



NSA NYC Chapter Policies

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I. NSA NYC Chapter Overview

- A. NSA NYC is a New York City-based community of NSA members meeting locally to support professional development, camaraderie and networking.
- B. The chapter program year and fiscal year will be July 1 through June 30.
- C. NSA NYC will have a minimum of seven (7) board members (six of whom are officers) and a maximum of 15 board members. There is no minimum number of total chapter members.
 - 1) For purposes of this document the term majority shall mean 50% plus one of board members attending the meeting.
 - 2) For purposes of this document the term absolute majority shall mean 50% plus one of board members in good standing
 - 3) A quorum for an in person or telephone board meeting shall be an absolute majority of the board members in good standing.
 - 4) Email votes shall require an absolute majority of board members to pass.
- D. Changes to this policy document can be made by a majority vote of the board.

II. Maintaining Chapter Charter

- A. NSA NYC will furnish bylaws to NSA headquarters to maintain the present charter. Chapter Bylaws will be in agreement with current NSA Bylaws and/or revised Bylaws as adopted by NSA.
- B. The chapter will renew its national affiliation on an annual basis, completing the affiliation agreement and providing all documentation as required by NSA affiliation agreement.
- C. NSA NYC and its members will adhere to all the NSA policies and principles.

III. Member, Board, and Officer Responsibilities

A. MEMBER STANDARDS

- 1) Compliance with national policies: NSA NYC and its members shall be in accordance with the bylaws, policies, procedures, and regulations of NSA, including, but not limited to: NSA Code of Ethics, NSA policy on use of NSA logo, and the NSA Antitrust Policy.
- 2) Member privacy/selling contact information: The chapter maintains member privacy via a strict policy against the selling or distribution of member contact information to any external individual or organization.

- 3) Education regarding member standards: To help members remember member standards, the chapter will from time to time send informational emails and/or give informational presentations on NSA member policies.
- 4) Disciplinary action: If a member is found in violation of the ethics code, he or she will be referred to NSA for handling. The chapter will follow the decision of NSA regarding disciplinary actions.

B. BOARD OF DIRECTORS MEETINGS AND RESPONSIBILITIES

- 1) Board meetings are normally scheduled in conjunction with chapter meetings. Board members are expected to make every effort to attend the chapter meeting and the board meeting. Board members should notify the president at least one week in advance if they cannot attend a regular board meeting.
- 2) Normally the president will schedule board meetings in conjunction with chapter meetings and notify the board members at least one month in advance of the date of the meeting.
- 3) If the board has not met for 60 days then any other officer joined by any other four board members has the power to call a meeting
- 4) Special board meetings can be called at the discretion of the president, with at least 48 hours notice given to all board members. Special board meetings can be by phone or in person. Normal quorum requirements apply to business conducted at special board meetings.
- 5) If there is not time to schedule a meeting the president may call an email or phone vote but the measure cannot pass without an absolute majority of the board.
- 6) The meetings of the board of directors will follow Robert's Rules of Order.
- 7) Agenda items, online reports from board members, treasury reports, and committee reports should be sent to all board members at least 48 hours before the scheduled start time of the meeting.
- 8) Minutes from each board meeting will be distributed to the board for corrections no more than 1 week after the board meeting, and corrected minutes will be submitted for approval at the next board meeting.
- 9) Minutes from the annual meeting will include both board meeting and chapter business.
- 10) The president may invite non-members of the board to attend board meetings at his/her discretion. Otherwise they are closed meetings.
- 11) Each year the policies document will be distributed to the board members and they will be asked to acknowledge by email that they have read it.

C. OFFICER POSITIONS & RESPONSIBILITIES

The following is a listing of officer positions and responsibilities. All officers are automatically voting members of the board of directors, elected according to the Bylaws.

The detailed responsibilities will be written up in short job descriptions for each office. Officers will update job descriptions for their positions for their successors, and generally facilitate a smooth transition.

