



# NSA NYC Chapter Policies

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## I. NSA NYC Chapter Overview

- A. The New York City Chapter of the National Speakers Association (NSA NYC) is a New York City-based community of people who aspire to or currently derive revenue through the spoken word. The organization is an affiliate of the National Speakers Association (NSA) which provides professional development, educational and support services, camaraderie and networking opportunities for people who speak for a living.
- B. The chapter program year and fiscal year is July 1 through June 30.
- C. NSA NYC is governed by a Board of Directors composed of a minimum of seven (7) Board Members and a maximum of fifteen (15) Board 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, phone or virtual Board meeting shall be an absolute majority of the Board Members in good standing.
  - 4) Email or on-line votes shall require an absolute majority of Board Members to pass.
- D. NSA NYC offers three types of Membership.
  - 1) **Professional Members**, who must be professional members of the National Speakers Association (NSA).
  - 2) **Chapter Associates**, those who have not yet met the standards required for Professional Membership in NSA.
  - 3) **Lifetime Members**, who may, because of long service to the chapter and/or Board, be granted free membership privileges by an absolute majority of the Board.
- E. Changes to this policy document can be made by an absolute 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 NSA 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 policy on use of the NSA logo, the NSA Antitrust Policy, and the NSA Ethics and Professional Conduct Policy.
- 2) **Member privacy/contact information:** The chapter does not sell or rent member contact information to any entity, individual or organization not associated with chapter or the national organization of NSA.
- 3) **Member Standards:** To maintain member standards, the chapter will from time-to-time send informational emails and/or give informational presentations on member policies promulgated by NSA NYC or the national organization of NSA.
- 4) **Disciplinary Action:** If a member is alleged to be in violation of the NSA Ethics and Professional Conduct Policy, the matter shall be referred for disposition to NSA. The chapter will follow the decision of NSA regarding disciplinary actions.

#### B. BOARD OF DIRECTORS MEETINGS AND RESPONSIBILITIES

- 1) Board meetings shall be scheduled in conjunction with chapter meetings. Board Members are expected to attend the chapter meeting and Board meeting. The President shall notify Board Members of meetings one month in advance. Board Members shall notify the President if they cannot attend a regular Board meeting. All meetings require a quorum in order to conduct Board business.
- 2) If the Board has not met for 60 days, any officer of the Board, joined by four other Board Members shall have the power to call a meeting
- 3) 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, video conference or in person. Normal quorum requirements apply to business conducted at special Board meetings.
- 4) If there is insufficient time to schedule an in-person meeting of the Board, the President may request a vote via email, phone, video conference or online voting system. Measures passed in meetings of this kind shall require an absolute majority of the Board.
- 5) The meetings of the Board of Directors will follow Robert's Rules of Order.

- 6) 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.
- 7) 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.
- 8) The President may invite non-members of the Board to attend Board meetings at his/her discretion.
- 9) The NSA NYC Policies shall be reviewed annually, updated as necessary, and presented to the Board for adoption. Adoption of the policies shall require an absolute majority.

## **C. OFFICER POSITIONS & RESPONSIBILITIES**

NSA NYC shall have six (6) officer positions. All officers are automatically voting members of the Board of Directors, elected according to the Bylaws.

The detailed responsibilities will be maintained by the Board to facilitate smooth transitions from year to year. Officers will update job descriptions for their positions for their successors.

### **1) President:**

- The President-Elect automatically becomes the President at the beginning of the program year.
- Oversees all chapter business.
- The President of NSA NYC serves the Board and the Members of NSA NYC by developing and executing a chapter strategy that ensures a long-term success for the chapter and its members. The President has general supervision of all business affairs and Board members, appoints chairs and committees, conducts all Board meetings and assists all Board Members with any questions or concerns they might have. The President ensures that all decisions, orders, and resolutions of the Board of Directors are made according to the Bylaws of NSA National and NSA NYC Chapter policies. The President is also the primary spokesperson for the chapter, the liaison to NSA, and ensures that the chapter offers an active and diversified program of meetings throughout the year for its members and guests.

### **2) President-Elect:**

- The Vice-President automatically becomes President-Elect at the beginning of the program year.
- The President-Elect serves the Board and the Members of NSA NYC as the Incoming President, oversees special projects

determined by the President, and works closely with the Immediate Past President on the Board Nomination Committee to ensure a fair and efficient transition to the next leadership team.

