

**NSA-Houston
2003-2004 Member Handbook**

**National Speakers Association is dedicated to advancing
the art and value of experts who speak professionally.**

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About the National Speakers Association

About NSA: Organized in 1973, the National Speakers Association is the leading international association of speakers in the world. Headquartered in Tempe, Arizona, NSA has members representing all of the United States and 16 other countries. There are 39 NSA chapters around the country.

NSA conducts an annual convention, winter workshops, and professional speakers labs to help its members develop platform skills and to share and learn from the greatest speakers in the world.

NSA-Houston, a chapter of the National Speakers Association, was started in 1980. The chapter meetings are held on either the second Thursday evening or the second Saturday morning of the month. NSA-Houston was recognized by NSA as an award-winning chapter in 1987 and 1990-1998.

Membership: NSA offers four membership categories: professional, vendor, bureau/affiliate and emeritus. Separate applications are required for NSA and NSA-Houston. National applications are submitted to NSA headquarters in Tempe, Arizona. NSA-Houston applications are submitted to the NSA-Houston Vice President of Membership. Nonmembers are welcome to attend NSA and NSA-Houston meetings, workshops, and conventions at the nonmember fee.

Benefits: As a NSA-Houston member, your benefits and opportunities include:

- NSA-Houston meetings featuring some of the best speakers in the industry.
- A network of colleagues who understand the business of professional speaking and are willing to share this knowledge.
- Educational programs for professional development.
- The Professionally Speaking newsletter is filled with information to help you advance your career.
- Meeting Planner's Resource Guide, a printed directory of the chapter NSA members, distributed to meeting planners throughout Texas.
- NSA member listing and information about the chapter activities on the chapter website www.nsahouston.org
- Speaker Spotlight provides members with the opportunity to showcase at a chapter meeting.

NSA Benefits: As a NSA member, you have an opportunity to:

- Receive NSA's monthly career development magazine, *Professional Speaker* and a monthly tape featuring nationally known speakers sharing business and skill building tips.
- Present at or participate in NSA Annual Convention, Winter Workshop and professional development labs that are considered essential building blocks for speakers.
- Earn the Certified Speaking Professional (CSP) designation which recognizes one's commitment to ongoing education, proven speaking experience and ethical behavior.
- Listing in NSA's directory, *Who's Who in Professional Speaking: The Meeting Planners Guide* and on the NSA website www.nsaspeaker.org.
- Council of Peers Award for Excellence (CPAE) presented to five NSA members at each national convention for platform excellence.
- The Cavett Award, NSA's most cherished award, given to one person each at the national convention to the member whose accomplishments over the years have reflected outstanding credit, respect, honor and admiration on the association and the entire profession of speaking.

Come join us: If you are an expert who speaks or trains, you will find a professional development opportunity with the Houston Chapter of the National Speakers Association.

NSA-Houston

www.nsahouston.org

National Speakers Association

(480) 968-2552

www.nsaspeaker.org

National Speakers Association
Mission/Vision/Values

NSA Mission:

To advance the art and value of experts who speak professionally by:

- Enhancing platform excellence;
- Facilitating business development opportunities;
 - Fostering community
- Increasing NSA's brand identity; and
- Developing strategic partnerships

NSA Vision:

NSA, the recognized voice of the speaking profession,
sets the benchmark for platform excellence worldwide,
impacting how people work and live.

NSA-Houston Past Presidents

1980 - 1981	Mark Greek
1981 - 1982	John Rosen
1982 - 1983	Neal Shaw
1983 - 1984	Neal Shaw
1984 - 1985	Jimmy Cabrera, CSP
1985 - 1986	Jimmy Cabrera, CSP
1986 - 1987	Marge Best
1987 - 1988	Betty Hardy
1988 - 1989	John Shults
1989 - 1990	Dick Semaan, CPAE
1990 - 1991	Mary Beth Roach
1991 - 1992	Sue Pistone
1992 - 1993	Jimmy Cabrera, CSP
1993 - 1994	Tom Britton
1994 - 1995	Al Balzer
1995 - 1996	Rozanne Barone
1996 - 1997	Peggy Morrow
1997 - 1998	Dr. Bill Kerley
1998 - 1999	Pam Nimitz DeMaris
1999 - 2000	Donna Fisher
2000 - 2001	Jim Jacobus
2001 - 2002	Ken Davis, MD
2002 - 2003	Michael Hick
2003 - 2004	Wayne Springer

The NSA Code of Professional Ethics

To establish and maintain public confidence in the professionalism, honesty, ability and integrity of the professional speaker is fundamental to the future success of the National Speakers Association, its members, and the profession of speaking.

