

National Student Nurses' Association

Attention State Association Secretaries

Please note this Important Requirement for Official Constituency Status

In addition to other requirements in NSNA Bylaws and policies, to qualify for annual state association constituency status, 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.

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 associations are required to submit an electronic file of approved/accepted signed (by president and/or secretary) state board and annual state convention business meeting minutes (annual membership meeting). When submitting minutes electronically with electronic/ scanned images, state associations are encouraged to investigate state laws to determine legal acceptance of electronic/ scanned images.

- If electronic signatures **are acceptable** by your state law, submit via email the signed electronic file.
- If electronic signatures are **not acceptable** by your state law, submit one signed hard copy and email the unsigned electronic file.

Submit to nsna@nsna.org attn: Cathy Ramos

States must submit official Board and Annual Business Meeting minutes for the previous calendar year by the date of NSNA's annual convention. States are urged to submit minutes as soon as they are approved and signed. 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.

If you have any questions, please send an e-mail to nsna@nsna.org with "association minutes" in the subject line.

Thank you,
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