

**National School  
Public Relations  
Association**

***POLICY MANUAL:  
CHAPTERS***

*Revised November 2016*

**NSRA**

## **CHAPTERS – PURPOSE AND FORMATION** **260.1**

Chapters serve as a link between the Association and its members and as a networking opportunity for education public relations practitioners in a state or other locale. Chapters shall be established to carry out programs and provide services which respond to members' needs and reflect the mission and goals of the Association. Chapters provide an opportunity to articulate the needs and concerns of members to the Executive Board and to alert the Association to emerging public relations problems.

The Executive Board may establish Chapters of the Association on petition of ten (10) or more members in good standing in a given area – generally a state. The geographic region of the chapter shall be determined by the NSPRA Executive Board.

Chapters may establish dues for their members in addition to the dues members pay to the national Association. Chapters shall elect their own officers.

Bylaws of each chapter shall be approved by the NSPRA Executive Board before final adoption by the Chapter. The Bylaws shall require the Chapter President, President-elect (or the elected officer who succeeds as President), Treasurer, and one other elected officer designated by the chapter (preferably one responsible for national membership recruitment) to be members of NSPRA. All other chapter officers and members are encouraged to be members of the national Association. If a chapter believes that these membership requirements are a hardship, it may write to the Executive Director to request a temporary waiver of the requirement.

Approval of a chapter's Bylaws by the NSPRA Executive Board shall be followed by the issuance of an official charter to the chapter. Amendments to the Bylaws of a chapter must be approved by the Executive Board of the national Association to become effective.

By April 30 of the year following the granting of its charter, a chapter must complete its application as a Non-profit Organization under Section 501(c)(3) of the Internal Revenue Code, as specified in Policy 260.2.

A member may belong to and vote in more than one local chapter, but may not hold elective office in more than one chapter at a time. Membership may be transferred from one chapter to another if approved by the latter chapter.

If a chapter, by majority vote of its membership, wishes to be assigned to a different NSPRA region, it may make that request in writing to the NSPRA President. Any change should maintain the contiguous nature of all regions and should reduce any disparity in membership numbers among regions.

The President will bring the chapter's request to the NSPRA Executive Board for discussion and action. If the Board approves a region reassignment, it shall propose a change in the NSPRA Bylaws for a vote of the membership at the next election. Changes in the structure of any region, made as a result of a Bylaws change, shall become effective on October 1.

See: Bylaws, Article IX, Sections 1-4.

Adopted: May 1980

Revised: March and July 1995; July 1996; November 2001; November 2004; March 2007

## **CHAPTERS – REPORTS**

## **260.2**

To remain in good standing, each chapter must submit reports annually as required by this policy, or as requested by the NSPRA staff.

Every NSPRA chapter must obtain certification from the Internal Revenue Service that it is a Non-profit Organization under Section 501(c)(3) of the Code. The chapter may obtain that certification on its own, or it may join with NSPRA in obtaining a Group Exemption. If a chapter chooses to become part of the NSPRA Group Exemption, it must:

1. Secure a Federal Employer Identification Number.
2. Authorize NSPRA to include it, along with other NSPRA chapters, in applying for a group exemption as a Non-profit Organization under Section 501(c)(3) of the Internal Revenue Service Code.
3. Establish a Fiscal Year of September 1 through August 31.
4. Submit to NSPRA an annual statement of compliance with the conditions required of tax-exempt organizations under Section 501(c)(3).
5. File separately, or jointly with NSPRA, a Form 990 Information Return for Non-profit Organizations if the chapter has \$25,000 or more in revenue during the fiscal year.

Initially, NSPRA chapters must comply with steps 1-4 by April 30, 1995. Any chapter that is chartered after that date must comply with these steps by April 30 of the year in which its charter is granted, or by the following April 30 if the charter is granted after that date.

By October 30 of each year, each NSPRA chapter must:

1. Complete a Chapter Cash Flow Report for the most recent fiscal year.
2. Submit the name and address of current chapter members, identifying those who are officers, and complete the Annual NSPRA Chapter Questionnaire.

If any chapter fails to meet these or other reasonable reporting requirements established by NSPRA policy, the NSPRA Executive Board may act to suspend its charter.

