



National Speakers Association Board Policies Last Edits: November 2015

Policies are an agreement between the NSA Board of Directors, the membership and staff of National Speakers Association (NSA). The policies outline how NSA conducts business by providing measurement guidelines and the basis for procedures. NSA's policies define beliefs and philosophies and allow everyone to move forward together. Often developed to address recurring issues, policies can be based on past experience or legal requirements, create a climate of fairness and promote equitable decision-making.

Once a policy has been developed and adopted, it sets a standard for evaluating all new proposals dealing with the same subject or situation. This is why it is so important that you are familiar with these policies and refer to them regularly.

All NSA Board-approved policies are organized by topic areas on this page and are subject to review every three (3) years. The next review should occur in November 2017. (November 2011; Rev. July 2015)

Administrative

A. Fiscal Year

The fiscal year is June 1 through May 31. (July 1988; Rev. February 2008)

B. Contributions, Donations, and Funds Collection

As a Board, we are committed to support our NSA Foundation as the focus for all charitable actions. Prior approval from the NSA Board of Directors must be obtained before monies can be collected or support given for any other charities, causes or concerns.

NSA headquarters will not collect, track or administer monies privately donated by individual members or groups of members for the purpose of funding special projects/programs for the benefit of those members or groups of members. All projects/programs undertaken by NSA headquarters shall be funded by NSA or NSA Foundation funds, and shall be approved by the NSA Board of Directors, for the benefit of the membership and in accordance with NSA's stated mission. (November 1997)

C. Office Expenditures

All expenditures for equipment/furniture/fixtures over \$10,000 require three (3) competitive bids prior to selecting the vendor. (July 1994, Rev. November 2011)

D. Insurance

NSA shall carry association liability insurance to cover its officers, directors, and staff, whether salaried or not. The coverage shall be at least \$2 million. (February 1996; Rev. July 2015)

E. Staff Salaries and Benefits

NSA shall provide its employees a 401(k) plan and pay administrative expenses. An employee needs to be employed on the last day of the fiscal year to receive allocation of contribution. (February 1997)

1. If NSA operational revenues (not including investment income) exceed expenses by \$50,000 - \$100,000 for the fiscal year the Association will match 40% (an additional 15%) of the employee's contribution (up to the first 10% of employee's salary). (August 1999; Rev. July 2007)
2. If NSA operational revenues (not including investment income) exceed expenses by \$100,000 - \$200,000 for the fiscal year the Association will match 50% (an additional 25%) of the employee's contribution (up to the first 10% of employee's salary). (August 1999; Rev. July 2007)
3. If NSA operational revenues (not including investment income) exceed expenses by \$200,000 - \$300,000 for the fiscal year the Association will match 60% (an additional 35%) of the employee's contribution (up to the first 10% of employee's salary). (August 1999)
4. If NSA operational revenues (not including investment income) exceed expenses by \$300,000 – or more, for the fiscal year the Association will match 70% (an additional 45%) of the employee's contribution (up to the first 10% of employee's salary). (August 1999)
5. Staff salary information may be released by the Chief Executive Officer (CEO) to the President, President-elect, Vice President and Treasurer only. Others who request this information must do so in writing to these four leadership positions stating the reason for their request, which must be deemed as valid. The President will have the authority to direct the Chief Executive Officer to release the information if deemed necessary or appropriate. (February 1997)

F. Legal Counsel

Legal opinions and/or legal action on behalf of NSA, beyond those budgeted for in the year, shall not exceed the budgeted amount by more than \$4,000 without approval by the NSA Executive Committee. Individual members of NSA and/or individual officers and directors shall have no authority to request legal opinions or legal actions of general counsel except by and through the CEO and/or President. (November 2011; Rev. July 2013)

G. Mailing List Rental

1. NSA, at its discretion, will make its mailing list available for rent to members and non-members. (November 1999)
2. The mailing list will not be rented to advertise meetings, seminars or workshops. (July 1995)
3. The mailing list consists of all members' street addresses. NSA will not rent e-mail, fax or phone details. Members may opt-out of being included on the rental list. (November 1999; Rev. July 2007)

H. Procurement of Services or Products from NSA Members

NSA shall not contract for major services or products with any NSA member without prior CEO approval. If applicable, the transaction will be disclosed appropriately. (July 1988; Rev. July 2013; Rev. July 2015)

I. Antitrust Policy

The National Speakers Association is subject to the antitrust laws of the United States, as are most professional societies. Unlike most private businesses, however, the very nature of a professional organization like NSA fulfills the first requirement of an antitrust violation under Section 1 of the Sherman Act, that of a "combination" or "agreement."

