



National Speakers Association North Texas Chapter Policies

I. Actions and Amendments

- A. The North Texas Chapter Policies Manual (Policies) contains the written rules created and approved by the Chapter's Board of Directors. These serve as the operational supplement to the NSA Chapter Bylaws (Bylaws) and Articles of Incorporation.
- B. These policies can be changed, in whole or in part, with an affirmative vote of 2/3 of the Chapter Board of Directors at a regularly scheduled Board meeting.
 1. Suggested changes must be submitted for discussion to the Board of Directors at least 10 days prior to a Board meeting. Any additional suggested changes will go back to the originating party to address and present to the Board at the next regularly scheduled Board of Director's Meeting for a vote.
 2. This amendment process is to be followed except where the National Speakers Association (National) requires more immediate action.
- C. Any policies or procedures must be consistent with the Bylaws and the Articles of Incorporation or cannot be enacted.

II. Definitions

- A. **NSA North Texas Chapter (NSA-NT):** Geographically based and/or virtual community of Members with a mission of educating, promoting, and connecting aspiring and professional speakers.
- B. **National:** Refers to the "National Speakers Association" of which NSA-NT is an affiliated chapter.
- C. **Fiscal Year or NSA-NT Year:** The NSA-NT fiscal year is from July 1 to June 30.
- D. **Hashtags:** The official NSA-NT hashtags are #NSANORTHTEXAS and #NSANT.
- E. **Chapter Members:** Aspiring and professional speakers who pay dues to join the NSA-NT (Members). All Members agree to abide by the NSA-NT Member Code of Conduct.
- F. **NSA-NT Membership Categories:**
 1. **Member in Good Standing:** Current on dues and attended at least 5 out of 10 of the last NSA-NT monthly meetings (either on-site/in-person or virtually). This criteria is used to determine eligibility to serve on the Leadership Team and/or qualify for any NSA-NT Awards.
 2. **Board Member in Good Standing:** To be eligible for the slate presented in March to the Chapter members, an existing Board member must have attended 5 out of 7 of the proceeding Board meetings from July to February in-person or virtual. (Personal emergencies may be considered as exceptions by the Executive Committee.)
 3. **Legacy Member:**
 - a. Maintained membership in NSA-NT for a minimum of 5 out of the past 10 years.
 - b. Minimum of 65 years old.
 - c. Makes fewer than 15 paid speaking presentations per year.
 - d. Membership Payment(s) are 50 percent of the current annual membership rate(s). Individual programs, events, and/or meeting upgrades are at the regular Member pricing.
 - e. Receives all benefits of membership including eligibility for awards.
 4. **CPAE and/or Cavett Members:**
 - a. CPAE and/or Cavett awards are bestowed by National, per National's criteria. Upon award designation, recipient(s) is/are eligible for this Membership level.



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- b. Membership Payment(s) are at 50 percent of the current annual membership rate(s). Individual programs, events, and/or meeting upgrades are at the regular Member pricing.
- c. Receives all benefits of membership including eligible for awards.
- 5. **Honorary Member:**
 - a. Deserving individual(s) as determined and invited by the NSA North Texas Board of Directors. Invited potential honorary Member(s) must accept this designation.
 - b. This membership category carries with it no NSA-NT voting rights, nor eligibility for NSA-NT Awards, nor obligations of dues except as the Board of Directors determines.
 - c. May attend meetings and events at Member pricing.
- 6. **Vendor Member:** Benefit is building relationships to become a potential trusted resource for other members.
 - a. Vendor Membership is open to vendors who support speakers and the speaking industry.
 - b. Vendor Membership Benefits Includes:
 - (1) Name tag identifying member as a “Vendor Member.”
 - (2) Website – Directory listing on “Vendor Page”
 - (3) Table/Area at monthly Chapter meetings for 1 piece of collateral material to display. (Vendor Member provides printed material and is responsible for material availability.)
 - c. Unless at a designated Vendor Member table or other Board approved vendor event, vendor is NOT permitted to initiate sales conversations with other members. It is only permitted for the non-vendor members to initiate sales/purchase discussions.
 - d. This Vendor Membership is NOT designed as permission to conduct hard selling. It is for access to build relationships with other Chapter members first and foremost.
 - e. Limited Liability and Ethical Conduct Disclaimers:
 - (1) Vendor Membership in NSA-NT does NOT include permission to use general membership information, directories, social media contacts, or events as a platform for unsolicited selling, marketing, or recruiting efforts.
 - (2) Any attempt to solicit members in anyway without prior, express invitation from said member is strictly prohibited.
 - (3) Vendor Membership status does NOT imply or constitute an endorsement, approval, or recommendation by NSA-NT (the Chapter or the Board) of any individual, company, product, or service.
 - (4) Each Vendor Member is solely responsible for the quality, accuracy, and ethical standards of their professional conduct and business practices.
 - (5) Each Chapter Member is responsible for vetting Vendor Members and are responsible for making decisions to freely engage in purchasing from vendor.
 - (6) Violations of sales and marketing standards—including unauthorized solicitation—are considered ethics violations and may result in immediate suspension and/or termination of Vendor Membership and/or general membership without refund of dues or fees.
 - f. Like all members Vendor Members are responsible/accountable to uphold NSA-NT Member Code of Conduct.