To this end, members of the Association have adopted and, as a condition of membership, subscribe to this Code of Professional Ethics. By doing so, the members give notice that they recognize the vital need to preserve and encourage fair and equitable practices among all who are engaged in the profession of speaking.

Violations of the obligations in this Code shall be determined in accordance to the Bylaws, policies and procedures of the National Speakers Association. Disciplinary actions shall be instituted by the National Speakers Association in accordance with Bylaws and Rules and Regulations established by the Association. Any such disciplinary action shall be final and binding upon the NSA member and without recourse to the Association, its officers, members or staff.

- Article 1. The NSA member shall accurately represent qualifications and experience in both oral and written communications.
- Article 2. The NSA member shall act, operate his/her business, and speak on a high professional level so as to neither offend nor bring discredit to the speaking profession.
- Article 3. The NSA member shall exert diligence to understand the client's organization, approaches and goals in advance of the presentation.
- Article 4. The NSA member shall avoid using materials, titles and thematic creations originated by others, either orally or in writing, unless approved by the originator.
- Article 5. The NSA member shall treat other speakers with professional courtesy, dignity, and respect.
- Article 6. The NSA member shall maintain and respect the confidentiality of business or personal affairs of clients, agents and other speakers.
- Article 7. The NSA member shall protect the public against fraud or unfair practices and shall attempt to eliminate from the speaking profession all practices which bring discredit to the profession.
- Article 8. The NSA member shall not be a party to any agreement to unfairly limit or restrain access to the marketplace by any other speaker, client or to the public, based upon economic factors, race, creed, color, sex, age disability or country of national origin of another speaker.

Members of the National Speakers Association are dedicated individuals sincerely concerned with the interests of all who come in contact with the profession. To this end, NSA members subscribe to the Professional Pledge:

I pledge myself to honesty and integrity; to pursue my profession and education to the end that service to my clients shall always be maintained at the highest possible level.

I pledge myself to seek and maintain an equitable, honorable and cooperative association with fellow members of the Association and with all others who may become a part of my business and professional life.

I pledge myself to comply with the standard of the National Speakers Association as set forth in its Bylaws and this Code of Professional Ethics.

NSA-Houston Member of the Year

Chapter Member of the Year honors a member who has chaired a committee or project, or made a significant contribution to the success of the chapter in the current year. The Chapter Member of the Year must have been a chapter and NSA National member in good standing for one continuous year prior to nomination for the award. All NSA members in good standing may participate in the selection procedure. This award may be won by the same member more than once.

**John Wolf Award Winners
NSA-Houston Chapter**

1990 – 1991 John Wolf
1991 – 1992 Dick Semaan, CPAE
1992 – 1993 Jimmy Cabrera, CSP
1993 – 1994 Al Balzer
1994 – 1995 Rozeanne Barone
1995 – 1996 Sue Pistone
1996 – 1997 Mary Beth Roach
1997 – 1998 Tom Britton
1998 – 1999 Peggy Morrow
1999 – 2000 Michael Hick
2000 – 2001 Donna Fisher CSP
2001 – 2002
2002 – 2003 Jim Jacobus

The John Wolf Award was established in 1990-1991, in memory of John Wolf, CSP, CPAE, an outstanding speaker and author who brought honor to the speaking profession. The award is given each year to an outstanding NSA member that demonstrates excellent presentation skills and service to the speaking profession. The individual selected may not be a current member of the board, as the board votes on this award. Nominations are taken from chapter members.

National Speakers Association Eight Competencies

Professional Awareness

Requires an in-depth understanding of the National Speakers Association, related professional associations and sources of information and support for maintaining a high level of mastery in the dynamic world of a professional speaker.