- 1) **President:**
 - The president-elect automatically becomes president at beginning of the next program year.
 - Oversees all chapter business.
- 2) **President-Elect:**
 - The vice-president automatically becomes president-elect at the beginning of the next program year.
 - Assigned to oversee special projects by the president
- 3) **Vice-President (Programs Chair):**
 - The next year's vice-president is elected by the outgoing board, per the procedures in the bylaws.
 - The vice-president is normally appointed programs chair.
 - Programs chair is responsible for planning all regular chapter meetings, and supervising other events.
- 4) **Immediate Past President:**
 - The president automatically becomes immediate-past-president at the beginning of the next program year.
- 5) **Secretary:**
 - The next year's secretary is elected by the outgoing board, per the procedures in the bylaws.
 - For each meeting, the secretary will keep minutes, and distribute minutes for correction and approval.
- 6) **Treasurer:**
 - The next year's treasurer is elected by the outgoing board, per the procedures in the bylaws.
 - On a monthly basis, the treasurer will send a treasury report, including the current financial condition and copies of any treasury official business such as 990's or budgets.

D. CHAIR POSITIONS AND RESPONSIBILITIES

Chairs are appointed by the president for the program year. Most chair positions are filled by members of the board of directors. The usual list of chairs is:

- 1) Salon Series Chair
 - Salon Series chair is responsible for planning all Salons.
- 2) Working Session Chair
 - Working session chair is responsible for planning all Working Sessions.
- 3) Membership Chair
 - The membership chair supervises the membership committee, which reaches out to potential new members, follows up with expiring members, and generally helps build membership.
 - Prior to each board meeting, the membership chair will report membership numbers, and names of new and recently expiring members.
- 4) Communications Chair
 - The communications chair supervises the communications committee, which may distribute announcements to chapter members and guests through email, social media, website, and postal mail.
- 5) Registration Chair
 - The Registration chair will supervise the registration committee, whose members will assist the registration desk for all events, including generating registration lists and name badges.
 - Should monies collected at the event they are to be turned over to the treasurer or another debit card holder by the end of the event.
- 6) National Liaison
 - The national liaison works to keep chapter members informed of NSA events, policies, and benefits.
- 7) Dean of Speaker University
 - The dean of Speaker University runs the Speaker University program for its program year, including both the online and boot camp components. May run up to two per year.
- 8) Members-at-Large
 - All members of the board of directors who are not appointed to a specific chair will be members-at-large.

IV. Governance: Nominations and Elections

A. BOARD COMPOSITION

- The maximum size of the board will be 15 members.
- Six members of the board will be the six officers.
- In addition to the four ex-officio voting members of the board stated in the bylaws, the secretary and treasurer will be ex-officio voting members of the board.
- There will be eight elected non-officer directors with staggered terms. (Four directors will be elected each year for a two-year term. Terms are 2 years per the bylaws.)
- In the event there are fewer than 14 total directors by the normal election process, the president may appoint additional directors to fill out a one-year term, up to the maximum number of directors.

B. NOMINATIONS PROCESS

- Per the bylaws, the immediate past president will chair the nominations committee.
- The president-elect and vice-president will be ex-officio voting members of the nominations committee.
- In addition, the president will appoint two other members of the chapter to the nominations committee.
- No member of the nominations committee can be nominated for any officer or director position at the election for which the committee is nominating candidates.
- The nominations committee will work to find nominees who are eligible and willing to serve the chapter, who they believe will serve the chapter the best. To be eligible for nomination, a candidate must be a member in good standing of the chapter and the national organization, and must meet specific criteria set in the bylaws.
- A member is in good standing if he/she has paid his/her dues and has not been suspended or removed from the organization (both national and chapter).
- At least two messages will be sent to each member of the chapter, announcing the nomination process and explaining to contact the nominations committee if they are interested in being considered for the board or any leadership position. (Messages can be email, paper, phone, etc.)

C. ELECTION OF DIRECTORS

- The election of directors will use a slate system. The slate system permits the choice of the best cohesive team to lead the chapter.
- The nominations committee will nominate a slate of four eligible candidates to fill the four open directors' positions. The slate must be announced to the membership in advance of the annual meeting per the bylaws.
- The secretary will compile a list of members eligible to vote (on the slate) at the annual meeting. (To vote, members, including directors, must be members in good standing of both the chapter and the national organization.)
- At the annual meeting, the membership will vote by paper ballot yes/no on the slate as a whole. The slate must win a majority of affirmative votes to pass in toto.
- In the event that the slate fails to win a majority of votes, the floor will be opened for additional nominations. Nominees will be checked for eligibility and, if eligible, and if the nominee accepts the nomination, they will be added to a written ballot with the four original nominees. The membership will vote for four candidates on a written ballot. The four candidates with the most votes will win the election.
- The president will run the election and be the tiebreaker vote in the election.