3) **Vice-President:**

- The Vice-President is elected by the Board, per the procedures in the Bylaws. The Vice-President may also hold the position of Secretary, Treasurer, or perform responsibilities of a Director's position.

4) **Immediate Past President:**

- The President becomes Immediate-Past-President at the conclusion of the program year. The Immediate-Past-President shall serve as Chair of the Nominations Committee.
- The Immediate Past President serves as advisor to the President and works closely with the President-Elect on the Board Nomination Committee to ensure a fair and efficient transition to the next leadership team.

5) **Secretary:**

- The Secretary is elected by the Board, per the procedures in the Bylaws.
- At each meeting, the Secretary will keep minutes, distribute minutes for correction and approval, prepare the agenda and documents requiring review at Board meetings, and ensure that Robert's Rules of Order are abided at Chapter Meetings.
- The Secretary shall have administrative responsibilities for Chapter Emails, Dropbox, Document management, URL's and the associated accounts.
- The Secretary also serves the Board and members of NSA NYC by keeping a record of all Board activities and initiatives; oversees special projects determined by the President, keeps the chapter's policy documents up-to-date and the Bylaws in conformance with NSA's national guidelines.

6) **Treasurer:**

- The Treasurer is elected by the Board, per the procedures in the Bylaws.
- On a monthly basis, the Treasurer will share with the Board a treasury report, clearly stating the financial condition of the chapter, and copies of any official documents filed with government entities, such as 990's.
- The Treasurer serves the Board and the members of NSA NYC by overseeing all fiscal matters for the chapter and is responsible for

the annual budget, monthly reports, IRS documentation, payments, and reimbursements; helps assure the chapter's financial sustainability and supports the Board in making sound business decisions on behalf of the members. The Treasurer is also the primary contact point for Sponsors and Partners of the chapter.

## **D. DIRECTOR POSITIONS AND RESPONSIBILITIES**

Directors shall serve as voting members of the Board. Board Members may, at the discretion of the President, be appointed to serve in one of the Director Positions.

### **1) Speaker Palooza Director:**

- Speaker Palooza Director shall be responsible for planning, budgeting and executive an annual Speaker Palooza Event.
- The Director of the Speaker Palooza event serves the members of NSA NYC by creating a video showcase event that allows members to present parts of their materials on a professional stage and receive footage from several dynamic camera angles with mastered audio that can be used and edited for their own Speaker Demos and Sizzle Reels.

### **2) Master Classes Director:**

- Master Classes Director shall be responsible for planning, budgeting and executing all Master Class events.
- The Director of Master Classes serves the members of NSA NYC by arranging hands-on workshops hosted by influential speakers with a focus on advancing business and marketing skills.
- The Director of Master Classes ensures that the invited guest speaker provides all necessary information in advance via the Event Publishing Form on the NSA NYC website.

### **3) Membership Director:**

- Membership Director shall supervise the membership committee, which recruits new members, monitors the renewals of expiring members, and helps increase membership.
- Prior to each Board meeting, the membership chair will report membership numbers, and names of new members, and past members who have allowed their membership to expire.
- The Director of Membership serves as the first point of contact for anyone interested in becoming a member of NSA NYC . The Director of Membership creates, updates, and distributes information to current members as well as prospective members, approves membership applications, hosts First Timer Receptions, and helps new members make valuable connections within the chapter. The

Director of Membership ensures all members are part of the Members-Only Facebook Group and listed in the public directory (eSpeakers) for our chapter.

4) **Member Benefits and Promotion Director:**

- Member Benefits and Promotion Director shall seek to increase the visibility of NSA NYC in the community, including ways to promote members of the organization.
- The Director of Member Benefits & Promotion serves the members of NSA NYC by ensuring that all members benefit from the initiatives planned and executed by the Board of Directors. The Director of Member Benefits & Promotion also helps to promote the member's services, books, and products via e-mail, social media, Chapter Website and by creating valuable relationships with speakers bureaus, meeting planners, partner associations, and companies within and beyond New York City.

5) **Marketing and Communications Director:**

- Marketing and Communications Director shall supervise the communications committee, which may distribute announcements to chapter members and guests through email, social media, Chapter Website, and postal mail.
- The Director of Marketing & Communication serves the Members of NSA NYC by planning, developing, and implementing all marketing strategies, marketing communications, and public relations activities, both external and internal. The Director of Marketing oversees the promotion of all events and programs through e-mail, social media, Chapter Website, or any printed materials necessary prior, during, or after the chapter's events. The Director Marketing & Communication is responsible for content and functionality of the chapter's website and the Members-only area.