NSA, therefore, recognizes the need to be constantly vigilant to prevent fulfillment of the second requirement relating to actions that could result in an illegal "restraint of trade or commerce." Any failure on the part of NSA to comply strictly with the antitrust laws could result in severe penalties. Treble damages for successful litigants, fines and possible jail terms for individuals involved in any illegal activities, and even disestablishment of the Association itself are all harsh remedies of the law. These penalties manifest the law's strong public policy in favor of free and unfettered competition as the rule of trade. The laws of the United States that define the antitrust liabilities of professional societies, the Sherman Act and the Federal Trade Commission Act, are both very general in their wording and broad in their scope. Over the years, the courts have interpreted the broad language of the statutes and have provided specific examples of unlawful conduct, which violate the principles set down in the law. NSA recognizes that so long as it strives to conduct itself in accordance with such guidance, antitrust problems will be avoided.

Inasmuch as it is the policy of NSA to comply fully and in all respects with the antitrust laws, the following basic principles are endorsed by its NSA Board of Directors as a guide for all members of the Association.

1. The National Speakers Association and its members shall make every effort to ensure that all of their actions comply with both the letter and spirit of the antitrust laws of the United States.
2. Any individual meeting the requirements of its membership as set forth in the NSA Bylaws shall be welcomed into NSA on a non-discriminatory basis. Once an individual becomes a member, s/he shall be entitled to the same services that are available to other members on a non-discriminatory basis. No individual member shall be expelled except for just cause, and then only in such manner as is established in the Bylaws to ensure that the expulsion is fair, objective, reasonable and non-discriminatory.
3. The National Speakers Association shall not indulge in, or sanction, any discussion of current or future fees or prices for public speaking. NSA meetings and publications will never be a forum for the exchange of information that could lead to the establishment of cooperative arrangements or activities in violation of the antitrust laws.
4. The National Speakers Association shall conduct all statistical and information exchange program functions on a voluntary basis, and all data collected from individuals shall be treated confidentially and in accordance with the antitrust laws.
5. The National Speakers Association shall never enter into or sanction any agreement that tends to restrict competition between members or within the profession generally. Professional standards established by NSA shall be formulated so as to ensure that there is no anti-competitive effect on the members or on the profession itself.
6. Programs sponsored by NSA shall be conducted in a non-discriminatory manner.

The National Speakers Association and its members subscribe to the basic philosophy that free trade and the interaction of competitive forces yield the best allocation of economic resources, the lowest cost to clients, the highest quality and the greatest progress. NSA's policy on antitrust reaffirms its commitment to conduct the Association's affairs in a manner conducive to the attainment of those goals.

J. Chief Executive Officer (CEO) - Compensation

1. The Executive Compensation and Evaluation Committee (ECEC) will review and recommend to the NSA Board of Directors, the CEO's compensation and benefits package to assure it is just and reasonable. (July 1988; Rev. July and November 2011; Rev. July 2015)

2. Any compensation package will be presented to the entire Board for final approval prior to implementation. (July 1988; Rev. July 2015)
3. The President will review the survey evaluation results with the Chief Executive Officer annually. (February 2000; Rev. July 2015)

K. Foundation Support

All administrative (staff) salary expense of the NSA Foundation shall be included as a part of the NSA budget. (July 1988; Rev. July 2015)

L. Endorsement

NSA will refrain from endorsing the products of any firm. "Endorsement" is interpreted to mean the publication of any statement, implicit or otherwise, which indicates that NSA, or any Chapter of NSA, gives approval to, supports or sanctions a particular program or product. Making known to members and encouraging the use of the variety of programs/products within the industry is one of NSA's appropriate functions. This policy includes:

1. Dissemination of information about a program/product through meeting announcements, newsletters, publications, etc.
2. The use, co-sponsorship or other participation in programs/products of other organizations. Such dissemination, use, co-sponsorship or other participation in the programs/products of other organizations does not constitute an implicit statement or endorsement that NSA considers that particular program/product superior to others of a similar nature.
3. Any NSA involvement in other organizations' programs or products must comply with the following guidelines:
 - If more than one program/product exists in a particular subject area, care should be taken to disseminate information on as many of the different programs/products as possible. Distributing information on only one program, while suppressing information on others, may constitute an implicit endorsement, and must therefore be avoided.
 - If a NSA member has taken part in the development of a program/product, that fact may be announced. It is NSA's responsibility and privilege to promote the activities of its members. However, such announcement must make it clear that the member's involvement was undertaken on an individual basis, that his/her actions in no way reflect an endorsement of that program/product by NSA.
 - It is acceptable for NSA or a NSA Chapter to include the phrase, "Listed with (NSA/Chapter)" on the promotional material for another organization's program/product. However, the following disclaimer must be added: "This listing by (NSA/Chapter) does not constitute an endorsement of this program/product, nor is (NSA/Chapter) responsible in any way for the program's/product's quality."
 - When co-sponsoring the programs/products of other organizations, the use of the NSA logo, or any other logo or trademark owned by NSA, is prohibited on any special promotional material, unless expressly approved by the NSA Board of Directors.
 - NSA members are valuable marketers and consumers of other organizations' programs/products. Such involvement is appropriate and is encouraged, within the above guidelines.