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- g. Annual Vendor Membership Cost:
 - (1) A member who pays a membership in full (in-person or virtual) may then pay the Vendor Member upgrade fee set by the Board.
 - (2) A member who pays for a membership (in-person or virtual) on a payment plan may become a Vendor Member. This membership add on is paid in full with the first payment. If the member ceases to pay on the payment plan, the Vendor Membership is cancelled and that fee is not refundable.
- G. **Executive Committee:** Made up of the President, President-Elect, Past-President, and Treasurer.
- H. **Board of Directors (Board):** Made up of up to 10 voting Members as follows: President, President-Elect, Vice-President, Past-President, Treasurer, Secretary, Director of Marketing, Director of Membership, Director of Programs, and Director of Technology.
- I. **Presidential Lineup:** President, President-Elect, Vice President, and Past-President.
- J. **Presidential Appointee(s) and/or Advisor(s):** The NSA North Texas Chapter President may appoint Member(s) in good standing to participate in the Board meetings, as non-voting Member(s), to provide advice and guidance in a specific area of expertise.
- K. **Leadership Team:** Are Members in good standing who lead and work within NSA-NT and includes the Board of Directors, Presidential Appointee/Advisor(s), and Coordinators. (Appendix A: Example of Org Chart)
- L. **Coordinators:** Are Members in good standing who volunteer and/or may be recruited to serve on the Leadership Team serving on the Committees led by each of their respective Directors. Coordinators should have working knowledge of the committee on which they serve, and can serve in place of the Director as needed (non-voting).
- M. **Committee:** A long serving standing group of people who work together to address common goals. For example: Programs Committee.
- N. **Volunteers:** Members willing to generously donate time and talent to support the Chapter and trained by the Board of Directors, and/or Coordinators they are performing duties for.
- O. **Task Force:** A group of people who are temporarily assigned upon approval of the Board to work together to achieve a very specific and clearly defined objective works independently of the Board. A Task Force Coordinator is appointed and approved by the Board. For example: Policy Update Task Force.
- P. **Quorum:**
 - 1. Election: 1/3 of all NSA-NT Members are required to vote for any election results to be valid.
 - 2. Board Meetings: is at least 60% of the current Board Members.
 - 3. Annual Meeting is 10% of the total membership.
- Q. **Majority:**
 - 1. **Simple majority** is one more vote than half of the Members of the North Texas Chapter Board and/or Chapter membership as prescribed in these policies.
 - 2. **Super majority** is defined as 2/3 vote of the Members of the North Texas Chapter Board and/or Chapter membership.
- R. **Terms of Service:**
 - 1. The Vice-President is elected by Chapter membership and serves subsequent terms as President-Elect, then President, then Past-President as 1-year terms in each role.
 - 2. The Treasurer and Secretary each may serve up to two 2-year terms and are elected by the membership at the beginning of each 2-year term. The Treasurer and Secretary must take 1-year off in that specific role served upon completion of 4 years in that role.



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- Under extenuating circumstances, this term limit may be waived with unanimous approval of the Board.
3. The Directors: (Director of Marketing, Director of Membership, Director of Programs, and Director of Technology) each may serve up to two 2-year terms and are elected by the membership at the beginning of each 2-year term. Each of the Directors must take 1-year off in that specific role served upon completion of 4 years in that role. Under extenuating circumstances, this term limit may be waived with unanimous approval of the Board
 4. The Presidential Appointee serves one year at the request of the President.
 5. Presidential Advisor(s) serve at the request of the President as needed.
- S. **Reserve:** The Reserve is the NSA-NT emergency fund and savings account. It is separate from the banking accounts used for operating expenses. (See section VII F)

III. Governance

- A. NSA-NT creates its own bylaws. Chapter bylaws must be in alignment with National NSA Bylaws. Bylaws are approved by the Board, and maintained and adopted by the NSA-NT chapter.
- B. Affiliation Agreement is provided by National, signed and submitted by the President on request from National as needed.
- C. Articles of Incorporation are NSA-NT's original formation documents.
- D. Insurance
 1. NSA-NT is incorporated in the State of Texas.
 2. NSA-NT will purchase and maintain director and officer (D&O) insurance for the Board and officers of the Chapter.
 3. NSA-NT will purchase and maintain general liability insurance.
- E. Apparent Authority
 1. NSA-NT will take all steps necessary to avoid any direct or indirect concept or appearance that it has apparent or real authority, expressed or implied, to bind or otherwise obligate National in any way for any act or omission of the Chapter, officers, directors, employees, agents, and Members.
 2. It is the policy of NSA-NT that any communication on behalf of the Chapter is official, at the discretion of the President, Board, or Staff/Contractors. No statements are made, either verbal or written, that conflict with the Chapter policies. Those persons holding leadership positions in the Chapter should understand that by virtue of their position any statements may be perceived as official and made on behalf of the Chapter.
 3. Member Privacy/Selling Contact Information: NSA-NT maintains Member privacy via a strict policy against selling or distributing Member contact information to any external individual or organization.
- F. Administrative/Officers/Committees
 1. Any Members of the Leadership Team, who feels he/she is unable to fulfill their duties should tender a resignation to the President and offer a plan for the reasonable support in the transition of his/her duties.
 2. The President, subject to approval of the Board, may appoint a Task Force or Standing Committee required to carry out the NSA-NT business as necessary.
 3. Each Task Force or Standing Committee will abide by the rules and direction adopted by the Chapter Board of Directors and per the Bylaws.