Professional Relationships

Relates to the knowledge and skills needed to communicate with individuals and groups with whom speakers often interact; i.e., other speakers, those who hire speakers and those who support speakers with products and services.

Topic Development

Entails knowing the best topics for you, as well as researching and developing the content of your presentations/performances and the skills needed to develop them.

Platform Mechanics

Involves the elements that can make or break a presentation/performance. This competency deals with everything from room, stage, props, equipment and audience set up to create the optimal setting for a successful presentation/performance.

Presenting and Performing

Encompasses the theatrical and stage talents that embody the knowledge and skills of presenting/performing to communicate with the audience.

Authorship and Product Development

Entails the knowledge and skills involved to help speakers successfully convert their speaking topics into marketable products.

Sales and Marketing

Involves sales and marketing knowledge, skills and techniques to generate speaking engagements and expand the impact of speakers' messages through product sales.

Managing the Business

Involves knowledge and skills required to organize the business, select and work with staff, scheduling, contract, managing finances, dealing with suppliers and business travel.

National Speakers Association-Houston Chapter President

Objective

To provide leadership for the chapter to fulfill its mission and vision as a chapter of the National Speakers Association.

Responsibilities

1. Preside at board and chapter meetings.
2. Organize and implement a board kick-off meeting to introduce the focus/mission for year and create camaraderie amongst the NSA leadership.
3. Develop agenda for board meetings and distribute to board members within five days of scheduled board meeting.
4. Organize a full team of committee chairs and board members.
5. Participate in and support the activities promoted by the chapter and National Speakers Association.
6. Serve as ex-officio member of all chapter committees, except the nominating committee.
7. Review budget with Treasurer to be presented to board and membership for approval.
8. Meet with Past Presidents Council for leadership and support in furthering the chapter.

Revised 1/20/04

National Speakers Association - Houston Chapter Treasurer

Objective

To maintain fiscal integrity for the chapter.

Responsibilities

1. Supervision of the Chapter Administrator.
2. File all reports required by local, state or federal government upon the required dates.
3. Establish a reserve fund for contingencies in an interest making account.
4. Facilitate budget meeting(s) with Pres, President Elect, VP Programs, VP Membership and Immediate Past President to prepare budget for coming year.
5. Establish the chapter's operating budget by acquiring budget from each officer and committee and presenting budget to board for approval.
6. Present budget to board of directors for approval at board kick-off meeting (June).
7. Present budget to chapter membership for approval (upon board approval.) (July)
8. Attend monthly board meetings prepared to give an update on area of responsibility.

Reports to President.

Updated 5/29/99

**NATIONAL SPEAKERS ASSOCIATION – HOUSTON CHAPTER
CHAPTER ADMINISTRATOR**

1. Maintain and reconcile chapter bank account and serve as one of the co-signors of checks, along with the President.
2. Deposit chapter funds in such depositories as may be approved by the Board of Directors within five working days of having received the chapter funds.
3. Disburse funds only for approved investments and expenses in accordance with the budget and procedures approved by the Board of Directors.
4. Provide monthly financial reports to the Board of Directors and any financial reports that may be requested by NSA national.
5. Maintain and preserve the financial records of the chapter which shall be open to inspection by the Board of Directors.
6. Send invoices to members requesting payment of annual dues (coordinates with Vice President of Membership) and provide VP Membership with list of any members who do not renew.
7. Maintain records regarding the history of the chapter according to established guidelines.
8. Order and maintain supply of stationary for the chapter.
9. Maintain list of members (by category and membership date) and prospective members.
10. Maintain attendance records of chapter meetings.
11. Develop and provide membership handbook to all members.
12. Provide nametags for all members.
13. Provide list of guests to Newsletter Editor for addition to the NSA Houston mailing list.
14. Purchase and maintain sufficient supply of note cards, new member ribbons, brochures & stamps.

National Speakers Association-Houston Chapter Secretary

Objective

To keep the records of the chapter including bylaws and minutes and document chapter communications.

