

**National Student Nurses Association, Inc.**  
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## **Summary of State Association Annual NSNA Constituency Requirements**

**Requirements for NSNA constituency status must be met annually. Only official state associations may seat delegates in the House of Delegates; be reimbursed for state dues; and be eligible to win NSNA awards. Please refer to the most current *Getting the Pieces to Fit* for details.**

### **SUBMIT OFFICIAL APPLICATION FOR CONSTITUENCY STATUS ANNUALLY**

States must submit a completed and signed Official Application for Constituency Status annually (available on [www.nsna.org](http://www.nsna.org) and in *Getting the Pieces to Fit*). The state must have at least two schools that are eligible for constituency and that have also submitted the Official Application for Constituency Status (except in Alaska and Guam where only one school currently exists). Note that NSNA is authorized to collect state dues only for official NSNA state constituents.

### **SUBMIT STATE BOARD AND ANNUAL MEETING MINUTES**

State associations are required to email an electronic file of their **approved and signed Board of Directors and Annual membership meeting minutes to the NSNA office**. States may email their minutes to [nsna@nsna.org](mailto:nsna@nsna.org) attn: Cathy Ramos. If scanned signatures are legally accepted in your state, you may submit minutes with scanned signatures (check with the Secretary of State to verify) as email attachments. 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 minutes are distributed to NSNA Board members and staff. A copy of all state minutes is placed in the state association's official archives that are maintained by NSNA and must be made available upon request during the NSNA annual financial audit and IRS to validate NSNA dues collection for state associations. **NSNA must have state approved and signed minutes for the entire previous calendar year by the first day of the NSNA Annual Convention.** It is best when minutes are sent to NSNA immediately following approval.

### **SUBMIT STATE BYLAWS**

States are required to submit a current copy of their bylaws to NSNA annually. Any amendments must be submitted to NSNA as soon as amendments are made.

### **SUBMIT STATE BOARD ROSTER FOR STATE BOARD DUES REIMBURSEMENT**

NSNA policy requires that NSNA hold state dues reimbursement checks based on the state association's convention dates until the newly elected Board of Director's roster is received at NSNA. Note that NSNA checks the roster to ensure that all elected and appointed members of the state Board are NSNA members. State Board members receive *NSNA News*, COSP mailings, Board memos, and other important information.

**NSNA reviews all state files to ensure that states are in compliance. State Presidents will be informed about their areas of non-compliance and given an opportunity to resolve the situation prior to NSNA Annual Convention and possible NSNA Board action.**

**Contact Cathy Ramos, ext 116 or [nsna@nsna.org](mailto:nsna@nsna.org) (attn: Cathy Ramos), if you have any questions about which documents may be missing from your state files.**