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- G. Executive Committee
 - 1. Has the power to act for the Board of Directors and the Chapter between Board meetings, to conduct business/administrative affairs as are deemed necessary, and to address legal/personnel concerns that require confidential decision-making.
 - 2. Cannot amend policies, governance documents, or Board actions.
 - 3. Actions of the Executive Committee are reported to the Board of Directors at the next meeting or by mail or email according to policies and procedures adopted by the Board.

IV. Logos, Symbols, and Intellectual Property

- A. NSA-NT will incorporate the National logo into the Chapter logo design without altering the National logo.
- B. NSA-NT will comply with all policies, procedures, and regulations as may be adopted from time to time by the compliance, membership procedures, and use of trademarks, copyright, and other intellectual property that is owned by or claimed by National.
- C. NSA-NT encourages Members and honorary Members to promote their membership in the NSA-NT and what it stands for by utilizing the NSA-NT logo provided on business cards, resumes, websites, one-sheets, and social media profiles.
- D. Members must not place the NSA-NT logo on physical products without prior written approval from the Board.
- E. NSA-NT reserves the right to cancel or prohibit the use of its logo to any Chapter Member who violates logo usage policy. In the event legal action becomes necessary to enforce its trademark rights, NSA-NT will seek damages and attorney's fees from anyone who utilized its trademark in an unauthorized manner.

V. Minutes and Meetings

- A. Minutes
 - 1. Minutes are recorded in writing by the Secretary for all meetings of the Board, including the monthly Board meetings, annual membership meeting, and Executive Sessions. Minutes are recorded in a manner as to reflect the actions, motions, and statements of the Board, without recording superfluous discussions.
 - 2. Minutes are made available to the Board in the case of Board meetings, and Members in the case of the annual meeting or Members, within 10 (ten) days before the next meeting. If an audio or video recording was made of the meeting, it should be destroyed once the minutes are approved.
 - 3. Distribution of the final approved minutes by electronic means should utilize a PDF file format to protect against unauthorized editing with the date of approval in the footer and watermark of "final."
 - 4. Once approved and finalized, the Secretary stores the minutes in the designated secure place that's easily accessible to all Board Members and Members.
- B. Monthly Chapter Meetings
 - 1. NSA-NT monthly chapter meetings are open to all Chapter Members and guests.
 - 2. Monthly chapter meetings of NSA-NT are typically held the second Saturday of the month per the posted website calendar at www.speaker.org.
 - 3. NSA-NT Member and guest meeting rates are determined annually by the Board.
 - 4. NSA-NT monthly chapter meetings will not be held one week prior to, nor one week after, the National Convention. NSA-NT will endeavor to avoid holding meetings at the same time as other National events.



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5. NSA-NT business is conducted in a manner that complies with the antitrust laws of the United States of America, including, but not limited to, the Sherman Act and the Federal Trade Commission Act.
 6. Self-Promotion: NSA-NT requires that all presenters, members, and guests refrain from blatant selling or promoting products and services during their presentations and while attending meetings. Speakers with an offer during their presentation are asked to communicate those plans with the Director of Programs or the President prior to the session.
- C. Other Programs and Events
1. NSA-NT programs and events are open to all Members and guests unless the Board designates otherwise.
 2. Board has the Authority to designate NSA-NT programs and events for Members Only.
 3. Member and guest meeting rates are determined annually by the Board.
- D. Annual membership meeting
1. Occurs during the June monthly meeting or alternative June event.
 2. Notice of this meeting is sent at least ten (10) days prior to the date.
 3. This meeting requires attendance of a quorum of ten (10) percent membership with — combined attendance in-person/on-site and live streaming virtually.
 4. A state of the NSA-NT finances should be provided at this meeting by the Treasurer and President.
- E. Elections & Nomination Process
1. NSA-NT elections are conducted during the month of May.
 2. Members may nominate or self-nominate.
 3. The Executive Committee acts as the Nominating Committee and begins with an announcement to the membership to solicit interested parties in December. The Board begins the consideration and deliberation process in January.
 4. The slate of candidates is to be finalized prior to the April Board meeting.
 5. On or before April 15th each year, the Secretary provides the information and coordinates posting the notices regarding Board elections for the May monthly meeting.
 6. NSA-NT slate of nominees for the following year's Board is announced electronically to the membership at least ten (10) days prior to the May monthly meeting.
 7. The nominees to fill upcoming vacant positions are presented by the May monthly meeting.
 8. Election ballots for the Board are electronically sent to Members immediately following the May monthly meeting.
 9. All Members of the incoming Board are to be inducted in June and begin their term on July 1.
- F. Board of Director's Meetings
1. The Board of Directors (Board) meets every four to eight weeks in person or by video/teleconferencing at the President's discretion.
 2. Board meetings will be conducted per Robert's Rules of Order
 3. The Board will operate in an environment of professionalism, civility, transparency, and accountability.
- G. Special Meetings
1. May be held at any time when authorized by the President, the Board, or by the written request of 25% of the NSA-NT membership.
 2. Special meetings will be conducted per Robert's Rules of Order.
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3. In the event the President or Board requests the Special Meeting, the Board is notified at least five (5) days in advance.
 4. In the event the Chapter membership requests the Special Meeting, the entire membership is notified at least five (5) days in advance.
- H. Executive Session
1. May be held at any time when authorized by the President and/or Board, per Roberts Rules of Order.
 2. Executive sessions are closed, confidential meetings for the Board. Members may be invited at the discretion of the President.
 3. Prior to calling an Executive Session of the Chapter Board a motion must be passed by the Board to identify topic(s) to be discussed.
 4. Discussion is framed by and limited to the topics identified in the approved motion.
 5. After the meeting, actions taken during the Executive Session are recorded in the official meeting minutes of the current or next immediate Board meeting, summarizing what was discussed and any decisions made in the Executive Session.
- I. Board/Leadership Team Retreats
1. Once a year in the Spring, the President-Elect will conduct a retreat for incoming Board members for the purposes of strategizing and planning Chapter activities and meetings for the coming year. Appropriate portions of the retreat may include additional persons as invited by the President-Elect.
 2. Once a year, no later than the end of summer, the President-Elect will conduct a retreat for the entire incoming Leadership Team for the purposes of team building and strategy implementing. Appropriate portions of the retreat may include additional persons as invited by the President-Elect.
 3. Additional meetings of the Board or the Leadership Team may be held for celebration or team building purposes.