Responsibilities

1. Record and keep accurate minutes and attendance of all Board of Directors meetings (including Board Kick Off meeting and board retreats) and distribute to board members with two weeks of the meeting.
2. Document and maintain record of all updates and revisions of the bylaws.
3. Maintain all chapter records, except financial and committee records, and including chapter by-laws, job descriptions, and policies and procedures
4. Duplicate and distribute copies of the by-laws of the chapter to each board member within two weeks of their designation as board members.
5. Provide up-to-date list of board members to newsletter editor and director of technology.
6. Provide secretarial/administrative budget to treasurer for approval prior to board kick-off meeting.
7. Attend monthly board meetings prepared to take minutes and have extra copies available of previous month's minutes.

Revised 1/20/04

**National Speakers Association-Houston Chapter
President Elect**

Objective

The President Elect shall assist the President in having the chapter fulfill its mission and vision.

Responsibilities

1. In the absence of the President, the President Elect performs the duties of the president and presides at the chapter and/or board meetings.
2. Attend NSA Camp Leadership at NSA Headquarters.
3. Work with each board director and committee chair to develop leadership for their board and committees.
4. Make sure assigned committees provide budgets to treasurer for approval prior to board kick-off meeting.
5. Attend monthly board meetings prepared to give an update on areas of responsibility.
6. Arrange for gift for outgoing president to be presented at June meeting.
7. Assume the office of President in the following year.

Revised 1/20/04

**National Speakers Association-Houston Chapter
Vice President**

Objective

To support all activities of the chapter and prepare for office of President Elect.

Responsibilities

1. To support the directors and committee chairs for newsletter, directory, public relations.
2. Attend monthly board meetings prepared to give an update on areas of responsibility.

Revised 1/20/04

**National Speakers Association-Houston Chapter
Past President**

Objective

To serve in an advisory capacity to the President.

Responsibilities

1. Chair the nominations committee and thus present a slate of officers to NSA-Houston membership per the NSA-Houston Chapter bylaws.
2. Coordinate a meeting of the Past Presidents Council for the President Elect.
3. Attend monthly board meetings prepared to give an update on areas of responsibility.

Revised 1/20/04

National Speakers Association - Houston Chapter Vice President Programs

Objective

To provide outstanding programs for the NSA-Houston Chapter to teach and enhance the eight competencies of the National Speakers Association.

Responsibilities

1. Schedule, plan and organize the monthly programs for the NSA Houston chapter meetings. Ensure that the meetings run smoothly in regards to the speakers and their needs.
2. Contact NSA members about speaking at NSA Houston meetings.
3. Issue contract to speaker upon agreement of their speaking date and acquire from scheduled speaker a signed contract, photo, biographical information and topic synopsis for newsletter publication.
4. Handle all correspondence with speakers and inform speaker of NSA Houston meeting agenda, timelines, schedule, location, and platform ethics.
5. Arrange for speaker transportation, lodging, evening meal/hospitality (for out-of-town speakers.)
6. Arrange for dinner with (out-of-town speaker) the evening before the meeting (if appropriate) and invite the chapter (via e-mail.)
7. Arrange for meeting facilities, food and beverages, decorations, audio visual equipment, and room set-up.
8. Introduce the main speaker at chapter meetings and arrange for Member Services Chair or Membership assistant to introduce spotlight speaker.
9. Communicate program information via e-mail to Chapter Administrator to distribute to NSA member list.
10. Provide Newsletter Editor and Director of Technology with information on the speaker (photo, topic, synopsis and other pertinent program information).
11. Coordinate with Secretary, Treasurer and Member Services (and others) the information that is needed to do their jobs.
12. Schedule a local NSA member for Spotlight Speaker at each monthly meeting.
13. Ask “spotlight speaker” to provide an article about themselves to the newsletter editor.
14. Provide treasurer with budget for programs for approval.

15. Provide treasurer with information and invoices regarding all expenses related to speakers and programs/facilities.
16. Provide programs budget to treasurer for approval prior to board kick-off meeting.
17. Attend monthly board meetings prepared to give an update on area of responsibility.