6) **Chapter Event Programming Director:**

- Chapter Event Programming Director shall coordinate the scheduling of events with those hosting chapter and Board meetings.
- The Director of Chapter Event Programming serves the Members of NSA NYC by creating a stellar experience for all members, guests and speakers at the monthly chapter meetings. In this role, the Director of Chapter Event Programming is the main contact person for every speaker, the chapter's meeting host, any outsourced vendors, partner or sponsors at the event. The Director of Chapter Event Programming also serves as the Speaker host and is responsive for post-event reconciliation including feedback evaluation, pictures, videos, vendor invoicing.
- The Chapter Event Programming Director ensures that featured guest speakers sign the NSA NYC Speaking Agreement and

provides all necessary information via the Event Publishing Form on the Chapter Website (title, program descriptions, bio, contact information etc.)

7) **Advanced Member Programming Director:**

- Advanced Member Programming Director shall devise and offer an educational event that serves to enhance the acumen of our most advanced speakers.
- The Director of Advanced Member Programming serves the members of NSA NYC by creating a high-end and exclusive Mastermind program, a combination of education, brainstorming, peer accountability and support to sharpen their business and personal skills.

8) **Virtual Programming Director:**

- The Virtual Programming Director devises and offers educational events that serve to enhance the speaking skills and acumen of beginning speakers.
- The Director of Virtual Programming serves the members of NSA NYC by creating a virtual learning experience that enables members easy and convenient access to an online curriculum that helps Chapter Associates meet the requirements of Professional Membership in NSA.

9) **Dean of Speaker University:**

- The Dean of Speaker University runs the Speaker University program, including the marketing, online instruction and boot camp.
- The Dean of Speaker University serves the members of NSA NYC and all aspiring speakers who enroll in Speaker University by creating a stellar online and offline program for its students. The Dean coordinates the faculty, consisting of the chapter's Certified Speaking Professional (CSPs), accomplished, Professional Members of NSA NYC, helps students make valuable connections within the chapter, and mentors them to create a successful speaking career and business.

10) **Members-at-Large:**

- All members of the Board of Directors who are not appointed as a Director will be Members-at-Large.

## **E. CHAIR POSITIONS AND RESPONSIBILITIES**

Chairs shall serve as non-voting members of the Board; shall be appointed by the President at his or her discretion; endowed with responsibilities for special



events or programs as the President shall see fit and with approval of the Board of Directors.

## **IV. Governance: Nominations and Elections**

### **A. BOARD COMPOSITION**

- The maximum size of the Board will be 15 members.
- The officers (III.C) are automatically members of the Board.
- Each year four Board Members shall be elected to serve a two-year term in a Director Position.
- In the event there are fewer than 15 total members of the Board, the President may appoint additional members to serve as directors or members-at-large until the end of the program year.

### **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 Professional 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, willing, and who they believe will best serve the chapter. To be eligible for nomination, a candidate must be a Professional Member in good standing of NSA and NSA NYC.
- A member is in good standing if he/she has paid his/her dues and has not been suspended or removed from NSA or NSA NYC.
- No later than December 1 of each year, the nominations process will be announced on Member Only Chapter Facebook Group. In addition, at least two email messages will be sent to each member of the chapter announcing the nomination process. An online form shall be placed on the Chapter Website which provides instructions on how to apply and submit an application for service on the Board of Directors.

## **C. ELECTION OF DIRECTORS**

- Directors are elected using 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 at least two weeks in advance of the Annual Meeting. (Section V. B)
- 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 NSA and NSA NYC.)
- At the Annual Meeting, the membership will vote by paper ballot yes/no on the slate. The slate must win a majority of the professional members to pass. With approval of the Board of Directors, members who cannot attend the meeting shall be allowed to cast an absentee, on-line ballot prior to the meeting.
- In the event that the slate fails to win a majority of votes at the Annual Meeting, the floor will be opened for additional nominations. Nominees will be checked for eligibility. If eligible, and if the nominee accepts the nomination, their names shall be added to a written ballot along with the four original nominees. The four candidates with the most votes shall win the election.
- The President will run the election.