VI. Sexual Harassment & Diversity/Inclusion

- A. NSA-NT is committed to providing an environment that is free from sexual harassment and discrimination. In keeping with this commitment, NSA-NT maintains a strict policy prohibiting any kind of unlawful harassment or discrimination, including racial, sexual, ethnic, handicap, age, or religious harassment.
- B. Sexual Harassment includes:
1. Quid pro quo sexual harassment where opportunities are conferred based on granting a sexual favor.
 2. The creation of a hostile environment to the extent that a Member or guest feels coerced or intimidated.
 3. Words or actions are considered unlawful sexual harassment if, among other things, they are (1) sexual in nature and (2) unwelcome.
- C. Diversity is defined as differences and similarities, including but not limited to, individual characteristics: color, ethnicity, gender, race, age, religious expression, disability, political affiliation, education, socio-economic status, sexual orientation, military/veteran status, thinking/learning styles, or any other category protected by local, state, and federal regulations, ordinances, and statutes.
- D. NSA-NT is committed to providing an environment of diversity and inclusion among the membership, leadership, and staff/contractors.
- E. The NSA-NT Leadership Team is made up of people with a variety of talents, skills, expertise, community connections, occupations, ages, and backgrounds.
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- F. In principle and in practice, the NSA-NT values and seeks diverse and inclusive participation for aspiring and professional speakers.
- G. NSA-NT promotes involvement and access to leadership opportunities to all Members regardless of race, ethnicity, gender, religion, age, sexual orientation, nationality, or disability.

VII. Finance/Taxes

- A. Starting budget is in place at the beginning of each NSA North Texas fiscal year. A simple majority of the Board must approve the starting budget.
- B. Board may adjust the budget during the NSA-NT fiscal year as needed.
- C. Signatory responsibilities are with the President, President-Elect, Past-President and Treasurer. Secretary will initiate the process to make changes to signatory names with the bank(s).
- D. Treasurer will provide monthly financial reports (i.e., Balance Sheet, Income Statement, and Budget Variance) at Board meetings and/or at Presidential request.
- E. Any monies provided by NSA-NT for business use by a Member or staff/contractor is for NSA-NT business use only. Members and staff/contractors may not, under any circumstance, use the monies for personal purchases nor for guaranteeing personal reservations (hotel, rental cars, etc.), nor for any other non-Chapter-related business use.
 - 1. For all business purchases made, an itemized receipt must be acquired from the seller.
 - 2. Any personal use of NSA-NT business monies constitutes an ethics violation and is filed with the National Ethics Committee by the Board. May be grounds for termination in the case of a staff/contract Member.
- F. Reserve
 - 1. NSA-NT should maintain approximately 9 months of accessible funds in a separate bank account, on a rolling basis, known as the "Reserve." This figure is determined by multiplying the current year's projected expenses by 75%.
 - 2. Using funds from the Reserve requires approval by the Board.
 - 3. During the NSA-NT fiscal year, the Reserve should not be depleted to exceed 20% of beginning fiscal year Reserve balance.
 - 4. Each month a minimum deposit of \$100 is made into the NSA-NT's Reserve account for additional savings.
 - 5. The Board will also continue to contribute additional Chapter monies to the NSA-NT's Reserve account as the Board deems best, based on the current financial situation.
- G. All proposed expenditures are to be analyzed by the Executive Committee based on the relative needs of and benefits to the Chapter and its membership for appropriate recommendation.
- H. Liabilities
 - 1. Board will not assume liabilities on behalf of the NSA-NT for an amount that exceeds 50% of the current NSA-NT funds.
 - 2. NSA-NT will never pay, assume, or become responsible for the personal or unapproved debts or liabilities of any individual Member, officer, or director.
- I. Approval Process
 - 1. All requests for reimbursement will include an itemized receipt that clearly identifies the date, vendor, products purchased, or services rendered, purpose of expenditure, and the amount. Additional information may be requested for reimbursement.