Revised 1/20/04

National Speakers Association - Houston Chapter Vice President Membership

Objective

The Vice President of Membership provides leadership in identifying, recruiting, and retaining membership in the National Speakers Association by developing long-range plans for membership, recruitment, recognition, and retention.

Responsibilities

1. Distribute membership applications to prospective members (including professional, provisional, and affiliate/bureau categories).
2. Review new member applications and forward dues to treasurer.
3. Introduce new members at monthly NSA Houston chapter meetings.
4. Send notes to prospective members when they attend NSA meetings and to new members once they join the chapter.
5. Provide new member information to Director of Technology for member listing on web and to Newsletter Editor for listing in the newsletter, Treasurer for invoicing, and President.
6. Send e-mail to chapter membership announcing and welcoming new members.
7. Organize and facilitate orientation meetings for new members (member, staff, spouse and sponsor invited).
8. Support the Speakers Directory Editor to produce annual meeting planners resource guide. (Be aware of NSA national guidelines and policies regarding member listings in the directory.)
9. Develop membership campaigns and acknowledgment programs for membership growth.
10. Provide membership budget to treasurer for approval.
11. Attend monthly board meetings prepared to give an update on area of responsibility.

Revised 1/20/04

National Speakers Association Houston Scholarship Chairperson

Objective

To oversee the provision of scholarships as determined by the Board from time to time.

Responsibilities

1. Distribute scholarship guidelines and applications (According to policies in Members Handbook.)
2. Collect and review all applications for completeness and fulfillment of criteria.
3. Organize a scholarship committee to review the submitted applications and essays and choose the scholarship recipients.
4. Contact all applicants to thank them for their participation and advise the results of their application.
5. Notify the president, treasurer and newsletter editor of the names of the recipients.

Revised 1/20/04

**National Speakers Association-Houston Chapter
Director, Technology**

Objective

To maintain and advance the use of technology to serve the purpose of the chapter.

Responsibilities

1. Coordinates with webmaster for Chapter website.
2. Maintain and oversee the use of chapter equipment.
3. Provide technology budget to treasurer for approval prior to board kick-off meeting.

Revised 1/20/04

**National Speakers Association-Houston Chapter
NSA Houston Directory**

Objective

To produce and distribute a directory of NSA-Houston members.

Responsibilities

1. Notify membership of ad space availability and fees and solicit sufficient advertising per approved budget.
2. Coordinate with treasurer and VP Membership to assure that all current members are listed appropriately and accurately.
3. Provide printer with information, photos and design specifications (per budget) for directory and mailing envelopes..
4. Purchase mailing lists from Texas Society of Association Executives, Meeting Professionals International and the Greater Houston Convention & Visitors Bureau.
5. Coordinate the mailing and distribution of directories.
6. Provide directory budget to treasurer for approval prior to board kick-off meeting.

Revised 1/20/04

National Speakers Association-Houston Chapter Newsletter Editor

Objective

To distribute a newsletter that keeps members and prospective members up-to-date on chapter activities and information.

Responsibilities

1. Design, print and distribute newsletter that highlights monthly programming and new members and publishes items that are educational or newsworthy to members.
2. Write monthly article of approximately 400 words.
3. Get photo, synopsis and bio from Vice President of Programs regarding main speaker, spotlight speaker and chapter meeting information.
4. Organize "Houston Happenings" (either by e-mail, fax or at meetings) and edit if necessary.
5. Write article on previous month's meeting and remind people to send note to speaker.
6. Collect information and articles from chapter president and other chapter members for newsletter. Acquire additional articles as needed; i.e. "Know Your Board Members" photo and 100 words.
7. Send copies of newsletter to all NSA board members and other NSA chapter presidents and newsletter editors.
8. Coordinate with Vice President of Membership to maintain accurate, up-to-date mailing list.
9. Provide newsletter budget to Treasurer for approval prior to board kick-off meeting.

Revised 1/20/04

**National Speakers Association-Houston Chapter
Member Services Chairperson**

Objective

To assist the Vice President of Programs in coordinating the logistics for the monthly chapter meetings efficiently and smoothly.

