

National Student Nurses Association, Inc.

45 Main Street, Suite 606
Brooklyn, New York 11201

One-time Waiver Application for State Associations Unable to Meet the State and Board Meeting Minutes Requirement for Official NSNA Constituency Status

State constituents are required to send NSNA either 15 copies or an electronic document of approved/accepted signed (by president and secretary) state board and annual state convention business meeting minutes. When submitted electronically, the minutes must contain scanned signatures of the president and secretary. 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.

States unable to meet this constituency requirement for 2009 may complete the following information to request a waiver and the information requested for the chart on next page and sign the form at the end.

State Association Name _____

President

Term of office: From (m/y) _____ to (m/y) _____

President's e-mail address _____

President's cell number _____

Secretary

Term of office: From (m/y) _____ to (m/y) _____

Secretary's e-mail address _____

Secretary's cell number _____

State Consultant

Term of office: From (m/y) _____ to (m/y) _____

State Consultant e-mail address _____

State Consultant cell number _____

Please list the minutes you are not able to provide and the reason(s):

Month/Year of missing minutes	Indicate Board Minutes Or Annual Meeting Minutes	Reason unable to provide	Actions taken to prevent failure to meet this requirement in the future (i.e. attach a copy of your state policy regarding submission of minutes to NSNA)

We _____ (Acronym for state association) understand the following:

1. State associations are required to submit signed state board and annual meeting minutes as per NSNA policy;
2. That this is a one-time waiver for our failure to meet this requirement;
3. That _____ must send NSNA a copy of our policy and procedures that address this requirement;
4. That failure to provide minutes as per NSNA policy will result in loss of constituency in 2010.

President's
Signature _____ Date _____

Secretary's
Signature _____ Date _____

State
Consultant _____ Date _____

National Student Nurses' Association
45 Main Street, Suite 606
Brooklyn, New York

State Association Meeting Minutes Submission Policy
(As amended by the NSNA Board of Directors, March 24, 2008)

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 to 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.

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1

States may submit, approved minutes electronically with electronic/scanned signatures. When submitting minutes electronically with electronic/ scanned images, state associations are encouraged to investigate state laws to determine legal acceptance of

2

electronic/ scanned images.

If a state association has not conducted an annual membership business meeting within the calendar year, documentation as to why the meeting was not held and when an annual membership business meeting will be held must be provided.

Proviso - For 2009 state constituency status, state associations unable to submit the required minutes by the deadline may request a waiver of this policy by submitting an explanation of why minutes were not submitted to the NSNA board of directors. The Board of directors will determine if a waiver will be granted. This proviso is in effect for the 2009 state constituency status requirement only.

States must submit official minutes for the previous calendar year by the date of NSNA's annual convention. States are free to submit minutes more frequently if they so choose. These minutes must include one General Business 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 an alternate 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 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.
- Time of adjournment.
- Signature of president and 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 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.