

# NSAI

## CHAPTER COORDINATOR AGREEMENT

*It all begins with you!*



Setting YOU up for success, one  
CHAPTER CHECKLIST at a time.

2023



Nashville Songwriters Association International (NSAI) Chapter Coordinator Agreement 2023

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Nashville Songwriters Association International (NSAI) Chapter Coordinator Agreement 2023

## **MISSION STATEMENT**

The Nashville Songwriters Association International (NSAI) consists of a body of creative minds, including songwriters from all genres of music, professional and developing, who are committed to protecting the rights and future of the profession of songwriting and to educate, elevate and celebrate the songwriter and to act as a unifying force within the music community and the community at large.

## **OVERVIEW**

NSAI established the Chapter program decades ago as an outreach effort to connect songwriters worldwide with a shared desire to create connection, opportunity, and growth in their craft.

NSAI is a not-for-profit organization committed to advocacy for the songwriting profession and supplying educational services and creative opportunities for our members. The Chapter Program is a direct outreach effort to offer local and regional programming and to increase NSAI member participation and our organization's effectiveness as a collective force within the music industry.

NSAI expects that each Chapter conducts itself with total professionalism. Each Chapter will be subject to the rules and regulations NSAI has set within this document.

Failure to adhere to these guidelines will jeopardize the Chapter and your position as an NSAI Chapter Coordinator.

NSAI reserves the right to accept or deny any local Chapter's participation with NSAI.

NSAI strives to be a strong community of songwriters. No matter where you live as a member, you can be an integral part of a Chapter that stands for everything NSAI embodies.

By hosting Chapter meetings that are inclusive, fun, positive, and engaging, you help songwriters in your area by nurturing growth, creating connections, as well as fostering greater opportunities.

Successful chapters typically offer events, programs or activities beyond those resources NSAI provides.

- An NSAI Chapter Coordinator must be a songwriter. You will be working with and for songwriters in your area and should understand first-hand what they are experiencing within the pursuit of the craft.
- Chapter Coordinator should be an organized person with leadership capabilities that can commit to the Chapter and willing/available to spend the necessary time to operate properly.
- As a leader in your chapter representing NSAI, a Chapter Coordinator should be personable and communicative with members and the NSAI team, while maintaining consistent communication with the NSAI Director of Chapters.
- Members but **must complete the NSAI Certification Program** before they can begin taking on responsibilities of a Chapter



## **CHAPTER COORDINATOR REQUIREMENTS**

To establish and maintain affiliation with NSAI, the Chapter Coordinator must comply with each of the following guidelines, as well as all other regulations periodically adopted by NSAI. Complete details on implementation and execution for the following points are also covered during Coordinator Training and available to view NSAI's website, under Coordinator Only Resources.

- Coordinator must maintain phone, email, and high-speed internet access.
  - Coordinator must be able to view the NSAI webcasts as our provided lesson plans/Coordinator Guides rely on digital communication.
- **Coordinator should have experience with all NSAI Membership benefits and services** (song evaluations, mentor sessions, online song feedback/pitch) and be able to speak knowledgeably to members and potential new members.
  - The Coordinator must also be familiar with the NSAI website and able to direct members and potential members to key areas of value and importance.
- Chapter Coordinators are responsible for replying via the NSAI website/messaging database to members and songwriters who may inquire about the Chapter and its activities. All email member communications must be through the NSAI messaging system.
  - This includes maintaining the NSAI Chapter page dedicated to your Chapter and keeping it up to date with correct meeting dates, times, and location – as well as any other pertinent information regarding the Chapter.
- Coordinator must complete Monthly Meeting paperwork and agree to communicate regularly with the NSAI Director of Chapters regarding any special events, changes in contact information, Chapter questions, or concerns - especially regarding Chapter programming, policies, or functions.
- Coordinator must agree not to reproduce or distribute, or allow others to reproduce or distribute, NSAI Chapter or organizational content materials to anyone other than current members of our organization.