Adopted: March 1995

Revised: November 2001

**CHAPTERS – SUSPENSION/REVOICATION****260.3**

In the event that a chapter chartered by NSPRA fails to:

1. Maintain the requirements specified in NSPRA policy 260.1, including having at least ten (10) NSPRA members among the chapter membership;
2. Submit the reports required in NSPRA policy 260.2;
3. Adhere to its own Bylaws; or
4. Meet at least once during its fiscal year,

The NSPRA Executive Board may suspend the chapter's charter for a period of up to one year. The chapter's last known president or other available officer will be given at least thirty (30) days written notice of the Executive Board's intent to suspend its charter.

If the condition which resulted in the charter suspension is not corrected during the year of suspension, the Executive Board will revoke the chapter charter. At least thirty (30) days written notice of the Executive Board's intent to revoke the charter will be given to the chapter's last known president or other available officer.

If a chapter which has had its charter revoked wishes to reestablish affiliation with NSPRA, and corrects the problems that led to the initial charter revocation, it shall be encouraged to do so, meeting all of the requirements of NSPRA policy 260.1.

See: Bylaws, Article IX, Section 5.

Adopted: July 1995

**CHAPTERS – LEADERSHIP DEVELOPMENT****260.4**

NSPRA will offer leadership development for chapter leaders who will serve their chapter in the school year following the seminar.

Leadership training opportunities may be offered at various times during the year and may include workshops, audio/video conferences, electronic discussions/interactive sessions, or other activities as the Association deems appropriate and executable depending on staff and budget resources.

Adopted: November 2001

Revised: July 2004; July 2006

## CHAPTERS – NATIONAL SEMINAR OPPORTUNITIES

## 260.5

NSPRA will offer chapters the opportunity to participate as “hosts” when the National Seminar is held in their home state. Recognizing the commitment it takes in terms of volunteer time and potential costs, serving as a “host chapter” is optional and not required for chapters to remain in good standing.

For those chapters that welcome the opportunity to host, the following guidelines explain the role of chapters in both the year prior to and the year of the Seminar in their state:

### The Year Prior

- Deliver a preview presentation and/or video at the Closing Banquet highlighting the Seminar city and sites to see, and inviting participants to attend.
- Assist NSPRA in marketing the Seminar to educators, members and colleagues in the state throughout the year.
- Recommend local speakers NSPRA should consider for keynotes or special sessions.
- Assign a key contact for NSPRA to work with and communicate regularly about the chapter’s plans.

### Optional

- Develop a host chapter theme and logo reflective of the Seminar city for use in conjunction with NSPRA’s official theme and logo.
- Provide a preview table at the Seminar (if space is available) with visitor and promotional information about the city/state to encourage member interest in attending.
- Create a page on the chapter’s website promoting the Seminar and city venue that NSPRA can link to in publications and messages throughout the year.

### At the Seminar

- Provide a “hospitality” table with information about local sites, restaurants, etc.  
*Optional:* Gift bags and other items are up to the chapter’s discretion.
- Assign a chapter member to co-present with another assigned NSPRA leader the “How to Make the Most of Your First NSPRA Seminar” session.
- Designate a chapter leader to give a host chapter welcome at the Annual Meeting.
- Offer Sign-Up Dinners for interested participants (Dutch Treat) following the Opening Reception.
- Assign a chapter member to accept a host chapter recognition certificate at the Closing Banquet.

### Optional

- Provide an icebreaker activity or background entertainment at the Opening Reception.
- Coordinate nightly “hot spots” for interested participants to go to and connect with other Seminar participants.
- Offer a chapter-sponsored evening social event for Seminar participants. (See *Policy 410.8 Sponsorships/Partnerships and Resource Development, Section III. Guidelines for Hosting/Sponsoring Social Events for National Seminar Participants*)

## Social Events at the Seminar

There will be no single NSPRA-sanctioned evening social event at the National Seminar in recognition of rising costs and equity of access for all participants and guests.

Sponsors, exhibitors, partners and chapters that wish to offer social events, entertainment activities, meals or other opportunities for clients, prospects or Seminar participants in general, that are extracurricular to the Seminar program shall adhere to the guidelines outlined in *Policy 410.8 Sponsorships/Partnerships and Resource Development, Section III. Guidelines for Hosting/Sponsoring Social Events for National Seminar Participants*.

Any chapter that wishes to hold an event or activity at the National Seminar may do so with the understanding that there may be multiple and/or competing events/activities on any given day and time. Chapters will be responsible for all costs, coordination and liability for such events and the event must be branded with the chapter's name and logo.

Adopted: September 2016