4. Any exceptions to this policy require approval of the NSA Executive Committee or NSA Board of Directors. (November 1997)

M. Business Opportunities

All business acquisition opportunities that are presented to NSA must first be examined by a task force appointed by the President. A formal recommendation from the task force will come to the Board with the proposal. (November 2002; Rev. July 2013)

N. Proposals to the NSA Board of Directors at Regularly Scheduled Meetings

1. All proposals to be considered by the NSA Board of Directors at a regularly scheduled Board meeting must be submitted, in writing, to the Chief Executive Officer by the stated deadline. (July 2009)
2. All submitted proposals will be reviewed by the NSA Executive Committee to ensure that all pertinent information and details are included. The NSA Executive Committee will not determine whether a proposal should pass or not, but rather it will ensure that all relevant information is included for a proposal to be decided at the Board level. Any proposal needing additional information will be sent back to whoever has proposed it to include that information. (July 2009)
3. Any proposal that has financial implications will be forwarded to the NSA Finance Committee to provide their feedback for the NSA Board of Directors to consider. (July 2009; Rev. July 2015)
4. An agenda book, composed either electronically or in writing (depending on the size), will be created and sent to the NSA Board of Directors and be received by them at least seven (7) days prior to the NSA Board of Directors meeting to ensure ample time to review the proposals and scheduled business. (July 2009)
5. Because of the stringent review process and, out of respect for those who submit the proposals by the deadline, submitted proposals will take priority at the NSA Board of Directors regularly scheduled meetings. Un-submitted proposals, brought up during the course of a NSA Board of Directors' regularly scheduled meeting, will only be considered if time allows. Un-submitted proposals must be put into writing for the NSA Board of Directors to consider. (July 2009 Rev. February 2011)
6. If a two-thirds majority does not approve bringing the business forward, the Board may not vote on the proposal and it must be submitted through the process outlined about for the next regularly scheduled Board meeting. (July 2009)

O. Strategic Planning Committee

The Strategic Planning Committee (SPC) will provide the NSA Board of Directors with a brief update on the strategic plan at each Board meeting as part of the 'Reports' agenda item. (July 2011; Rev. February 2013)

P. Expense Reimbursement

Funds will be allocated during the annual budgeting process to provide coach air and hotel room expense reimbursement to the NSA presidential leadership team to travel to NSA meetings and events. (February 2011)

Awards

A. Awards Policy

1. Only those members receiving Board-approved honors, awards and designations shall be recognized at NSA sponsored events. (July 2015)
2. Only the CPAE *Speaker Hall of Fame*[®] (CPAE) and Cavett Award are to be given at the awards banquet. (July 1988)

B. Cavett Award

1. The mold for the Cavett Award belongs to the National Speakers Association (NSA) and authority for additional castings remains under the control of the NSA Board of Directors. (February 1993)
2. The nomination forms for the Cavett Award are to be reviewed with no general discussion. (February 1993)
3. Requirements necessary to qualify for nomination are:
 - Must be a member of NSA in good standing for a minimum of five consecutive years.
 - Must be an individual whose qualities, in the opinion of the nominator, most closely resemble those specified in the description of the ideal Cavett recipient.
 - Must be a person who freely contributes his/her time and talent to NSA without concern for personal gain.
 - Cannot be a compensated employee or a supplier of goods or services to the Association within the last 12 months. (November 1998)
 - Cannot be a current member of NSA's Board of Directors.
4. A nomination form must be submitted by a member in good standing of the National Speakers Association. (July 2015)
5. The previous Cavett Award winner will introduce, by way of background and qualifications, the new Cavett Award winner at the awards banquet. In the event of their unavailability, the next most recent Cavett Award winner will present. (November 1997)
6. The Cavett Award will be selected by past winners of the award. (February 2000)

C. President's Award for Distinguished Service

The President's Award for Distinguished Service may be given to up to three (3) persons as determined by the President. (July 1993)