## **CHAPTER MEETINGS**

- **Each Chapter must have a minimum of 2 (two) Coordinators** that work **together** for the benefit of the Chapter and its members. **No exceptions.**
  - Neither Coordinator ranks above the other but works as a team. Therefore, guiding your Chapter is a partnership and team effort.
  - Delegation is vital to establishing an excellent Co-Coordinating relationship and an effective leadership team for the Chapter. One person should not be obligated with all responsibilities.
- **Local Chapters are required to have a minimum of 4 (four) in-person meetings per year.** This includes the NSAI Chapter Challenge meeting each April. We suggest a quarterly live meeting. If Local Chapter Coordinators would like to host more than the minimum required, they are welcome to. Any additional meetings are permitted to be either online or in person and can be chosen at the discretion of the Local Chapter Coordinators.
  - **Chapter Coordinators must use the Zoom link and Host Code provided by the Director of Chapters when hosting virtual or hybrid Chapter Meetings**



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- In-person meetings should occur in a public location and must be approved by the Chapter Director in advance.
- Meetings may be held in a public location that does not charge a fee. **Meetings may be held in a public location, such as:**
  - Civic Centers
  - Music Stores
  - Colleges
  - Churches
  - Libraries, etc.
- **Meetings ARE NOT ALLOWED be held in a private home or residence. No exceptions.**
- All venues must provide a COI (Certificate of Insurance) that the Coordinator must obtain and turn in to the Director of Chapters to be kept on file.
  - Example of NSAI COI and “Request of Venue” document will be provided upon request.
- Details on when and where the Chapter meeting will be held need to be submitted to Chapter Director for approval and to be kept on file.
  - Once approved, meetings must be listed **correctly** on the Local Chapters page (NSAI website), preferably two months in advance. (Some members plan travel around NSAI activities.)
    - Date
    - Virtual, In person, Both
    - Location/Link
    - Time & Time Zone
- **Chapter Coordinators are responsible for allocating their time to run meetings efficiently.**
  - Regular monthly meetings tend to be between 2 (two) to 3 (three) hours in duration.
- **Monthly paperwork must be kept current and turned in to NSAI** within 2 (two) weeks after the meeting is held.
  - Coordinator Resources provides a link for easy submission for the following:
    - Attendance Sheets
    - Song Consent Forms
    - Song Form Submissions
    - “High Note” – highlight from the meeting
    - Special Events Requests (as needed)
    - \*Disclose if you open a music-related business (studio, music store, etc.)
- It is the Coordinator's responsibility to ensure all equipment and venue are prepared for any scheduled meeting and returned to the original setting after the meeting concludes.
- The Chapter Coordinator can also plan opportunities such as:
  - Reviewing the Nashville workshop webcasts and video library
  - Examination of a #1 Chart Song – what makes it a hit?
  - Writer’s Rounds/ Open Mic Nights



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- Co-writing Mingles
- Holiday Parties
- Pre-approved special guest speakers
  - **NOTE:** These special events require approval from the Chapter Director in advance.
- **All meetings and event agendas should be planned in advance, before the meeting.**

### **CHAPTER MEETING AGENDA – GUIDELINE**

- Welcoming guests and getting them signed in.
  - Coordinator must ensure all attendees check in and sign the song consent submission forms if playing music at the meeting.
- Opening with any pertinent announcements - *such as upcoming NSAI or Local Chapter events or news, going over the provided lesson plan/Coordinator Guide (details below), facilitating the song feedback session (details below)*
- Inviting those in attendance back to the next meeting and encouraging them to invite others.
  - Also, please send a “thank you for visiting” email to any new guests.
    - Template provided on Coordinator Only Resources.
- After the meeting, all required paperwork should be completed and submitted (via the link on Coordinator Resources) for your required monthly meeting reports.

**Lesson Plan/Coordinator Guide:** Facilitate the development of creative writing skills among the Chapters songwriters by going over lessons provided by NSAI, which a select group of professional instructors has specifically authored. You will have access to these lesson plans after training. All lessons/guides provided are protected under the NSAI Reprints Policy.

**Song Feedback Session:** Facilitate the song feedback session following the NSAI Song Evaluation Guidelines.

### **SONG SUBMISSION FORMS & SONG CONSENT**

NSAI requires that anytime a member shares a song at an NSAI event or any related events, a Song Consent Form must be filled out.

- This applies when hosting Song Feedback sessions at a Chapter meeting.
- Each Chapter will receive access to the NSAI website and a specific link for your Chapter to collect Song Consent Forms from their members before each Chapter meeting.
- Contact the Chapter Director to access your Chapter’s Song Submission Form.
- The Coordinator will instruct their Chapter Members who wish to share a song to access the Song Submission Form before the Chapter Meeting.



