

National Student Nurses' Association, Inc.
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State Association Meeting Minutes Submission Policy

Background and Introduction: The NSNA Board of Directors noted that while NSNA has had a state minutes policy in place for many years, the policy is only utilized on an intermittent basis and in some instances, not at all. In the past, no action has been taken to help states comply with the policy. The Board of Directors is concerned that lack of compliance puts the NSNA at risk for IRS sanctions and, in addition, makes NSNA state chapters who do not maintain their own archives vulnerable for legal action. Another byproduct of a lack of documentation is that it denies state chapters of their ability to take legal action of their own in the unfortunate event that this becomes necessary. In order to prove that an individual has violated the directives of the Board of Directors and/or membership, proper documentation in the form of approved/accepted signed state minutes must be provided to demonstrate the intent of the Board and/or membership.

NSNA policy now includes specific language that spells out what exactly must be included in the minutes for them to be considered "official" by NSNA. In addition, compliance will be ensured by providing a deadline for submission of all official state minutes for each calendar year and stipulating that if minutes have not been submitted by the deadline that dues will be withheld until the submissions have been received. The NSNA Board of Directors hopes that this new policy will help increase communication between the state and national associations and provide much needed safeguards to protect our respective associations.

NSNA Policy for the Submission of State Minutes

State minutes are used as a communication tool between national and state associations, and are placed in the NSNA archives (April 1994 Board of Directors). Furthermore, the independent auditor and the IRS require that NSNA provide minutes of state association meetings to validate that the NSNA is collecting dues for entities that actually exist.

State constituents are required to email to NSNA an electronic document of approved/accepted signed (by president and/or secretary) state board and annual state convention business meeting minutes (annual membership meeting).

NSNA will accept electronic submission via email of approved signed state minutes from the states in which this is acceptable by law; in states where electronic signatures are not acceptable by law, state associations may submit one signed hard copy and email the unsigned electronic file to NSNA.

State associations must submit approved signed board meeting and annual membership business meeting minutes throughout the calendar year, but no later than at delegate credentialing.

NSNA encourages state associations to have policies and bylaws in place to ensure that the Board of Directors understands and complies with these policies.

Since not all state associations meet monthly, please be sure to advise NSNA staff which months that Board meetings did not take place. These minutes must include one Annual Business Meeting (i.e. Annual Membership Meeting; Annual House of Delegates meeting). If the state association did not conduct a Business Meeting within the previous twelve months, documentation as to why the meeting was not held and when the Business Meeting will be held must be provided.

To be considered official meeting minutes the documents must include at a minimum, the following information:

Type of meeting: Annual Business or Annual Membership Meeting (i.e. House of Delegates), Board of Directors, Executive Committee.

- Date, time and place of the meeting.
- Roll call: the names and titles of those present and absent.
- Approval of minutes of the previous meeting (with corrections as indicated).
- All main motions or motions to bring a main question again before the assembly (except any that were withdrawn) giving:
 - Wording for each motion introduced, name of mover and seconded by;
 - Summary of discussion around the motion;
 - Action on the motion, including – if it was temporarily disposed of– any amendments and all adhering secondary motions that were then pending.
- All other motions that were not lost or withdrawn are noted.
- Date, time and location for future meetings.
- Time of adjournment.
- Signature of president and/or secretary.

Non-profit associations and their constituents are routinely required to produce official board minutes for audit purposes and in the event of legal proceedings. For additional security, states are encouraged to submit a hard copy of the minutes signed by both the President and Secretary to be placed in the NSNA archives. These archives provide a valuable backup of important state documents that can be safely retrieved in the event of loss or destruction of the states association's own original documents. The NSNA provides this archival service free of charge to all state constituents.

Approved by the 2007-08 NSNA Board of Directors on March 24, 2008 at Pre-convention Board of Directors meeting in Grapevine, Texas.