D. Council of Peers Award for Excellence (CPAE) Honorary Awards

All Honorary CPAE awards must be approved by the NSA Board of Directors. Once approval is received, the CPAE Leadership Committee can contact the recipient, authorize an honorary CPAE Hall of Fame induction process and establish a process for bestowing it. (November 1999; February 2007; July 2013; November 2015)

E. Nido Qubein Award for Philanthropy

1. The award will be given each year to an individual who:
 - Demonstrates the principles of philanthropy and stewardship through their actions and outcomes.
 - Serves as a role model for others in giving for the sake of giving without expecting anything in return.
 - Demonstrates professionalism and ethical behavior that is consistent with the values of NSA and NSA Foundation.
 - Agrees to be available to personally receive the award (unless awarded posthumously).
2. The recipient may be an NSA member, or may come from outside the Association. (January 2004)

Certified Speaking Professional (CSP)

The Certified Speaking Professional (CSP) designation is unique and proprietary to NSA. The policies are governed by the CSP Committee and any changes to the logo, qualification process or awarding of the designation must be approved by the NSA Board of Directors. (Rev. July 2013)

Directory Policies

A. Listing of Degrees/Certifications

1. Members listing educational degrees, (e.g., PhD, MD, DDS, EdD, JD, MEd, etc.), used in publications/websites/communications are responsible to produce accredited evidence if requested. Degrees and certifications are acceptable only if they come from colleges, schools and universities recognized by the Commission on Recognition of Post-secondary Accreditation. Other designations, (e.g., CAE, CPA, CLU, CPCU, CFP, etc.), will be listed in the membership database when verification certificate is provided. (Rev. July 2013; Rev. November 2015)
2. The burden of proof of the legitimacy of such listings is placed on the member. Members must furnish proof in the form of transcripts or photocopies of diplomas, certificates, membership cards, etc., for the designation submitted. Should a member submit false credentials, s/he is subject to disciplinary action by the Ethics Committee, which may result in expulsion from the Association. (Rev. July 2013)

In addition, unless a terminal degree is awarded from an appropriately accredited institution, it cannot be used or referred to in any advertisement in a NSA publication or used in an introduction on a NSA platform. (July 1995; Rev. November 2015)

B. Member Listing

1. The member listing shall be limited as established by NSA staff, based on database and Web display specifications. Currently there is no limit to the number of categories that can be listed within the eSpeakers application; however, it is suggested that the listing be limited to three (3) categories which indicate areas of specialization. (July 1989; Rev. July 2007; Rev. July 2015)

2. The membership classification will appear with the member listing in the membership database. (July 1991)

Elections Policies

A. Voter Eligibility and Requirements

To be eligible to vote in the election, a member must have been a member of NSA prior to January 1 of the election year. (April 1991)

B. Election Guidelines

Prior to the Influence Convention, an article focusing on the importance and process of NSA elections is to be included in the magazine. (February 1993; Rev. July 1996; Rev. July 2013; Rev. July 2015)

C. Voting Procedures

1. The actual election of the slate of candidates will be held via an online survey and sent to all eligible members of the Association. Prior to the survey vote, information will be sent to each eligible member to include a picture, name and biographical information on each candidate recommended by the Board Nominating Committee equal to the number of open positions on the Board; and, any approved write-in candidates who have met the requirements in Section D (Contesting the Slate) of this policy. The slate of candidates will be considered approved as newly elected Board members when votes equal to at least 10% of the eligible membership available as of January 1 of the voting year has been achieved and are cast in favor of the slate. (July 2015)
2. The NSA staff, with direction from the Board Nominating Committee, will establish and communicate the process used to identify the slate of NSA Board Candidates, the time-line for obtaining recognition as a write-in candidate, and any specific skill sets determined by the Board Nominating Committee as important for inclusion on the NSA Board of Directors. (July 2007; Rev. July 2015)

D. Contesting the Slate/Write-in Candidates

1. If a member chooses to contest the slate that is presented, they may do so by petition. A petition contesting the slate presented must be signed by at least 10 percent of the current eligible voting members of the Association. No more than 50 percent of the names on the petition may be from members of the perspective write-in candidate's home Chapter. (July 2007)
2. E-mails, letters, social media, or personal telephone calls made by or on behalf of an individual seeking recognition as a write-in candidate shall not be considered as campaigning if the activity is limited solely and exclusively to securing signatures on the petition to be recognized. (Rev. November 2015)
3. Efforts to secure signatures to place an individual on the ballot as a write-in candidate may not occur at any NSA sponsored event. (Rev. November 2015)
4. Efforts to place an individual on the ballot as a write-in candidate may begin after the NSA Board Nomination Committee has completed its work. All signed petitions must be received in the NSA office a minimum of five working days before on-line voting begins. NSA staff will establish and communicate the schedule for soliciting petition signatures annually.

