustee: Rs 25,000/-; Trustee (Life-member): Rs 50,000/- for Nepali, US \$ 1,000/- for NRN; Associate Trustee: Rs 5,000/- for Nepali, US \$ 200/- for NRN, US \$ 500/- for Foreigner; Trainee Trustee: Rs 1,000/- for Nepali, US \$100/- for NRN, US \$ 200/- for Foreigner.

Native Arts and Heritage Academy, Nepal

(A trusteeship institution for promoting Native Skill, Arts, Knowledge, Culture and Heritage of Nepal)

TRUSTEE APPLICATION FORM (Institutional)

Please complete the Trustee application form and the declaration of eligibility

Name of the Institution				Seal of the institution
Address	Postal Code			
	Regd No:			
	Telephone		E-mail:	
			URL:	
Contact Person	Name:		Mobile:	
	Position:		E-mail	
Working Sectors	a) Humanity and Human Rights b) Development and Green Growth c) Business Corporation d) Native skill, knowledge, arts, culture and heritage e) Teaching/research f) Training/Learning e) Banking, Finance and Eco Dev g) Museum h) Other:.....			
Trustee applied for (Please tick one)	a) Trustee (Life Member) b) Associate Trustee			
Which of the following skills or experience could the institution bring to the Academy?	Please indicate against each relevant area whether it is your principal skill, by writing 'P', or a secondary skill where you have experience, by writing 'S'.			
		P/S		P/S
	Native Arts & Local Craftsmanship		Teaching/Training Native Arts, Culture, Heritage etc	
	Culture of the Community		Study/Research on Native Arts, Culture, Heritage, GRID etc	
	Indigenous/traditional knowledge & skills		Commercial management	
	Humane Entrepreneurship for promoting humanity		Curriculum/course designing	
	Green, Resilience and Inclusive Development (GRID)		Fundraising	

	Please mention below the specific area you can contribute or establish endowment fund or any donation you want to make, continue on a blank sheet if required.
Please make a recommendation from one of the existing Trustee	
Name of the recommending trustee:	Recommendation I recommend that the applicant is eligible to be a proposed trustee of the Native Arts and Heritage Academy, Nepal as per the rule and regulation of the Academy and existing law of the country.
Address:	
Contact No.:	
Email:	
Trusteeship No:	Signature:

Trustee applicant's declaration of eligibility:

I declare that (Please tick each statement which applies):

- It is related to the theme of the Academy.
- It is interested to support the mission of the Academy.
- It is not an undischarged bankrupt.
- It has not been convicted of an offense involving deception, dishonesty or corruption.
- It has not been disqualified to be a trustee under the law of the country.
- It commits to fulfill the responsibilities and duties through its representative as a trustee of the Academy in good faith and in accordance with the law and within the Academy's objectives/core purpose and Code of Conduct.
- It does not have any financial interests in conflict with the Academy.
- It has paid the amount Rs.....as a trusteeship fee⁴. The receipt/bank voucher is attached.
- The organizational profile, a copy of the registration certificate and the detail of the representatives (Primary and alternative) is enclosed herewith.

Signature:

Date:

Name:

Position:

⁴ Minimum Rs 300,000/- (Once for life-time) for Trustee (Life Member); Rs 20,000/- for Nepali and US \$ 5000/- to Foreign and International organization for Associate Trustee.