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2. Neither the President and/or Treasurer, or anyone having bank account signing privileges, may approve their own expenses.
 3. Expenditures of \$100 or less can be approved by the Treasurer or one other member of the Executive Committee.
 4. Items for reimbursement over \$500, that were approved by the Board as part of the Chapter's annual budget, do not require additional Board approval unless the expense goes above the dollar amount budgeted. In this case, the receipts will be submitted to show to the Board for approval.
 5. Major expenditures in an amount more than \$500 that are not budget items, are reviewed by the Executive Committee and presented to the Board for approval.
 - a. Major expenditure is defined as separate purchases from the same or similar vendors, for the same or similar product, where the multiple purchases exceed \$500.
 - b. All approved major expenditures are monitored by the Treasurer who will notify the Executive Committee if there is evidence of expenditures over \$500 that did not get the necessary approval.
 - c. Any expenses submitted over \$500 without the required Board approval will not be paid, until said expenses are approved. If not approved, the expenses will not be reimbursed.
 - d. The following recurring and expected expenses over \$500 are exempt from this - approval process:
 - (1) Expenses for regularly scheduled Chapter monthly meetings.
 - (2) Professional Services fees approved by the Board for ongoing services (i.e., accounting, website update provider, and virtual assistants).
 - (3) Reimbursement expenses for Chapter monthly meeting guest speaker, per the Speaker Contract. (i.e. Speaker travel stipend, speaker's hotel, and speaker's portion of the Leadership Dinner.)
- J. Debit Card Policy
1. Authorized Cardholders
 - a. Current signatories who are issued debit cards tied to the designated bank account are the President and Treasurer.
 - b. To ensure uninterrupted access during officer transition, the Chapter may begin transitioning debit card access and account signatory privileges to the incoming President and Treasurer beginning June 1 of each year but not remove the current card holders until June 30.
 - c. Will require a Board vote at the May Board meeting to reflect the names and offices of the new card holders for the bank use.
 2. Authorized Monthly Expenses
 - a. Pre-approved recurring expenses such as venue or catering fees for chapter meetings, payments to regular contractors or vendors (e.g., administrative support, virtual assistants), subscriptions or platform fees (e.g., Zoom, Canva), and speaker travel reimbursements per executed contracts do not require additional authorization.
 - b. All recurring expenses must still be submitted to the Executive Committee for visibility and logging in the official expense log, even if pre-approved.
 - c. Non-recurring expenses must be approved per policy.
 3. Prohibited Uses
 - a. Personal purchases of any kind.
 - b. Cash withdrawals or transfers (other than to approved vendors).
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- c. Any unapproved or reimbursable expense not aligned with Chapter business.
- d. Travel expenses, even in the case of NSA-NT-related travel must follow the standard reimbursement process with submitted recipes. Money is paid directly to the traveler.
- 4. Account Balance Requirements
 - a. To avoid bank penalties and ensure adequate liquidity, the designated account will maintain the minimum balance required by the bank times two.
 - b. Minimum dollar amount in the account is multiplied times two to assure the account balance does not fall below the bank minimum during that month to avoid fees.
- 5. Monitoring and Reconciliation
 - a. The Treasurer is responsible for monitoring this account weekly.
 - b. By the last calendar day of each month, the Treasurer will ensure the account is replenished to meet the required minimum balance.
 - c. All expenses must be supported by itemized receipts and categorized according to the approved chart of accounts. Even automatically approved expenses must be submitted to the Executive Committee for visibility and logging on the official expense log.
 - d. The account balance will be reviewed by the Board as part of the monthly Treasurer's report.
- K. Leadership Travel
 - 1. For the National Chapter Leadership Institute (CLI), NSA-NT will reimburse the incoming President-Elect and Vice President for coach airfare if travel is out of state. If travel is within the state, reimbursement is for coach airfare or mileage whichever is less. Reimbursement will include minimum number of hotel night stays to attend all programmed events, at the event hotel, at the group rate. A rental car reimbursement may be included up to the dollar amount budgeted by the Board for that specific year.
 - 2. No other leadership travel is reimbursed except with the advance, written approval of the Board.
- L. Refund Policy
 - 1. Member resignation:
 - a. Anyone resigning from membership is not entitled to any refund of dues or other fees, unless otherwise approved by the Board on a case-by-case basis due to extenuating circumstances.
 - b. Resigning Member remains obligated to pay any outstanding indebtedness to the Chapter unless otherwise approved by the Board on a case-by-case basis due to extenuating circumstances.
 - c. Resigning individual has no rights or claim against the Chapter after the end of the period for which they have already paid dues.
 - d. Resigning Member will no longer have access to Member benefits effective on their cancellation date.
 - 2. Any approved refunds are made based on how payment was received.
- M. Financial Records
 - 1. NSA North Texas will have independent bank account(s) with a minimum of 2 signers from the Executive Committee.
 - 2. Chapter Secretary provides official notification to the bank of any changes in the signer names on accounts.
 - 3. The Chapter Treasurer will reconcile bank statements to accounts monthly.