5. Certified write-in candidates will have their photos and bios listed on the official NSA Board of Directors ballot as a write-in candidate and are subject to all NSA policies regarding campaigning stated in this policy. (July 2007; Rev. July 2015)

E. CSP Designation for Presidential Nominees

Nominees for presidential succession do not need to possess a CSP in order to be nominated to the position of Vice President. (August 2008, Rev. July 2012)

Ethics Policies

A. Notification in Magazine

When a member is expelled, censured or suspended, the membership shall be notified via the magazine, after the appeal period. (February 1989)

B. Confidentiality

All cases and grievances pending before the Ethics Committee are to be held confidential and information about them will be disseminated only to members of the Ethics Committee, President, President-elect, Vice President and Chief Executive Officer of NSA. (December 1989; Rev. July 2013)

Finance Policies

A. Audit

1. The Association will be audited by an independent auditing firm once every three (3) years with a review for the off years. The audit report will be distributed to the Board at the Board meeting held in November. (July 1994, Rev. July 2013)
2. The Audit Committee will execute the Audit Committee Charter and report to the Board as required by the Charter. (August 2008)
3. Audit Committee shall: (July 2011; Rev. July 2014; Rev. November 2015)
 - Consist of eight (8) voting members.
 - The chair shall serve a term of one (1) year, preceded by one (1) year as a vice-chair.
 - The current Treasurer serves as Vice Chair.

B. Capital Expenditures

1. A capital expenditures fund of \$100,000 will be designated from NSA's undesignated net assets. (November 1998; Rev. July 2013)
2. If all other reserve fund obligations are met, the capital expenditures reserve will be funded back to \$100,000 at the beginning of each fiscal year from undesignated net assets. (February 2001; Rev. July 2013)

C. Check Controls

All checks require two (2) signatures. The person who prepares the check may not sign the checks. The signers are the Chief Executive Officer and two (2) senior managers or directors. (November 2004; Rev. August 2008)

D. Budget

1. Unbudgeted expenditures in excess of \$5,000 must be referred to the NSA Board of Directors for approval. Unbudgeted expenditures of \$2,500 or less may be expended by the Chief Executive Officer (not to exceed \$7,500 in a fiscal year); unbudgeted expenditures of more than \$2,500 but less than \$5,000 may be expended by the Chief Executive Officer, with the approval of the President and Treasurer. (November 1997)
2. If any budgeted line item essential to NSA's operations is expected to exceed the budgeted allocation for the year, and does not have corresponding offsetting revenue (e.g., as additional meeting attendees generate both additional revenue and expense), the Chief Executive Officer shall notify the President and the Treasurer as soon as s/he is aware of the situation. Creation of a line item deficit requires the consent of the President and the Treasurer. (November 1997)
3. The Finance Committee will submit a balanced budget to the NSA Board of Directors each year. (January 2005)

E. Reserves/Investments

1. The Association shall maintain an Operating Reserve Fund equal to 75% of the current year's budgeted operating expenses. (July 1994; Rev. July 2013)
2. The Association will follow the Investment Policy for investing reserves:
 - Investments are explicitly limited to low cost index funds or exchange traded funds.
 - Any material change to strategy, asset allocation or management requires a Board vote of two-thirds majority. (August 2008)

F. Monthly Financial Statements

Within 25 days after the end of each quarter, an Executive Summary will be distributed to each member of the Finance Committee and the NSA Board of Directors. (August 2008; Rev. July 2013)

Global Speakers Federation (GSF)

A. Complimentary Registration (Refer to the NSA Comps for Events Chart)

NSA will provide free registration to a national meeting of their choice, to the current presidents of all member nations and for the current president of the GSF. (February 2006; Rev. July 2013)

B. Complimentary Rooms (Refer to the NSA Comps for Events Chart)

NSA will provide a complimentary room to the current president of the GSF for the Influence Convention dates. (February 2006; July 2007; Rev. July 2013)

C. NSA Representatives to the GSF

1. The NSA Vice President will select one Board member to serve as NSA's representative to the Global Speakers Federation. (Rev. July 2013)
2. The selected representative will be confirmed by the NSA Board of Directors and given authority to vote at Federation meetings on the Board's behalf on items other than those that imply a financial obligation – those items must come back to the Board for approval.
3. NSA's current President and Immediate Past President will serve as ex-officio representatives to the GSF Executive Council. (February 2006)