## **D. ELECTION OF OFFICERS**

- The Board of Directors elects the officers for the next program year, at a Board meeting held prior to the Annual Meeting, per the Bylaws.
- The officers elected at the Board meeting held prior to the Annual Meeting will be the Vice-President, Secretary, and Treasurer.
- The Nominations Committee will nominate one candidate for each officer position.
- All candidates nominated must be current Board Members.
- At the Board of Directors meeting where officers are elected, other candidates for officer positions may be nominated by Board Members. If they accept the nomination, and if they are eligible, their names shall be added to the ballot for officer positions.
- Directors will vote by written ballot for officers. The candidate must win an absolute 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 receive the greatest number of votes on the prior ballot.
- The President will run 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 associated with holding the event. Admission fees shall be established by the Board of Directors. Income and expenses for each event will be reported to the Board by the Treasurer.

The chapter recognizes that these on-budget events may require a considerable 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.

All Members of the Board, Members, Chapter Associates and guests shall pay admission to paid events, including Directors and Chairs attending paid events under their purview, with the following exceptions:

- Guest speaker(s) do not pay admission to chapter meetings, Speaker University classes, Master Classes, Advanced Member Mastermind, or Virtual Summit.
- The President shall receive a free All Access pass. (V.A.4)
- Past Presidents of NSA who are professional members of NSA NYC shall receive a free All Access pass.
- Recipients of the Council of Peers Award for Excellence (CPAE) who are professional members of NSA NYC shall receive a free All Access pass.
- Life Time Members will not pay Membership fees and shall receive a free All Access pass.
- The Speaker University Dean will not pay to attend Speaker University classes.
- The President may comp up to five guests per Chapter meeting. Such passes shall be limited to potential sponsors, strategic partners, prominent national speakers, spouses or partners of guest speakers.
- Any exceptions to the aforementioned, including special events at which members are allowed to distribute free guest passes, shall require the approval of the Board of Directors.

### **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 a Friday once a month from August through June, from 12 pm to 4 pm. Exceptions may be made for the August Meeting, the Holiday Party and Annual Meeting. The dates

for all chapter meetings for the program year will be announced by the date of the Annual Meeting.

- 3) Chapter meetings will be open to the public. Non-members will pay a higher price to attend.
- 4) Professional Members and Chapter Associates shall have the option of purchasing an All Access pass, which entitles them to attend all Chapter Meetings for a discounted price. The All Access pass must be purchased prior to the first Chapter Meeting of the program year.
- 5) A Board of Directors meeting will be scheduled before or after every chapter meeting.

## **B. ANNUAL MEETING / ELECTIONS**

- 1) An Annual Meeting of the chapter membership for the election of officers and directors and for the transaction of other business relative to the affairs of the chapter shall be held once each year, prior to the end of the program year, at a time and place as designated by the Board of Directors.
- 2) A Board of Directors meeting will be held prior to the Annual Meeting, in the same location, in accordance with the Bylaws.
- 3) The date of the Annual Meeting will be announced to the chapter no later than May 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 five [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. ADVANCED MEMBER PROGRAMMING**

Shall be held on dates determined by the Advance Member Programming Director. The event will be open only to professional members who have earned a ‘Certified Speaking Professional’ designation from NSA, or are actively pursuing same.

### **D. SPEAKER PALOOZA**

Shall be held annually on a date approved by the Board of Directors. The event will be open to all members, with priority given to professional members of the chapter.

### **E. MASTER CLASS**

- 1) Up to twenty (20), but no fewer than ten (10) educational Master Classes will be scheduled on weekday evenings during the program year.
- 2) Generally, Master Classes are not to be held within five days of a chapter meeting, business meeting, chapter special event, Speaker University Session or the NSA Summer Convention.
- 3) Master Classes will be open only to Professional and Chapter Associates. They can be held in-person or virtual, and are limited to 12 participants for in-person meetings, and 15 participants for virtual meetings.

### **F. VIRTUAL SUMMIT**

Shall be open to all members. The programming focus shall be on helping chapters associates become professional members of NSA.

### **G. ANNUAL AUCTION**

Shall be open to all members. The event will be held on a date approved by the Board of Directors. Proceeds shall go to the Chapter.

### **H. 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 NYC professional members.

## I. SPECIAL BUDGETED EVENTS

- 1) **Board Strategy Meeting:** The Board of Directors will hold a Strategy Meeting during June, July or August for the purpose of strategizing and planning chapter activities and meetings for the coming year.
- 2) **Holiday Celebration:** 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, auction or an extended meeting. The date of the special educational event shall be subject to approval by the Board of Directors.
- 4) Other special budgeted events may be scheduled by the President and with the approval of the Board of Directors.
- 5) Admission policies and ticket prices for special budgeted events require the approval of 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 practice of the chapter to invite out-of-town speakers to dinner the night before or after 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 Chapter President, but shall be limited to Past Presidents of NSA NYC, sponsors, prominent speakers, their spouses or partners.
- 3) NSA NYC will pay for the cost of the dinner for the speaker and one guest. This will be charged as an expense for the chapter meeting.
- 4) All others attending the dinner will be expected to pay for their cost of their dinner.