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4. The Chapter Administrator will ensure that the qualified review of the financial policies, procedures and records is completed as per the NSA Policies.
- N. Biennial Financial Review Process
1. The current Executive Committee will designate a qualified reviewer not serving on the Board of Directors to review the financial records and statements according to the NSA North Texas Bylaws.
 2. Qualified Reviewer:
 - a. Does not need to be a CPA, but must be able to read and understand basic financial statements.
 - b. May not have served on the Board of Directors during the year being reviewed, nor may be a staff/contractor, or management consulting company.
 3. The following procedures will be carried out within 60 days of the end of the Chapter fiscal year(s) in review:
 - a. Meet with the Treasurer and staff (whoever maintains the books, writes checks, reconciles bank statements, and carries out other accounting duties).
 - b. Select the financial statements from the final month of the Chapter's fiscal years and randomly select one other month from each fiscal year.
 - c. Review the bank reconciliation and the bank statement and verify that the cash balance reconciles.
 - d. Select at least 3 transactions from each month and review the invoice, documentation, and evidence of approval. (This could be an email from the President or Treasurer, a routine expenditure approved by the Board in the annual budget. If relying on approval in the annual budget, review the meeting minutes where the Board approved the budget.)
 - e. Review the finance policy and interview the Treasurer/staff to determine who can sign checks, has access to funds, or can move money by phone or online.
 - f. Compare to Chapter policies and procedures to be sure it is in alignment.
 4. The following procedures will be carried out at year-end of the years in review:
 - a. Compare the final revenue and expense totals to the budget and investigate any significant differences.
 - b. Compare Member dues to [the number of Members listed on the Chapter membership list] times [the annual dues] to test for reasonableness.
 - c. Review documentation for any large expenses or any related-party transactions (payment to any Member, etc.).
 - d. Compared to previous year-end financial statement and investigate major differences.
 - e. Document work (a checklist along with any recommendations) and include the result in a written letter to the Board and as an attachment to the Minutes of the Board meeting to which it is presented. In the written report recommend needed changes to the Chapter Board of Directors if unable to complete the above procedures due to:
 - (1) Inadequate information in the Bylaws.
 - (2) Inadequate or no Chapter finance policy.
 - (3) Incomplete financial statements.
 - (4) Inadequate or no annual budget.
- O. Tax Form 990 - As a 501(c)(6) organization, the Chapter will file the IRS Form 990 annually in accordance with United States law.



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- P. Record Keeping
1. NSA North Texas keeps the records recommended for compliance with 501(c)(6) for tax purposes (See NSA-NT Document Storage and Retention Policy)
 2. Record storage is the responsibility of the Member Services Coordinator, with oversight by the Director of Technology, and is done in a manner that is legally required by a 501(c)(6).

VIII. **Stu Schlackman Service Fund (Service Fund)**

- A. Purpose
1. The Service Fund supports the Chapter's mission of educating, promoting, and connecting speakers.
 2. The Chapter Service Fund is designed to help members who are facing serious, unexpected hardships, such as medical emergencies or natural disasters, that significantly impact their life, income, and ability to stay connected to the NSA-NT Chapter.
 3. This fund helps members maintain their membership and access support during a temporary crisis.
 4. The funds money collected ~~used are dedicated contributions~~ comes from fundraiser profits, special event profits, guest speaker products and services profit sharing, and/or National Chapter Rewards Program funds.
- B. Eligibility Criteria for Application
1. Be a Chapter Member in Good Standing.
 2. Honorary member or former member who was active in the past 12 months.
 3. Be experiencing a temporary situation that prevents the member from working or significantly reduces income, such as:
 - A personal medical condition or treatment.
 - Acting as a primary caregiver for an immediate family member (spouse or child) during a health crisis.
 - Natural disaster that creates loss of access to primary residence.
 4. Applicant must not have received a Chapter dues waiver within the last 24 months or other hardship support from this fund within the past 36 months.
- C. Qualify Events
1. Medical Emergencies
 - Major surgery with a long recovery.
 - Active cancer treatments (ex: chemo, radiation).
 - Serious accident requiring extended recovery and/or physical therapy.
 - Other specific circumstances which meet the Eligibility Criteria if approved unanimously by the Committee.
 2. Natural Disasters Causing Loss to Primary Residence
 - Tornado
 - Wildfire
 - Flood caused by a natural disaster
 - Lightning strike causing fire or major damage
 - Note: Hail damage is *not* covered.
- D. Types of Support Available
1. Free Membership
 - Virtual or in-person membership for one year (Will mirror the member's existing membership type at time of application.)
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- Purpose is to stay engaged in Chapter while facing temporary hardship.
- 2. *Emergency Cash Grant*
 - Up to \$500 reimbursed to cover urgent, qualifying expenses.
 - Note: A member may receive either a free membership *OR* a grant/refund, *not both*, *within a 24-month period*.
- E. How Decisions are Made
 1. All application requests are reviewed by a confidential Committee, appointed per Chapter Policy.
 2. Decisions are made by a unanimous of the Committee.
 3. The Committee will determine the level of membership awarded or grant amount reimbursed as directed by Chapter policy.
- F. Application Process
 1. Proposed by the award Committed with Board approval.
 2. Application will be accessible on Chapter website for current members.
 3. Recipient may apply themselves or another member may apply on their behalf. If another member applies for someone, a phone call to the member-in-need should be completed by the Committee Chair to verify information.
 4. Committee will determine the process for application review and award. May be by email, text, phone and/or Committee Chair will determine if an interview or additional information is necessary from the applicant.
- G. Other Fund Uses
 1. Reimbursement of Influence National Foundation Event registration as an NSA-NT member, as approved annually by the Board and given to Members in good standing who provide paid receipts within 60 days of attending the event.
 2. Supplemental Education or Membership Grants (not to exceed 50% of total program/event cost) approved by Executive Committee on case-by-case basis.
 3. Offset expense to support other outreach in the north Texas area such university students with interest in the speaking industry, for example.
 4. Upon approval of the Board, donations may be given to local community charities (501c3 non-profits), not to exceed 20% of the total Service Fund's fundraising efforts for that fiscal year.
- H. About the Committee
 1. Committee Chair
 - Should be a Past President.
 - Serves a 2-year term.
 2. Committee Members
 - There may be between 3 and 5 voting members.
 - Rotating basis to serve 2-year terms. Seats rotated in a manner that does not have all new members at the same time.
 - May not be current Chapter Board member.
 - At a minimum at least two additional members should come from the past president's pool.
 - If necessary, to fill out the Committee, or if the stated number of past presidents are not available to serve, other members should have at least five years active membership in the Chapter.
 - Spirit of Cavett Coordinator is involved in the process to provide insight but is not a voting Committee Member.