Meetings Policies

A. Bookstore at NSA Sponsored Events

1. NSA may host a book store at NSA sponsored events to sell featured speakers' packaged goods. (July 2005; Rev. November 2015)
2. NSA allows presenters' books, CDs and digital copy to be made available for purchase in an NSA sponsored book store at NSA sponsored events with a percentage of the sales being retained by NSA. (November 2004)

B. Complimentary Registrations, Rooms and Recordings (Refer to the NSA Comps for Events Chart)

1. When any member of NSA is currently serving on the NSA Board of Directors, s/he will be permitted to attend the Influence Convention and/or Winter Conference without payment of registration fees. No other event registration is compensated. Travel, hotel, meals or other expenses will not be reimbursed. (July 1994; Rev. July 2015)
2. The NSA meeting chairs will not be required to pay a registration fee at their respective meeting. (July 1989; Rev. July 1994; Rev. July 2007)
3. Past Presidents will be given complimentary registration to attend the Influence Convention and/or Winter Conference. (February 1992; Rev. July 2015)
4. The Youth Program Chair and Vice Chair will be given complimentary registration for the Influence Convention. (February 1998)
5. All media must register to attend NSA meetings. Members of the National Speakers Association may not register as media. Press registration is complimentary; however, meals must be purchased separately. Press may not attend sessions or meetings that are not open to the public without prior permission from NSA. Publishers and representatives of sales, advertising or marketing departments of publications or other news organizations may not register as media.
6. NSA reserves the right at any time to deny or revoke press credentials. Complimentary press registration is for the working press, and NSA will deny or revoke press credentials to anyone whose principle purpose for attending an NSA meeting is, in our judgment, for reasons other than covering the meeting as working press. (July 2001)
7. The Backstage Coordinator will be given complimentary registration for the Influence Convention and/or Winter Conference for which they work. (January 2005; Rev. July 2015)

C. Complimentary Rooms

1. NSA may provide a complimentary room and/or registration fee for non-member general session featured keynote speakers as approved by the President and Chief Executive Officer. (July 1992; Rev. July 2013)
2. The Influence Convention chair will be given a hospitality suite, paid for by NSA, for up to five (5) nights during the respective meeting they chair. (July 1994; Rev. July 2007)
3. The Youth Program Chair will be given a complimentary room for up to five (5) nights during the Influence Convention. (February 1998)

D. CSP/CPAE *Speaker Hall of Fame*[®] Sessions

The CSP/CPAE sessions are to be private and open only to CSPs, CSP candidates, CPAEs, Board members and current members of the Influence Convention Committee. There shall be two (2) private CSP/CPAE master-level sessions at Winter Conference and three (3) at the Influence Convention. (February 1999; Rev. November 2015)

E. Exhibits

1. Exhibits may be sold at the Influence Convention. No advertisement will appear in a NSA publication nor an exhibit be displayed that is not fully paid by the deadline established by NSA staff. (February 1996)
2. Unless otherwise approved by the NSA Board of Directors, no goods or services may be offered for sale at any time during NSA functions except by NSA staff or within the authorized exhibit format. (July 1988)

F. Pre-registration Lists

The selling of the pre-registration postal address lists of Influence Convention or Winter Conference attendees is granted to members and non-members. The data will only be provided in electronic format. The price will be determined in accordance with industry standards. All mailing list items must be approved by NSA in accordance with mailing list rental policies. (February 1990; Rev. July 2013)

G. Fire Safety

Fire exits in the general session room shall be identified to the attendees at the opening session. (February 1996)

H. Hospitality Suites

All requests for hospitality suites are to be made, in writing, to the staff person in charge of the management of meetings. NSA policy does not permit hospitality suites or similar private entertaining exclusive to any part of the membership or in conflict with NSA events. (July 1988)

I. Identification Badges

Identification badges will include the CSP and CPAE *Speaker Hall of Fame*[®] designations. (July 1988)

J. Media Coverage

All media coverage connected with the Influence Convention or Winter Conference must be cleared through the NSA headquarters office. (July 1988)

K. Presenter Digital Copy (Refer to the NSA Comps for Events Chart)

1. Individual presenter digital copy, except the master, may be released to presenters to use as they choose, except for marketing said digital copy directly to NSA members. (July 1993)
2. All NSA member presenters at the Influence Convention and Winter Conference will have the programs digitally copied and made available for sale, with the exception of general sessions. (July 1994)
3. After five (5) years, all audio digital copy to be offered for sale must again be approved by the speaker before the offer is made. (July 1988)