D. ELECTION OF OFFICERS

- The officers elected at the annual meeting will be the vice-president, secretary, and treasurer.
- The election of officers will use an individual system. (The board of directors elects the officers for the coming year, in a board meeting before the annual meeting, per the bylaws.)
- The nominations committee will nominate one candidate for each officer position.
- At the board of directors meeting where officers are elected, other candidates may be nominated by board members, and if they are eligible and they accept the nomination, they will be added to the ballot.
- Directors will vote by written ballot for officers. The candidate must win a majority of votes to be elected. In the event that no candidate wins a majority, there will be a runoff between the two candidates who got the most votes.
- The president will run the election and be the tiebreaker vote in the election.

V. Budgeted Events

All of the following events will be line items in the annual budget for the program year. The chapter will pay costs to hold the event. Admission will be charged individually for each event. Income and expenses for each event will be reported to the board by the treasurer.

The chapter recognizes that these on-budget events require a significant number of volunteers. The chapter must organize the event, publicize the event to ensure sufficient turnout, set up payment options and web pages on the website, manage registrations, and track and pay expenses.

Thus, the policies for scheduling these events are written to ensure that volunteers have adequate notice of events and predictable limits on their total volunteer commitment to the chapter for the program year.

At paid events, every attendee pays admission to every event. Exceptions:

- The speaker(s) do not pay admission to chapter meetings, Salon Series, or Speaker University classes, or Working Sessions.
- The Salon Series chair will not pay to attend Salons.
- The Working Session chair will not pay to attend Working Sessions.
- The Speaker University dean will not pay to attend Speaker University classes.
- The president will not pay to attend chapter meetings.
- All board members may attend Speaker University meetings for free.
- The president may comp guests from time to time at his/her discretion.

A. CHAPTER MEETINGS

- 1) A minimum of six chapter meetings will be held during the program year.
- 2) Chapter meetings will generally be held on the third Friday of the month, from September through May, from 9:00 a.m. to 12:00 p.m. The dates for all chapter meetings for the program year will be announced by September 1.
- 3) Chapter meetings will be open to the public. Non-members will pay a higher price for attending.
- 4) A board of directors meeting will be scheduled before or after every chapter meeting.

B. ANNUAL BUSINESS MEETING/ELECTIONS

- 1) An annual business meeting of the chapter membership for the election of officers and directors and for the transaction of other business relative to the affairs of this chapter shall be held once each year, generally on the third Friday in June, at a time and place as designated by the chapter board.
- 2) A board of directors meeting will be held prior to the annual business meeting, in the same location, in accordance with the bylaws.
- 3) The date of the annual business meeting will be announced to the chapter by September 1 of each year.
- 4) The nominating committee will propose a slate of directors to begin a new 2-year term, at least 2 weeks prior to the annual meeting. Selection will be per the bylaws.
- 5) The chapter secretary shall send notice of the annual meeting to each voting member of the chapter by email or postal mail at least [5] days in advance of the meeting. The notice will include the list of continuing directors, officers, and the slate of directors proposed by the nominating committee to begin a two-year term.

C. SALON SERIES AND WORKING SESSIONS

- 1) Up to ten informal educational meetings (referred to as “Salons” and “Working Sessions”) will be scheduled on weekday evenings, at most once per month, during the program year.
- 2) Generally, Salons and Working Sessions will never be held within five days of a chapter meeting, business meeting, chapter special event, or the NSA summer convention.
- 3) Generally, Salons and Working Sessions will be scheduled to avoid direct conflicts with Speaker University sessions.
- 4) Salons will be open to the public.
- 5) Working Sessions will be open only to members.

D. NSA NYC SPEAKER UNIVERSITY

- 1) The tuition, schedule, and enrollment policy for the NSA NYC Speaker University will be determined by the board of directors.
- 2) The faculty for the NSA NYC Speaker University program will be NSA professional members.

E. SPECIAL BUDGETED EVENTS

- 1) **Board retreat:** The board of directors will hold a retreat during July or August for the purpose of strategizing and planning chapter activities and meetings for the coming year. Refreshments will be provided by the chapter, if appropriate, given the schedule.
- 2) **Holiday party:** In lieu of a December chapter meeting, the board may schedule a holiday party. The date of the holiday party will be set by September 1.
- 3) **Special educational events:** In lieu of a chapter meeting, the board may schedule a special educational event, such as a fundraiser or an extended meeting. The date of the special educational event should be approved by the board at least 4 months in advance.
- 4) Other special budgeted events may be scheduled, if the president concurs and collects the written agreement of a majority of the members of the board of directors to hold the event. This is not just a majority of those present at a meeting, but an absolute majority of the members of the board in good standing. Written agreement can be obtained by email.
- 5) Admission policies for special budgeted events will be determined by the board of directors.

