

# 2015-16 Annual Affiliation Agreement Checklist

Please submit of EACH of the following to NSA Headquarters by September 1<sup>st</sup>, 2015:

- 2015 Annual Affiliation Agreement
  - Completed with info requested and signed
- Chapter Bylaws
  - Marked with the Chapter name and “adopted date” for the 2015-16 year.
- Chapter Policy Manual
  - Including financial policies
  - Marked with the Chapter name and “adopted date” for the 2015-16 year.
- Basic programming calendar for the next 12 months
- Chapter’s Antitrust compliance statement
  - Mark with Chapter name and date adopted
- Chapter’s membership roster including name, phone number, and email address
  - Members as defined by the NSA bylaws
- A Copy of the Chapter’s completed & filed 990
  - (the federal deadline for filing varies depending upon the Chapter’s fiscal year end [FYE])
- A Copy of your Articles of Incorporation (effective 2013, NSA Chapters are required to incorporate in their state. Chapters are already non-profits as subsidiaries under NSA’s Group Exemption/501c6 status).

The above required documents, or samples where applicable, can be found at [www.nsaspeaker.org/Chapter-Leadership](http://www.nsaspeaker.org/Chapter-Leadership)

Please email questions to Michelle Reynolds, NSA Director of Member Experiences at [Michelle@NSAspeaker.org](mailto:Michelle@NSAspeaker.org)

**\*\*Note:** As an Incorporated entity, some state departments request annual updated information on Chapter officers. (Keep a copy of this Affiliation Agreement. You may also wish to make copies for Chapter board members.)