L. Religious Services

Religious services must be for an established faith. They must be member-sponsored, and have a 90-day timeline in order to be included at NSA sponsored events and in appropriate marketing materials. (February 1994; Rev. November 2015)

M. Seminars in Conjunction with NSA Meetings

The NSA Foundation and the Global Speakers Federation may be given meeting space, if available, in the NSA meeting hotel to hold events and charge registration fees at a profitable level. All other seminars targeted at NSA members may not be held in the same hotel and scheduled within one (1) week before, after or during a NSA meeting. All other requests for space will be considered on a case-by-case basis. (July 2006)

N. Meetings: Focus, Format and Number

The focus, format, and number of meetings necessary to drive forward the strategic plan of NSA will be recommended by staff, in conjunction with the NSA Leadership Team, and approved by the NSA Board of Directors. (February 1996; Rev. February 2013)

O. Presenter Selection, Compensation and Registration

All NSA sponsored event presenters must register, and pay their own registration fee, unless a specific exception is made. Special exceptions must be approved by the meeting chair, NSA President and Chief Executive Officer. (July 1993; Rev. July 2007; Rev. July 2013; Rev. November 2015)

P. NSA Presenter Guideline Violations

1. Upon notification to the event program chair (i.e., Influence Convention/Winter Conference/lab/teleseminar chair) that a presenter has possibly violated the Presenter Guidelines, the event program chair (or their designee) will listen to the recording within 30 days of the notification of the violation. If s/he feels a violation has occurred, within 30 days of hearing the recording, s/he will talk directly to the presenter about the incident. If the event program chair finds that the presenter violated the Presenter Guidelines the repercussions will be:
 - First notice of violation: The event program chair will talk with the presenter and the specific violation will be discussed. Any misunderstanding will be clarified so the offense does not happen again. Staff will make a note that this discussion has taken place, and will be considered a warning. The recording may be pulled from the NSA offerings or the offending part may be edited out.
 - Second notice: If a second violation occurs, the event program chair will have a discussion with the presenter so s/he is clear what violation occurred. After a second warning, a two-year moratorium will be placed on that presenter so that s/he may not present live to a NSA audience until that two-year time frame has expired. These

appearances include, but aren't limited to, Influence Convention main platform, breakouts, panels, labs, retreats, teleseminars or other live presentations. Staff will make a note that this discussion has taken place. The recording may be pulled from the NSA offerings, or the offending part may be edited out.

- Third notice: If the presenter violates the Presenter Guidelines a third time, the event program chair may bring forward an ethics charge for the presenter. The recording may be pulled from the NSA offerings, or the offending part may be edited out. (July 2004)
2. Staff will track the warnings and let the event program chair know if s/he is considering someone with a warning before the invitation is tendered. An event program chair considering a presenter for a live program will check with staff on the status of the presenter's warning before inviting that presenter. If a warning has occurred, the event program chair will remind the presenter of the ramifications of an additional violation. If a presenter goes three years with only a first warning, that warning will be expunged from his or her file.

Q. Youth Program

1. Youth Program participants at the Influence Convention will be restricted to ages 10-16. Any youth aged 17-21 may choose to participate in the Youth Program in a leadership capacity with additional requirements. (February 1995; Rev. November 2015)
2. The Youth Program Chair will be approved by the NSA Board of Directors. (July 1996)
3. A Youth Program Vice-chair, who will be Chair the following year, will be appointed for purposes of program continuity. (February 1997; Rev. November 2015)
4. The Youth Program Chair and Vice Chair will be given a complimentary, full set of audio digital recordings for the Influence Convention which they serve. (**Refer to the NSA Comps for Events Chart**) (February 1998; Rev. November 2015)

R. Smoking Policy

Smoking is not allowed at any NSA meeting. (February 1989; Rev. July 2013)

S. Member Registration

Current NSA members listed in the membership database must register as members and not as staff. (February 1998; Rev. July 2013)

T. Management of NSA Meetings/Events

Logistical management of all sponsored events will be managed under the auspices of the Chief Executive Officer and/or the staff planner for the event. NSA sponsored events are Volunteer Advised and Staff Managed. (February 1999; November 2015)

U. Special Meeting Rates for Bureaus

International Association of Speakers Bureaus (IASB) members may attend the Influence Convention and Winter Conference at a valued partner rate which would be the same as the staff rate. (February 2002) If an IASB member is part of the programming and only wants to participate in their program, they will not be required to register for the NSA sponsored event. (February 2002; Rev. November 2015)