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3. Current Chapter President provides background input only (non-voting).
4. All members sign a confidentiality agreement. Violating the confidentiality agreement may result in removal from the Committee and NSA North Texas Chapter.
5. Committee Members will remain anonymous to all except Committee Chair, Chapter President and Executive Committee will have final authority over Committee-member approval.
6. Applicants and recipients also remain anonymous except to all mentioned above to protect privacy.
7. Reporting: The Committee Chair will report the number of awards and dollar amounts awarded monthly to the Chapter President, who will report to the Board of Directors. This information will be noted for the Treasure to update the fund balance. (Recipient information is kept confidential.)

IX. NSA North Texas Chapter Awards

- A. President's Award(s).
 1. The NSA North Texas Chapter's sitting President may identify (or appoint an awards committee to identify) any:
 - a. Member(s) in good standing or staff/contractor worthy of recognition for service to the Chapter during the fiscal year.
 - b. That year's recipients of the Chapter Member of the Year (MOY), Board Member of the Year (BMOY), and/or Charbonneau Chapter Service Award (if awarded) and Lifetime Achievement Award winners are not eligible for this award.
 - c. The President's Award does not have to be given annually.
 - d. Number of awards given are at the President's discretion.
- B. The Zig Ziglar NSA North Texas Chapter Member of the Year ("MOY") and Board Member of the Year (BMOY) Award.
 1. Eligibility for MOY
 - a. The Chapter MOY is an annual award. (Named in honor of Zig Ziglar, CPAE, a pioneering speaker and honorary president of NSA North Texas.)
 - b. Candidates for the award must be a Chapter Member in good standing who has volunteered and contributed to the Chapter's success during the current NSA-NT year.
 - c. The BOD and the last 5 recipients of the MOY award are not eligible.
 - d. Executive Committee may determine the final award recipient in a situation where the recipient is the winner of more than one award. The Executive Committee may choose to give this person the highest category award only.
 2. Eligibility for BMOY
 - a. The BMOY is an annual award.
 - b. Candidates for the award must be Chapter Members in good standing and voting Board members.
 - c. The Presidential Line-up and the last 5 recipients of the BMOY award are not eligible.



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- d. Determination of MOY Ballot from nominees:
 - (1) Secretary will tally nominee list and provide the President the top names.
 - (2) The President and Secretary will agree on no more than 5 nominees for the final ballot before the May Monthly meeting.
their vote to prevent duplication.
4. BMOY Ballots
 - a. Nomination:
 - (1) Any Leadership Team Member in good standing may nominate only 1 Board member for the BMOY award each year.
 - (2) Nomination should include Board Member's name and short text about why this Board Member should be honored.
 - (3) The ballot should also include the name of the person making the nomination.
 - b. Determination of BMOY Ballot from nominees:
 - (1) President and President Elect will tally nominee list and provide the Board with no more than three nominee names before the May Monthly meeting.
 - (2) President and President Elect will submit an alphabetized list to the Leadership Team of nominees to be voted on with name, why the BMOY was nominated, and a photo of each.
 - (3) Text for final ballot with each listed nominee is created in such a way that the word count is similar for each person listed.
 - (4) The electronic nomination ballot should also require the name of the person submitting their vote to prevent duplication.
5. Timeline
 - a. Nomination form is electronically sent to Members (Chapter members vote on MOY and Leadership Team Member to vote on BMOY) in good standing after the April Monthly Chapter meeting where the membership is notified of what the award is and the nomination process. A deadline is set for nominations to be submitted (less than a week from the announcement).
 - b. Final list of nominees for MOY and BMOY is announced by electronic mail to the membership at least ten (10) days prior to the May Monthly meeting and again during the May Monthly meeting.
 - c. Following the May Monthly meeting the final MOY ballot is electronically sent to all Members in good standing for final voting. The final BMOY ballot is electronically sent to all Leadership Team members in good standing for final voting. A deadline is set for vote (less than a week following the May Monthly meeting).
 - d. MOY and BMOY Award is kept secret from all but the President and President Elect and conferred in June.
 - e. The MOY and BMOY award winners' names and photos are sent to the NSA National Director of Member Experience or the equivalent role.
- C. Joseph J. Charbonneau Chapter Service Award (named in honor of Joseph J. Charbonneau, CSP, CPAE)
 1. Eligibility
 - a. Given from year to year, but not necessarily awarded every year.
 - b. Charbonneau Award may only be given one time to any qualified member.
 - c. Awardee must be a current NSA-NT Member in good standing.
 - d. The Presidential Line-up is not eligible for this award.



