

Affiliated Associations



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IMPORTANT DATES AND GUIDELINES FOR NALA LIAISONS

Please remember that the NALA Liaison must be an active NALA member in accordance with the requirements in the NALA Affiliated Association Bylaws.

Also be sure to check the Affiliated Associations Resource page from NALA's web site at <https://www.nala.org/affiliated-associations/resources> for forms and helpful information for association officers!

I. Affiliated Association Report Forms

Affiliated Associations are only required to file a mid-year and an annual report, in lieu of quarterly reports. The annual report is due June 1 each year. The mid-year report is due December 1.

Because of the information required by the mid-year report, it is essential that the NALA Liaison work with the Membership and Education Chairmen in obtaining the membership and program data in order to complete the report fully and accurately.

- A. Attach copy of membership roster. Roster **must include** both the name, address, and email of all members. (Telephone numbers are also helpful.)
- B. Attach copies of any educational programs.
- C. Mail original to NALA Headquarters at 7666 E. 61st, Suite 315, Tulsa OK 74133 or e-mail to dyoung@nala.org.
- D. Mid-year report is due December 1; annual report is due June 1.

II. Bylaw Amendments

All bylaw amendments must be approved by NALA.

- A. Within 60 days of passage, send amendments to NALA Headquarters with a copy of the amendment and transmittal to the NALA Affiliated Associations Director.
- B. The information submitted should clearly indicate wording for the current bylaw and wording for the amendment and/or proposed changes.

III. Renewal of Affiliation

Payment of the annual renewal fee is your local Treasurer's responsibility. However, the NALA Liaison should check to be sure that payment has been made.

- A. Annual renewal fees are due October 1
 - 1. Billing invoices are uploaded to each NALA Liaison's NALA account by August 1. Instructions for accessing the invoice are available from the NALA website at <https://www.nala.org/node/886>.

- B. Fee must be accompanied by a current membership roster in an excel document (name, address, and email address).
- C. Fees are delinquent November 1.

IV. *Affiliated Associations Annual Meeting*

Preparation for the Annual Meeting of Representatives of NALA Affiliated Associations requires careful attention to deadlines and details affecting the election of the Affiliated Associations Director and Secretary and materials requested for the Annual Meeting. All mailings pertaining to the Annual Meeting are mailed to Presidents and NALA Liaisons, and the NALA Liaison should be aware of the deadlines to make sure materials are submitted in a timely matter.

- A. Nominations for Affiliated Associations Director and Secretary must be received at NALA Headquarters by May 1.
 - 1. The link for the nomination forms on the NALA website are sent by e-mail to Presidents and NALA Liaisons from NALA Headquarters on or before April 1, where e-mail addresses are available; if no e-mail address is available the nomination forms are sent by regular mail.
 - 2. The link on NALA's web site of the candidates and their qualifications is sent by e-mail to all association Presidents and NALA Liaisons on or before June 1, where e-mail addresses are available. Be sure to pass the information on to your membership so that the association may make an informed decision on the election of these officers.
 - 3. Election of the Affiliated Associations Director and Secretary takes place during the Annual Meeting.
- B. Designation of Voting Representative form must be filed with NALA Headquarters and the current Affiliated Associations Director and Secretary no later than fifteen (15) days prior to the Affiliated Associations Annual Meeting.
 - 1. The link on NALA's web site for the designation form is sent by e-mail to Presidents and NALA Liaisons from NALA Headquarters on April 1, where e-mail addresses are available. The form will list the actual filing deadline and the addresses where the completed form should be sent.
 - 2. In order for your association to vote for Affiliate Director and Secretary at the Affiliated Associations Annual Meeting, the association President must designate the name of a voting representative (and may also designate an alternate voting representative) to vote on behalf of the association. This form must be filed in order for the association to be eligible to vote.
 - 3. To safeguard the association's vote, one or more alternate voting representatives should be designated to carry the association's vote in the event the voting representative is unable to attend the meeting for any reason.
 - 4. The designated voting and alternate voting representatives must be NALA active members in order to be eligible to cast your association's vote.
- C. Annual Reports are due at NALA Headquarters by June 1 and may be mailed to NALA Headquarters at 7666 E. 61st, Suite 315, Tulsa OK 74133 or sent by e-mail to: dyoung@nala.org.
 - 1. The Annual Reports are compiled and available for all affiliated association representatives from the Affiliate Resource web site.

2. The report is a summary of the year's activities for your association, and may include information on special projects or accomplishments you wish to share with other association representatives.
 3. Please do not include copies of newsletters, brochures, membership rosters, photographs, etc.
- D. Nominations for affiliated association award recipients are due at NALA Headquarters by May 1.
1. The award forms are available from the Affiliated Associations Resources page on the NALA web site at <https://www.nala.org/affiliated-associations/resources>.
 2. Nominees for the Affiliated Association Award are automatically nominated for selection for the Outstanding Contribution Award.
 3. Associations may nominate one association member for the award.
 4. Current members of the NALA Board of Directors or Committee Chairs are not eligible for consideration.

V. Association Newsletters

Please be sure NALA Headquarters is included on the mailing list for your association's newsletters. If your association would like the newsletter posted to NALA's website, please provide permission to NALA headquarters by emailing dyoung@nala.org.

VI. Association Referral List

Many of the affiliated associations offer various programs such as CP review courses, pro bono projects, scholarship programs, etc. We keep a list of associations and the projects they offer in order to provide contacts for other associations considering these same types of programs. Please keep us updated if your association offers any of these types of programs so that we can keep the referral list up to date.

V. Questions

As NALA Liaison, you are charged with the responsibility of communications between NALA and your association membership. Any questions? Please ask! Your Affiliated Associations Director, Secretary, and NALA staff are available to assist you with any questions or problems you may have. You may contact Deanna Young at NALA Headquarters at 918-587-6828 ext. 412 from 8:30 a.m. - 5:00 p.m., (Central Time) Monday through Friday. NALA's FAX is available 24 hours a day at 918-582-6772, and you may also send an e-mail to dyoung@nala.org.

2019 – 2020 Dates to Remember

MARCH	March 30, 2019	NALA Board of Directors meeting
APRIL	April 1	Call for nominations for Affiliated Associations Director and Secretary & Designation of Voting Representative web site link e-mailed to presidents and NALA liaisons
	April 1 – April 30	CP Skills Exam testing window
MAY	May 1	Nominations for Affiliated Associations Director & Secretary close – nominations must be received by May 1
	May 1	Nominations for Affiliated Association Award recipients due at NALA Headquarters – must be received by May 1
JUNE	June 1	Web site link of nominees for Affiliated Associations Director & Secretary e-mailed to presidents and NALA liaisons
	June 1	Affiliate Showcase registrations due
	June 1	Affiliate annual reports due
	June 26	Designation of voting representative for Affiliated Associations Annual Meeting due – must be received by June 26, 2019
JULY	July 1 – July 31	CP Skills Exam testing window
	July 11-13, 2019	1. NALA Conference & Expo, Phoenix, Arizona 2. Annual Meeting of Affiliated Associations 3. NALA Board of Directors Meetings
AUGUST	August 1	Renewal notices for annual affiliation fee uploaded to NALA account for each NALA Liaison of record
OCTOBER	October 1	Annual affiliation fee due
	October 1-October 31	CP Skills Exam testing window
NOVEMBER	November 1	Affiliation renewal fees delinquent
DECEMBER	December 1	Affiliate Mid-year report due
	December 31	Affiliate Exchange application due
FEBRUARY	February 1-February 28, 2020	CP Skills Exam testing window