Responsibilities

1. Book the facility and coordinate logistics for the monthly chapter meetings.
 - Room
 - Audio visual if needed
 - Food
 - Sitting arrangements
 - Podium or platform if needed.
2. Purchase speaker gift (choose something that speaks of Houston/Texas as the gift for every speaker).
3. Coordinate and book the hotel room or the speaker and hospitality gift for speaker's room.
4. Coordinate any necessary decorations for the evening meetings.
5. Duplicate handouts as needed.
6. Coordinate greeters and people movers for the meetings.

Reports to Vice President of Programs
Revised 1/20/04

**National Speakers Association-Houston Chapter
Public Relations Chair**

Objective

To promote publicity for the local association and administer awards for the chapter.

Responsibilities

1. To review and respond to Chapter Blueprint for Success guidelines.
12. To audit the financial records in preparation for transition in June.
13. To oversee and coordinate the nomination, election and presentation of the John Wolfe Award, Chapter Member of the Year Award.
14. To coordinate the purchase of the appropriate plaques, certificates, and/or gifts for award recipients.
15. Write and submit news releases to local area news media prior to announce meetings, events, and awards related to the National Speakers Association and NSA-Houston.

Revised 1/20/04

Policies for NSA-Houston

These policies are intended to provide valuable information to NSA-Houston leadership and new members regarding the focus and operations of NSA-Houston.

Membership:

NSA-Houston provides the following membership categories: Professional, Bureau/Affiliate, Vendor, Emeritus.

NSA-Houston board members must be members in good standing with National Speakers Association and NSA-Houston.

New members pay a \$30 initial set-up fee plus prorated dues based on annual dues of \$144 (based on January 1 to December 31 membership year.)

Invoices for membership are issued by the end of November with payment due by January 1. Payments received after January 31st must require a \$30 late payment fee.

Board and Officers:

New officers and board members are inducted at the June meeting.

The nomination committee consists of the Immediate Past President as Chair and not less than three chapter members appointed by the current President. The committee presents a slate of nominees that include: Vice President, Vice President of Programs, Vice President of Membership, Secretary and Treasurer. The Vice President position is in line for succession to President Elect and then President. The slate of nominees is presented (after nominees are requested from the floor) to the chapter membership for approval at the April meeting.

The President appoints all committee chairs. The president elect and committee chairs appoint all assistant chairs (in training and consideration for future chairs.)

Assistants for VP Programs, VP Membership, Secretary and Treasurer will be in position for consideration for board nominations for the upcoming year.

Regular, open board meetings are scheduled by the President.

The Board reviews and aligns on the chapter mission statement at the board kick-off meeting.

Meetings:

General meetings are held on either the second Thursday or second Saturday of the month. (Dates may vary to avoid overlapping on holidays).

Meetings shall start and end on time.

Spotlight/showcase opportunities at NSA-Houston meetings are available only to NSA-Houston members.

Meeting fee categories include:

\$30 NSA-Houston member with reservation

\$40 NSA-Houston member without reservation

\$40 Guest (non-member) with reservation

\$50 Guest (non-member) without reservation

Reservations may be made by e-mail at: reservations@nsahouston.org

A member's spouse and/or staff may attend at the member fee. Payment is requested upon making a reservation and may be handled with MasterCard, VISA, or American Express.

All facility/meeting room arrangements are made and approved by the VP Programs.

Directory:

The Directory cutoff date is the same as the membership renewal cutoff date.

Directories will be printed and distributed to members, bureaus, associations, meeting planners, etc.

Every effort will be made to assure that the information on the NSA-Houston website and in the NSA Houston Meeting Planner's Guide is accurate. It is the member's responsibility to check their information on the website prior to publication.

In the event there are errors in the NSA-Houston Directory (Meeting Planner's Guide) or on the website, NSA-Houston assumes no responsibility for damages, direct or indirect. Errors in the home page will be promptly corrected. Errors in the directory will be noted in the next edition of the NSA-Houston newsletter. No other remedy, financial or non-financial is available to members. NSA-Houston assumes no liability of any kind for errors on the website or directory.

Finance:

The NSA-Houston Chapter fiscal year is from July 1 to June 30.