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- e. Awardee exhibits merit through participating/attending Chapter meetings/events, referring new Members, and volunteering to serve the Chapter (such as on the Leadership Team and/or a Task Force).
 - f. Awardee has directly and significantly contributed to the success of the NSA North Texas Chapter over a period of at least 5 years.
 - g. The awardee has exemplified the highest standards of professionalism and ethics as a speaker.
 - h. If the award is given, it is announced in June.
 - 2. Award Presentation
 - a. Presidential lineup determines a past recipient to present the award. If a past awardee is not available, the Presidential Lineup selects a presenter.
 - b. Past Charbonneau Chapter Service Award winners are notified if there is an award recipient named for the year. (Name of awardee is not given in advance of the award presentation.) Past winners are invited to register to attend the award presentation in June at the Member rates.
 - D. Lifetime Achievement Award
 - 1. Eligibility for Chapter Lifetime Achievement Award (LAA)
 - a. The LAA is a unique and prestigious award only given to a candidate who truly qualifies first and foremost because of exemplary service to the NSA-NT Chapter as well as additional service to the National organization and/or the speaking industry in general while being a member of the NSA-NT Chapter.
 - b. The LAA may not necessarily be awarded every year.
 - c. No more than one LAA Award may be given in any particular year.
 - d. Nominee must be an NSA-NT member who is/was a speaker, a significant active advocate of the Chapter, and/or a primary industry supplier working with NSA-NT as a member for more than 15 years.
 - e. The Presidential Line-up is not eligible for this award.
 - f. Award may be given posthumously.
 - 2. Nomination Process
 - a. Any member in good standing may nominate a potential NSA-NT Chapter LAA recipient to anyone on the Executive Committee.
 - b. A letter of nomination is provided to the Executive Committee with the nominee's name and the contribution made by the nominee, reason for the nomination as well as the name of the person making the nomination.
 - c. This information is presented to the Executive Committee to determine if the nominee meets the criteria.
 - d. If the nominee qualifies for the LAA award, their information is advanced to the Chapter Award Selection Committee for consideration and determination.
 - 3. Award Presentation
 - a. Best case scenario is the award presentation is made by the last award recipient if possible. If not, presidential lineup determines who will present the award.
 - b. Past LAA recipients are notified if there is an award recipient named for the year. (Name of awardee is not given in advance of the award presentation.) Past recipients are invited to register to attend the award presentation in June at the Member rates.
 - E. Chapter Award Selection Committee
 - 1. This committee is responsible for selecting an awardee, if there is one, for the Joseph J. Charbonneau Chapter Service Award ("Charbonneau Award") from the list provided by
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- the Member Services Coordinator. Selection is made by a super majority vote if the award is to be given that year.
2. This Committee is also responsible for selecting an awardee, if there is one, for the NSA-NT Chapter Lifetime Achievement Award from nominee(s) who were approved and the list of name(s) provided to them by the Presidential Lineup.
 3. Chapter Award Selection Committee and Process
 - a. Member Services Coordinator will provide the President and Secretary with a list of eligible Members for the Charbonneau Award after the April Monthly meeting.
 - b. Secretary, who is a non-voting Member of the committee, facilitates the Selection Committee, coordinates the meeting date and time, award process, and policy compliance.
 - c. The Chapter Award Selection Committee is made of Members in good standing as follows:
 - * NSA-NT President
 - * Director of Membership
 - * Immediate past recipient of the Charbonneau Award
 - * Past recipient of the Charbonneau Award or LAA, appointed by the President-Elect
 - * Leadership Team Member (non-Board of Directors Member) appointed by the Treasure.
 - d. Approval of this nominee by the Award Committee must be by super majority vote.
 - e. Award selection meetings and results are strictly confidential.
 4. Timeline
 - a. Award Selection Committee should be in place by the beginning of April.
 - b. Member Services Coordinator will provide the President and Secretary with a list of Members in Good Standing after the April Monthly meeting.
 - c. President and Secretary verify the list. If a Member listed has any known ethics violations, their name may be removed from consideration before sharing with the Awards Selection Committee.
 - d. Award Selection Committee meeting date and time should be set for the process to be completed by early May.



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Appendix A

NSA North Texas Chapter Sample Organizational Chart