## **B. SPONSOR DINNERS**

- 1) The President may, at his or her discretion, invite Sponsors or potential sponsors to dinner to discuss strategic partnerships. The President may also invite up to three key Board Members.
- 2) NSA NYC will pay for the cost of the dinner for the invited Sponsor/potential sponsor and their guest, and invited Board Members.

## **C. 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 dignitaries visiting New York City. These can be scheduled ad hoc, at short notice.
- 2) A member of the chapter shall be volunteered 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) The host may request reimbursement of up to \$40 if he/she pays for the food or beverage of the invited dignitary. Attendees and their guests will be expected to pay food or beverage costs incurred.
- 4) The event can be publicized via NSA NYC communication channels at the discretion of the President.

## **D. 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) Those with ideas for such events will be encouraged to complete the Event Proposal Form via the Chapter Website outlining the purpose, member value, implementation plan and required volunteers.
- 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.

## **VII. Treasury Policies**

### **A. BANK ACCOUNTS, DEBIT CARDS, CHECK SIGNING**

- NSA NYC will have an independent bank account.
- The signers on the account will be President, Vice President, President-Elect and Treasurer.
- All and only signers will have debit cards issued to them.
- Checks/debits to the NSA account over \$3,000 require written approval of the President, which can be provided via email.
- Debit cards are to be used only for NSA NYC business. Receipts for debit card transactions shall be submitted to the Treasurer via the expense reimbursement form on the chapter website.

### **B. EXPENSES AND REIMBURSEMENTS**

#### **1) Preapproved Expenses**

The following expenses are considered pre-approved by the Board:

- Meeting room rental for all chapter meetings, Board Meetings, Master Classes, Holiday Party and the Annual Meeting.
- Refreshments for Board meetings.
- Chapter meeting speakers can be offered up to a \$1500 travel stipend. Speakers receiving a travel stipend must provide their taxpayer ID using a Form W9, and shall receive a Form 1099.
- Internet / Email services.
- Incidental office expenses (including but not limited to supplies, printing, and decorations) for chapter meetings, up to \$100 each.
- Routine marketing materials, including name badges, new member packets, and flyers for upcoming meetings.
- Goodwill expenses for chapter meetings up to \$100 each.
- Thank you gifts for chapter meeting speakers (or donations on their behalf) up to \$100.
- Catering for the Holiday Party and Annual Meeting.
- Awards and thank you gifts for Annual Meeting up to \$100 each.
- Web services and banking fees.

#### **2) Program Expenses**



- Program Directors and Chairs for special events and programs, including Speaker Palooza, Speaker University, Virtual Summit, Master Classes and Advanced Member Programming shall be expected to submit a line-item budget, estimated revenue and expenses for the program to the President and Treasurer.
- Based upon documents submitted by the program chairs, the Treasurer shall incorporate into the annual budget estimated costs and revenue for each event and program.
- Directors and Chairs shall not spend or authorize monies to be spent in excess of their approved budget absent approval of the President.
- Cost overruns in excess of \$500 above the approved budget for a program under the purview of a Director of Chair shall require approval of the Board of Directors.

### **3) Unauthorized Payments**

- If an expense is charged to a chapter debit card that has not been appropriated by the Board in the annual budget, or approved per the language in Sections V or VI, the Treasurer shall notify the Board. The Board may vote to require the debit card holder to reimburse the chapter.

### **4) Reimbursement**

- All expenses will be reimbursed by check or PayPal. Reimbursement requests shall be submitted via the leadership section of the Chapter Website using the appropriate form. All reimbursement requests require receipts or appropriate documentation, per the following:
  - a) Payment Request Form: Payments have to be made to third parties.
  - b) Reimbursement Request Form: Payments have been made with personal credit cards and should be reimbursed.
  - c) Receipt Submission form: Payments have been made with a chapter credit card, including a written receipt.

### **5) Nonpayment**

- Every effort will be made to ensure that all ticket fees are collected in advance of an event.
- The Board of Directors shall annually establish a schedule of surcharge fees for all paid events that shall be assessed those who miss the cutoff time and still wish to attend.

