

Black National Speakers Association (NSA)

Chapter Policy Manual

Adopted: [23 June 2026](#)

Approved by the Board of Directors

BlackNSA Chapter Policy Manual

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1. Introduction

- a. The Black National Speaker Association (hereinafter “BlackNSA”) Board of Directors shall adopt, maintain, and periodically review a Chapter Policy Manual that provides detailed guidance on operations, programs, and activities of the Association. The Policy Manual shall be consistent with these Bylaws and all applicable laws. In the event of a conflict between the Bylaws and the Policy Manual, the Bylaws shall govern. The Board may amend the Policy Manual by majority vote at any regular or special meeting, provided that all Board members receive the proposed changes at least seven (7) days in advance. Such amendments shall take effect immediately unless otherwise specified by the Board.

2. Membership

- a. Membership Tiers include Associate, Premium and Legacy.
 - i. Associate, Premium and Legacy Member benefits are documented in the Membership Committee SOP
- b. Board Member Benefits– During their term of service, board members receive the following:
 - i. A complimentary Premium Membership.
 - ii. Free participation in the Mastermind program once per term.
 - iii. For the President and President Elect (or delegate), the National NSA Chapter Leader Institute (CLI) Training travel expenses are covered.
- c. Board Member Attendance – If a Board Member cannot be present, they shall notify the board before the meeting and specify the reason as soon as practical. Board members missing two meetings without valid reason may be removed from the board.
- d. Prospective members can attend one free educational session.
- e. The President and President Elect must be active members in good standing with the National NSA.
- f. Annual Membership Meeting – The annual membership meeting of the Chapter shall be held at such place and on such dates as may be determined by the Chapter Board of Directors.
- g. Quorum for Membership Meetings - Twenty percent (20%) present in person shall constitute a quorum at any meeting of members.

3. Events & Programming

- a. Purpose: The Chapter’s Events & Programming support member engagement, professional development, mentorship, and community connection in alignment with the organization’s mission and values.
- b. Programming Types

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- i. The Chapter may offer recurring programming that includes:
 - ii. Educational session
 - iii. Mastermind sessions
 - iv. Mentorship calls
 - v. Membership networking events
- c. Programming may be delivered virtually, in person, or in hybrid formats.
- d. Frequency: Events and programming are offered on a recurring basis (e.g., monthly, quarterly, or annually), as determined by the Board and/or designated committees. Specific schedules may vary without requiring policy updates.
- e. Annual Awards Night - The Black NSA hosts an Awards Night at the Influence Conference; eight awards presented annually unless adjusted by board vote.
 - i. The Awards include:
 - 1. The Thelma Wells Trailblazer Award
 - 2. The George Curry Vision Award
 - 3. Greg Smith Strength Award
 - 4. The Les Brown Motivator Award
 - 5. The Lenora Billings-Harris Leadership Award
 - 6. BlackNSA Chapter Member of the Year Award
 - 7. BlackNSA Membership Ambassador Award
 - 8. Marquesa Pettway Pioneer Award
- f. Awards Eligibility – Members may win awards in consecutive years as long as the award is for a different category at the board’s discretion. The Awards Night committee will make recommendations; the board holds the final vote.
 - i. Members in good standing (including Board members) are eligible for awards.
- g. Awards Night Mixers and Event Planning - Event theme, menu, entertainment, and budget must be approved by the board. Committee Chair coordinates all logistics and must be present at the Awards Night and handle any emergent details.
- h. Influence Conference Presence – Booth, volunteer staffing, and sponsor visibility must be confirmed at least two months prior.

4. Financial Management

- a. Expense Approval
 - i. Spending Authority – President may approve expenses up to \$3,000 without prior board approval for essential needs. All expenses above the President’s limit require board approval.
- b. Refunds: This policy outlines the circumstances under which refunds may be issued for membership dues, event registrations, and other fees paid to the BlackNSA.

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- i. Membership Dues - Are non-refundable, except in the case of administrative error (e.g., duplicate payment). If a member resigns or is removed from membership before the end of their term, no prorated refunds will be issued.
 - ii. Event Registrations Refund - Requests must be submitted in writing to the Treasurer or designated officer.
 - iii. Full Refund: Granted if the request is received at least 30 calendar days before the event date.
 - iv. Partial Refund (50%): Granted if the request is received between 15 and 29 calendar days before the event date.
 - v. No Refunds: Issued for requests received less than 14 calendar days before the event, except in cases of documented medical emergencies or other extenuating circumstances approved by the Board.
 - vi. Registrants may transfer their registration to another individual at no additional charge if the substitution is submitted in writing at least 48 hours before the event.
 - vii. Programs, Trainings, and Special Offerings
 - viii. For multi-session programs or trainings, refunds are available if requested before the first session begins, less any applicable administrative fees.
 - ix. No refunds will be issued once a program has started. All exceptions require Board approval.
- c. Method of Refund
 - i. All approved refunds will be issued via the original payment method whenever possible.
 - ii. Please allow 30 business days for processing.
- d. Hardship Fund supports members in need, including covering basic expenses or registration support.
 - i. The process to request a hardship support will be determined by the board on a case-by-case. Board approval is required.
- e. Sponsorship Management – Sponsorship committee maintains master list; marketing committee will integrate sponsor promotions into events.
- f. Final Authority
 - i. The Board of Directors reserves the right to make final determinations on all refund requests.
- g. Vendor Management
 - i. For any services where vendor services will be more than \$3,000, competitive RFP solicitation is required before vendor selection.
 - ii. Vendors will be reviewed annually based on service quality, responsiveness, reliability, cost/value, and alignment with chapter goals.

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Vendors that meet performance expectations may be renewed without a competitive bid.

- iii. A competitive bid process shall be conducted when:
 1. Vendor performance does not meet expectations;
 2. The scope of services changes significantly;
 3. Costs increase substantially;
 4. The Board determines a competitive review is in the best interest of the Chapter

5. Communications

- a. Branding consistency and in accordance with the “BlackNSA Brand Guidelines” document all platforms must use “BlackNSA” or “Black National Speakers Association” consistently. Must not use BNSA.
- b. Event Promotion – Ribbons, 6x6 booklets, 3x3 cards, QR codes, and email campaigns are used to promote events and encourage engagement.
- c. For major events (e.g., Influence), communications may include email, website banners, text alerts, and short videos.

6. Committees

- a. Committees – The President may appoint a committee, subcommittee, council or task force to carry out chapter business as necessary. Event leads of in-person events (i.e. Influence) must be available in-person for the event.
- b. Committee Chairs for Education, Membership, and Mastermind are board members with non-voting rights.
- c. Committees Chairpersons are chosen by the President.
- d. Committee chairs must be BlackNSA members.

7. Other Operational Practices

- a. - section left blank intentionally

8. Revision History

Date	Version	Description of Change	Approved By
19 Aug 2025	1.0	Initial Adoption of Intro and Membership Sections	Board
25 Jan 2026	2.0	Added Section 4-7	Board
19 May 2026	3.0	Added Vendor Management	Board
23 Jun 2026	4.0	Add Vendor review process and detail competitive bid	Board