Each board member and committee chair, if applicable, submits a budget to the Treasurer and a budget is submitted to the board for approval at the Board Kick-Off Meeting. The approved budget is then presented to the membership for approval at the July monthly chapter meeting.

The Treasurer, President and Past President are designated at the bank for signature rights on the bank account. Checks require two signatures if in excess of \$1500.

Records:

Financial records are maintained on computer by the Chapter Administrator and/or Treasurer with regular back up files. Back-up files are provided to President and Treasurer.

Membership records are maintained by the Chapter Administrator with support from the Vice President of Membership with regular back up files. Back up files are provided to President and VP of Membership.

Board members and committee chairs are asked to maintain a notebook of their activities that will be passed along to their successors.

Legal Matters:

NSA-Houston is a Texas not-for-profit corporation, Federal ID number 74-242637.

NSA-Houston is bound by the Charter, Bylaws and Policies of the National Speakers Association. The NSA-Houston Chapter Member Handbook includes bylaws and policies of NSA-Houston.

NSA-Houston shall make every effort to comply with NSA's Anti-Trust Program regarding avoidance of fee setting, discrimination, or cooperative agreements to restrict trade.

Awards:

The Chapter Member of the Year is elected in April and submitted to National by May 1. Chapter Member of the Year is announced at the June meeting of NSA-Houston.

The John Wolf Award recipient is chosen by the board by May. The award recipient is announced and presented with the award at the June chapter meeting. This award can only be won once by any member. The immediate past recipient of the award will chair the committee for all past recipients to submit a slate of names to the board in time for the April board meeting.

The Forrest Patton Scholarships applications are reviewed by the board prior to the June chapter meeting.

CHAPTERS

Chapter Member of the Year

Criteria for this award will include the following requirements:

1. Only NSA chartered chapters in good standing may participate for national recognition of the selected individual.
2. The Chapter Member of the Year must have been a chapter and NSA member in good standing for one continuous year prior to nomination for the award.
3. The Chapter Member of the Year must have chaired a committee or project, or made a significant contribution to the success of the chapter in the current year.
4. All NSA members in good standing may participate in the selection procedure developed by the chapter.
5. NSA Headquarters must be notified of the recipient's name on the official form provided on the date specified annually by NSA.
6. Chapter Members of the Year will be announced at the June meeting.

Criteria for President and President-Elect

The following criteria for chapter president and president-elect positions will apply:

1. The nominee must be a Professional Member of NSA.
2. The President-Elect must have been a member of NSA for at least one year prior nomination.
3. The Chapter President must have attended the NSA Chapter Leadership Program (Camp NSA) and the National Convention Leadership Program.
4. The Chapter President must have been a member and served on the Board of Directors for at least one year prior to his/her nomination.

Awards Program

The Chapter Liaison Council will be the same as the Awards Committee for the Chapter Awards Program.

Chapters are encouraged to promote the Code of Ethics by including it in the criteria for the chapter awards program.

Incorporation

NSA will not require its chartered chapters to incorporate; however, individual chapters may assess the pros and cons of incorporation and decide for themselves.

Should a chapter decide to incorporate, they would be responsible for any annual filing and fees required by their Department of State.

Leadership Travel

NSA-Houston will reimburse a round-trip coach airfare for the President Elect to attend Camp NSA.

Chartering Requirements

A Pre-Charter Agreement and initial Affiliation Agreement are to be executed when a local network of members determine that they have serious intentions of becoming a chartered chapter of NSA. The Pre-Charter Agreement remains in effect until a charter is granted by the NSA Board of Directors.

Bylaws furnished to NSA as pre-charter or to maintain present charter must be in agreement with current NSA bylaws and /or revised bylaws as adopted by NSA.

Persons receiving materials to begin a pre-charter chapter shall have been a member of NSA for the 12 months preceding the date of request and have attended or will attend the chapter leadership sessions at either the Winter Workshops or annual convention within the first year of the two-year waiting period

A non-refundable deposit of \$100 is to be made at the time of the pre-charter agreement, followed by a fee of \$150 at the time of the charter. In addition, the

Development stages of a NSA chapter is not to exceed a twenty-four month period.