VI. Non-Budgeted Events

None of the following events will be line items in the annual budget. No expenses or income will be handled through the NSA NYC treasury, with minor exceptions as noted. Off-budget events can be publicized using NSA NYC formal communications, at the discretion of the president.

A. SPEAKER DINNERS

- 1) It is the usual policy of the chapter to invite out-of-town speakers to dinner the night before a chapter meeting.
- 2) A member of the chapter will be appointed as host for speaker dinners. All board members will be invited to attend. Others may be invited to attend at the discretion of the host.
- 3) NSA NYC will pay for the cost of the dinner for the speaker. This will be charged as an expense for the chapter meeting.
- 4) All others attending the dinner will pay for themselves. By default, they will pay by cash. As a matter of simplicity, we will calculate the cost per person by dividing the total bill by the number of diners. This policy does not rule out getting separate checks for each person, if the restaurant is willing to do it. But unless the dinner organizer has

specifically announced a separate check option, diners should assume the default policy will be in effect.

B. INFORMAL GET-TOGETHERS “POP UPS” WITH VISITING NSA MEMBERS

- 1) The chapter policy is to encourage and facilitate get-togethers between chapter members and NSA members visiting New York City. These can be scheduled ad hoc, at short notice.
- 2) For the event to occur, a member of the chapter needs to volunteer to organize and host the event. The events can be held at the home of a member, at a restaurant, or any other feasible location, as long as the chapter incurs no cost for the venue.
- 3) Such an event would be held “at cost,” with attendees covering any costs themselves.
- 4) The event can be publicized via NSA NYC communication channels at the discretion of the president, as long as the informal nature of the event is clear.

C. OTHER OFF-BUDGET EVENTS

- 1) Other off-budget events might include committee meetings, practice sessions, mastermind group meetings, or other meetings that are organized by and for chapter members.
- 2) For the event to occur, a member of the chapter needs to volunteer to organize and host the event. The events can be held at the home of a member, at a restaurant, or any other feasible location, as long as the chapter incurs no cost for the venue.
- 3) Such an event would be held “at cost,” with attendees covering any costs themselves.
- 4) The event can be publicized via NSA NYC communication channels at the discretion of the president, as long as the informal nature of the event is clear.

VII. Treasury Policies

A. BANK ACCOUNTS, DEBIT CARDS, CHECK SIGNING

- 1) NSA NYC will have an independent bank account.
- 2) The signers on the account will be president, vice president, president-elect and treasurer.
- 3) All and only signers will have debit cards issued to them.

- 4) Checks for over \$3,000 will require two signatures.
- 5) Debit cards are to be used only for NSA NYC business. Receipts for debit card transactions should be forwarded to the treasurer.

B. EXPENSES AND REIMBURSEMENTS

1) Preapproved Expenses

The following expenses are considered pre-approved by the board. All other expenses need prior board approval (e.g., in the budget).

- Meeting room rental for all chapter meetings, board meetings, Working Sessions, and Salon Series.
- Refreshments for board meetings.
- Chapter meeting speakers can be offered a \$1000 travel stipend. Speakers receiving a travel stipend must provide their taxpayer ID so they can receive a 1099.
- Web services
- Incidental office expenses (including but not limited to supplies, printing, and decorations) for hosting chapter meetings up to \$100 each.
- Routine marketing materials, including name badges, new member packets, and flyers for upcoming meetings
- Goodwill expenses up to \$100 each
- Thank you gifts for chapter meeting speakers (or donations on their behalf) up to \$100 each
- Catering and room rental for holiday party and annual luncheon
- Awards and thank you gifts for annual luncheon up to \$100 each
- Web services and banking fees

2) Expenses Specifically Excluded (Not Approved)

- Meals for small meetings for NSA business.
- Meals for members at speaker dinners

3) Unauthorized Payments

If an expense is charged to the chapter debit card without being authorized in advance, the Treasurer will bring that item to the attention of the board at its next meeting for the board to determine action (approve retroactively or not).