V. Annual Remembrance Program & Special Tributes

All current members, CPAE *Speaker Hall of Fame*[®], Past Presidents, and Cavett Award winners, who have died in the previous year, and where NSA has been made aware, will be honored at the Influence Convention. The presentation will be conducted by an individual to be selected by the chair of the CPAE Leadership Committee. The NSA general fund will be responsible for covering the costs necessary to prepare the tribute, up to \$1000/year. (July 2002; Rev. 2015)

W. Meet the Pros

Any 'Meet the Pros' table that addresses the topic of "How to Work with Speakers Bureaus from the Perspective of the Bureau," will have the pro invited exclusively through the International Association of Speakers Bureaus. (November 2002)

X. Staff/Guest Rate

To register as "staff" and receive the staff rate, the registrant must be hired staff for a current NSA or GSF member, who is provided with a 1099 or W-2 form (or equivalent) by the member or a long-term independent contract employee of an NSA member. (August 2008; Rev. November 2015)

Y. Social Groups at Influence Conventions

1. The group must be open to all members and guests. (July 2009)
2. Any fees charged must be limited to cover costs such as refreshments, T-shirts, giveaways and other out-of-pocket expenses. (July 2009)
3. Social groups must follow NSA policy regarding offering/advertising a competing event. (July 2009)

Z. Responsibility and Planning for CPAE Awards Banquet

1. The planning format of the CPAE ceremony held at the Influence Convention will be the responsibility of the CPAE Leadership Committee in conjunction with the NSA staff and held within the budget parameters created for the Influence Convention budget. (July 2011)
2. The final decision making authority is the responsibility of NSA staff. (July 2011)

Nominating Policies

A. NSA Board of Directors Candidates

1. All candidates on the ballot must be Professional members of the Association. (July 1994)
2. When geographically possible, candidates for the NSA Board of Directors must be members of a Chapter. It is expected that Chapter membership be continued through a Director's service. (July 1994; Rev. July 2015; Rev. November 2015)
3. Recommendations of the nominating committees for NSA Board of Director and Vice President candidates will be submitted to the NSA Board of Directors for review and ratification. (July 1996)

B. Candidate Selection Meeting

1. It is mandatory that the Board Nominating Committee designate a special meeting to discuss the merits of each candidate to determine the best talent available to meet the specific needs of the National Speakers Association in carrying out its program of work. Such meeting is to include the Chief Executive Officer of the National Speakers Association. (July 1988)
2. The composition of the Officer Nominating Committee includes the President, President-elect, Vice President, Immediate Past President and a Past President. The Chair of the Committee is the Immediate Past President. (February 2007)

C. Call for Nominations

The call for recommendations for the NSA Board of Directors shall be printed in at least three (3) issues of the magazine or other all member communications before the deadline date. (July 1994; Rev. July 2013)

Professional Competencies

The NSA professional competencies will be reviewed every four (4) years by a task force appointed by the President, with recommendations for changes submitted to the Board for approval. (February 1996; Rev. July 2013)

NSA Comps for Events

Who	Registration			Travel & Lodging (All Meetings)	Hotel Only	Recordings of Sessions	Recordings of Main Stage	Still Photos	Audio of Sessions	Video of Main Stage	NSA Membership Dues
	Winter Conference	Convention	Labs								
NSA President	X	X	X	X		X	X	X	X	X	
NSA President-Elect	X	X	X	X							
NSA Vice President	X	X	X	X							
NSA Immediate Past President	X	X		X							
NSA Board Members	X	X									
NSA Past Presidents	X	X									
GSF President		X		X							
GSF Member Presidents		X									
Press	X	X	X								
Youth Chair/Co-Chair		X			X	X					
Youth Vice Chair		X			X	X					
Convention Chair/Co-Chair		X			X						
Backstage Coordinator		X									
Break Out Presenter									X (If recorded)		
Main Stage Presenter (Member)										X (If videoed)	

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NSA Comps for Events

Who	Registration			Travel & Lodging (All Meetings)	Hotel Only	Recordings of Sessions	Recordings of Main Stage	Still Photos	Audio of Sessions	Video of Main Stage	NSA Membership Dues
	Winter Conference	Convention	Labs								
Main Stage Presenter (Non-member)						X	X		X (If recorded)		X
Winter Conference Chair/Co-Chair	X			X	X	X		X			
Backstage Coordinator	X										
Break Out Presenter									X (If recorded)		
Main Stage Presenter (Member)										X (If videoed)	
Main Stage Presenter (Non-member)						X	X		X (If recorded)		X
Celebrity Presenter	X				X						
Lab Chair/Co-Chair			X		X	X					
Break Out Presenter						X					
Main Stage Presenter						X					
Celebrity Presenter			X		X						
Other	Other allowances will be done on a case-by-case or contract basis.										