1. Official Charter will take place automatically as criteria are met and official ratification and recognition will take place at the Board meeting held at the annual Convention.
2. The Board of Directors shall help direct rules, regulations and bylaws for the formation and chartering of local and /or regional chapter of the National Speakers Association.
3. Thirty (30) chapter members are required to charter

Maintaining Charter

A chapter needs to have a minimum of 20 national members in order to maintain its charter.

Chapter bylaw amendments must be submitted to the Chapter Liaison Council for approval prior to implementation.

Logos and Symbols

Logos and symbols used by NSA-Houston Chapter must be compatible with and approved by the National Association.

1. The NSA registered logo must be used separately and not be made an integral part of the any design.
2. All mast heads used by NSA chapters must indicate the name of the chapter, followed by "Chapter of the National Speakers Association."
3. Chapter use of the NSA registered logo must be approved by NSA headquarters.
4. In cases where the state name is followed by the words "National Speakers Association" it should be changed to read "(State) Speakers Association, a chapter of the National Speakers Association."
5. Any written policies about NSA's logo should use the words "NSA's registered logo."
6. Honorary degrees and degrees from institutions not recognized by the Commission on Recognition of Post secondary Accreditation may not be used with the member's name on any materials that display the NSA logo.

Name Change

Before a chapter name change can be considered by the Board of Directors, it must be officially approved by the chapter's membership.

Membership Requirements

Effective June 1, 2003, anyone who joins a chapter or renews chapter membership must be a member of NSA National.

All chapter membership categories must be the same as National.

Affiliation Agreement

Each NSA chapter will file an Affiliation Agreement with NSA no later the September 15th of each year. Along with the Affiliation Agreement, each chapter shall submit:

1. List of Officers
2. List of Board Members
3. Ban Affiliations
4. Members (full address)
5. Budge Estimate
6. Annual Affiliation Fee of \$150*

*The annual fee will go toward the improvement and development of NSA Chapter Services, such as chapter manual material, Chapter Leadership Sessions, chapter mailings, chapter kits, etc.

7. The name of at least one chapter officer (President, Vice President) who will attend the chapter sessions at the annual Convention.
8. Bylaws
9. An antitrust Compliance statement will be executed and filed with National and implemented on a chapter level.

All affiliation agreements must be filed by September 15. If the agreement is not filed in complete form by September 15, the chapter will be notified in writing that they have until October 1 to submit the required documents. The NSA President, Chapter Liaison Council Chair, Vice Chair and the appropriate Chapter Liaison will also be informed of the Chapter's October 1 deadline.

If the Chapter does not comply by October 1, the Chapter's name will be submitted to t to the Executive Committee at their next meeting for action.

If the charter is revoked, the Chapter must reapply as a new Chapter to be reinstated,

Which includes a chartering fee of \$250.

Policy Violation

Chapters in violation of any Board policy will be suspended until the violation is corrected.

NSA-Houston Annual Calendar

July

Convention

August

Chapter meeting

Budget presented to membership for approval

Updates required from NSA members for National Directory (due Sept. 1)

September

Chapter meeting

File chapter affiliation agreement with NSA

October

Chapter meeting

November

Chapter meeting:

President Elect Camp at NSA headquarters

Invoices issued for NSA-Houston member renewals

Requests for Meeting Planner's Guide information included with invoice mailing

December

Chapter meeting

January

Chapter meeting:

Mid-year board review

Chapter Blueprint for Success mid-year review

Reservations accepted for NSA Winter Workshops

Deadline for CSP and CSP candidate applications to NSA

February

Chapter meeting

March

Chapter meeting

Nominating Committee selects slate for upcoming year

April

Chapter meeting

Board and Officer Election/Approval

John Wolf Nominations by board

Vote for Chapter Member of the Year

May

Chapter meeting

June

- Chapter meeting: New board and officer installation
 - Scholarship presentation if applicable
 - Gift to outgoing President
 - Acknowledgements to outgoing board
- Board transitional meeting
- New Board Kick-Off meeting
- Sign new bank signature cards
- New board members submit budgets to NSA-Houston Treasurer
- Reservations accepted for NSA National Convention
- Submit Chapter Blueprint for Success to NSA