If the expense is not approved, the debit card holder will be required to reimburse the chapter.

4) Reimbursement

A receipt is needed to have expenses reimbursed. All expenses will be reimbursed by check. Send the treasurer the receipt and include the reason for the expense, the amount, the person to be reimbursed, and where the check should be sent.

5) Nonpayment

Every effort will be made to ensure that all monies are collected at the time of an event.

- If a person says they paid online but are not on the paid list, they should pay in cash and seek reimbursement if indeed there was an error. It is acceptable to give them the early price. (There has never been a case where the person paid online and did not show up as paid in our system. It is always user error, never computer error.)
- In the event there is a failure to pay by some attendee, the person in charge of collecting payments should inform the treasurer of the person and contact information. The treasurer will chase down the payment.
- In the event that a check bounces, the treasurer will track down the payment.

C. REFUNDS

The following event refund policy will be posted on the website:

- 1) Requests for refunds for chapter meetings and Salon Series must be made at least one week before the event by sending an email to the treasurer. (Special events have an earlier deadline which will be stated on the event listing.) After that time, you may send a replacement if you notify the registration chair.
- 2) The treasurer will process the refund and notify the registration chair of the refund at least 2 days before the meeting.
- 3) In the unlikely situation that the president wants to make an exception to the refund policy, it will be handled after the event on a case-by-case basis in consultation with the treasurer and registration chair. The usual exception would be to comp the person to attend the subsequent meeting. (The credit would not be transferable to other meetings, due to the recordkeeping burden for the registration chair.)
- 4) Per the bylaws, there are no refunds for membership dues.
- 5) Refunds will generally be made by check or credited on PayPal, whichever is easier for accounting purposes.

D. FINANCIAL RECORDS AND REPORTING

1) Treasury Reports

- a. The treasurer will create a financial report monthly, and send it to the board. Normally the report will be due two days before a board meeting. If there is no board meeting in a given month, the president and treasurer will consult on when the report should be issued.
- b. The treasury report will show progress against the budget for each budgeted item.
- c. The treasurer will send copies of other treasury business to the board, including 990 forms, budgets, and the review of finances of the previous year.

2) Record Keeping

NSA NYC shall keep the following records recommended by NSA for tax purposes (retention time):

- a. Bank statements (Indefinitely)
- b. A book of minutes and modifications to this policy (Indefinitely)
- c. Cancelled checks (Seven years)
- d. IRS exemption letter (Indefinitely)
- e. Supporting data for income and expenses (Seven years)
- f. Contracts, leases, etc. (Ten years)
- g. Copies of the Chapter's filing Form 990 (Indefinitely)

VIII. Promotions and Sponsorship Policies

A. PROMOTIONS TO NSA NYC COMMUNITY

- 1) Promotion by Speakers at NSA NYC Meetings: NSA NYC permits limited self-promotion at the discretion of the president. Presenters may be permitted "back of room sales" tables. The presenter is limited to mentioning the table. NSA NYC leadership may make a short announcement promoting the table. NSA NYC reserves the right to a portion of the proceeds.
- 3) Other Promotions at NSA NYC Meetings: All other promotions at NSA NYC meetings will be by sponsors only. See sponsorship policy.
- 4) Member Self-Promotion on NSA NYC social media discussion boards: Members are permitted to promote themselves and their events on NSA NYC discussion boards

- 5) Member Self-Promotion on NSA NYC newsletter: Members are encouraged to submit items to the chapter newsletter.

B. CHAPTER MEETING SPONSORSHIPS

Meeting sponsorships are scheduled at the discretion of the president, with a maximum: two vendor sponsorships per chapter meeting.

Vendors will be checked out to make sure they are reputable and will provide a value to members who do business with them. Ideally, we will have a chapter member recommend any sponsor.

The cost to an outside vendor will be \$200, paid in advance. The vendor does not need to pay to attend the event.

The cost to a chapter member will be \$100 paid in advance. The member must still pay to attend the event.

The benefits to the meeting sponsor will be:

- A table at the back of the room for selling products and/or services, before, during and after the meeting (8:30 a.m. - 12:30 p.m.)
- Two to three minutes to promote their services during the meeting.
- A 200-word blurb, posted on the web page for the chapter event, and in at least two meeting announcements.

C. MULTI-MEETING SPONSORSHIPS

Multi-meeting sponsorships will be negotiated on a case-by-case basis and approved by the board.