- Those who miss the cutoff time will not be admitted if the event is sold out.

## C. REFUND POLICY

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

- 1) **Requests for refunds for Chapter Meetings or Special Events** must be made at least 48 hours prior to event via the chapter website. Refunds shall be made in the form of a store credit for a future purchase.
- 2) **All Access Pass.** Refund requests for the all Access pass must be made within 30 days of purchase. Any refunds requested thereafter require the approval of the Board of Directors.
- 3) **Speaker Palooza.** Refund requests for the Speaker Palooza event will not be honored. Any person requesting a refund is welcome to find a replacement.
- 4) **Advanced Member Programming.** Refund requests for the Advanced Member Programming will not be honored absent proof of a personal or family emergency.
- 5) **Master Classes.** Refund requests for Master Classes will not be honored. Any person requesting a refund is welcome to find a replacement up to 48 hours before the event.
- 6) **Virtual Summit.** Refund requests for the Virtual Summit will not be honored. Any person requesting a refund is welcome to find a replacement.
- 7) **Speaker University.** Refund requests for Speaker University will not be honored absent proof of a personal or family emergency.
- 8) **Membership dues** shall not be refunded absent approval of the Board of Directors
- 9) **Memberships, All-Access-Pass or any related dues or event tickets** cannot be transferred into the following year.
- 10) **Store Credits** will be prioritized over refunds.
- 11) Refunds will generally be made within two weeks by check, credit card refund or PayPal credit, whichever is easier for accounting purposes.
- 12) Exceptions can only be made by the Board of Directors upon request of the Treasurer.

## D. FINANCIAL RECORDS, REPORTING AND RECORD KEEPING

- 1) **Treasury Reports**

- a. The Treasurer will create a financial report monthly, and provide same to the Board at least 48 hours in advance of a Board meeting.
- b. The Monthly Treasury Report shall include income, expenses, and anticipated expenses not yet paid for all programs and special events. 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)

**3) Document and Project Management**

- a. Members of the Board of Directors are required to save chapter related documents in the chapter DROPBOX folder.
- b. Members of the Board of Directors who are asked to work on a project shall use the Chapter Project Management System.
- c. Certain Board Members shall have a dedicated e-mail addresses which shall be used in all matters pertaining to chapter business.

President: [President@nsanyc.org](mailto:President@nsanyc.org)

Treasurer: [Treasurer@nsanyc.org](mailto:Treasurer@nsanyc.org)

Director of Marketing: [marketing@nsanyc.org](mailto:marketing@nsanyc.org)

Director of Membership: [membership@nsanyc.org](mailto:membership@nsanyc.org)

Dean of Speaker University: [university@nsanyc.org](mailto:university@nsanyc.org)

Chapter VA: [info@nsanyc.org](mailto:info@nsanyc.org) and [admin@nsanyc.org](mailto:admin@nsanyc.org)

## **VIII. Promotions and Sponsorship Policies**

### **A. TYPES OF SPONSORS**

NSA NYC shall permit the following types of Sponsors:

- 1) **Underwriting Sponsors**, who donate a significant sum to the Chapter.

- 2) **In-Kind Sponsors**, who donate meeting space, or services which enhance the welfare of members.
- 3) **Event Sponsors**, who help defray the cost of chapter meetings or special events.
- 4) **Member Sponsors**, who help defray the cost of the operating budget in return for an opportunity to promote professional milestones at chapter events.

Sponsorship Policies shall be updated annually by a Chair or Committee appointed by the President. It shall include a fee schedule for various types of sponsorships, the promotion and recognition sponsors are to receive from the Chapter, and the number of sponsor promotions allowed at chapter events. Sponsorship policies must be approved by the Board of Directors.

## **B. PROMOTIONS TO NSA NYC COMMUNITY**

- 1) Members shall be permitted to promote books and professional milestones on the Members Only Chapter facebook group.
- 2) Members shall be permitted to request special promotion of books and professional milestones in the Chapter Newsletter. Requests are granted at the discretion of the President or their appointee.

## **XI. Ethics and Professional Conduct Policy**

NSA NYC and its members shall abide the Ethics and Professional Conduct Policy of NSA, and their mechanism and procedures for adjudicating any alleged violation of same. It shall be posted on the NSA NYC Website, along with a form available to any member, guest, vendor, exhibitor, or sponsor who wishes to allege harassment, discrimination or intimidation at meetings, educational events, activities or social gatherings sponsored by NSA NYC.