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- The Song Submission Form collects the Chapter Members' song consent, Mp3 file, and lyrics.
- Before the meeting, the Coordinator will go to the “Results” portion of the Submission Form to prepare for the Song Feedback part of the meeting.

### **VISITORS/GUESTS AT MEETINGS**

- Non-members can attend 2 (two) meetings at no cost but after the second visit we ask that they join and become an NSAI Member (\$200 annually or \$20 monthly for Membership) or pay a \$15 fee to participate in any Chapter Meeting they attend after the 2 (two) visits.
  - The \$15 guest fee will be applied toward your Chapter Account Balance
  - \$20 will be applied to your Chapter Account for each guest that becomes a member and references your Local Chapter on their initial Chapter affiliation.
- To accept payment for the \$15 visitor fee, please go to the [Chapter Visitor Payment Form](#) located on the Coordinators Only Resources page.

### **ACCESSING AND DISTRIBUTING THE CHAPTER VISITOR PAYMENT FORM**

- Log into NSAI at [www.nashvillesongwriters.com](http://www.nashvillesongwriters.com)
  - Select the Chapters drop-down menu
  - Select “Coordinator Only Resources”
  - Go to the “Chapter Visitor Payment Form”
  - Share the link with Non-member visitors that have visited more than 2 (two) meetings.
- The money received from non-member visits will go into your Chapter Account, which will help fund future programming for your Chapter.

### **CHAPTER BANK ACCOUNT**

All NSAI Chapters have an individual Chapter Bank account through the NSAI office, where Chapter funds are managed. These accounts cover supply expenses the Chapter incurs during meetings and Special Events the Chapter may wish to hold.

- NSAI will credit your Chapter Bank account \$20 for each NEW NSAI member you recruit.
  - The new member will be prompted upon signing up to select where they heard about NSAI.
    - They must select the "Chapter" option and indicate the specific Chapter they attended for the \$20 credit towards the Chapter's Bank account.
    - You will not receive the \$20 credit if new members do not select your Chapter's name upon signing up.
    - NSAI cannot retroactively apply funds for new members that did not indicate your Chapter.
- It is the Coordinator's role is to ensure new members know how to indicate the Chapter as a referral upon signing up. Once the membership is verified, the Chapter will receive the \$20 credit for the new member. All accounts are updated monthly. Contact the Director of Chapters to receive updates on your Chapter's balance.



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- The Coordinator may organize additional opportunities for local members such as local writer's nights, showcases, local guest speakers, local musicians/studio engineers/writers/radio station program directors, group co-writing sessions, reviewal of NSAI webcasts, etc.
  - Coordinators are hosting a special meeting or event with a guest teacher or speaker; you may charge for these special events. **NOTE: Special Events must have NSAI approval. Please ask the Director of Chapters before planning any such event. Profits from such events will be added to the local chapter account.**
- Coordinator must agree not to reproduce or distribute, or allow others to reproduce or distribute, NSAI Chapter materials to anyone other than members of our organization. In the event a Coordinator wishes to reprint any workshop materials, news articles, or information otherwise related to NSAI (i.e., newspapers, magazines, flyers) the NSAI Reprints Policy must be followed.
- Coordinator will provide NSAI with updated documents as needed or requested by NSAI.

### **DEPOSITS**

After your NSAI individual account is open, you can make deposits to your account. These will be credited in full to your NSAI Chapter Bank account for future use for your Chapter.

- If you have a special event, any proceeds from that event should be sent to NSAI immediately following the event using the Special Event paperwork (Use Special Events Financial Sheet and Request Form located on Coordinator Only Resources online.)
- If you take in donations or non-member fees during a monthly meeting, send the amount collected by check or money order to:  
**NSAI - Attention Director of Chapters  
1710 Roy Acuff Place, Nashville, TN 37203**
- Include your name, email, and the Chapter location for correct crediting to your Chapter Bank.
  - Do not send cash through the mail.
- In some instances, NSAI will create a form on the NSAI website to collect money and allow for online registration for paid events. This will be determined by the Director of Chapters upon request to host the event.

### **ACCESSING FUNDS**

Email a request detailing your financial needs to the Chapter Director to access funds in your Chapter Bank account.

All Chapter spending is subject to approval by NSAI.

(Use Account Funds Request Form located on Coordinator Only Resources)

Requests should be made every quarter for reoccurring monthly expenses (printing, equipment rental, etc.) At the end of the quarter, all receipts must be turned in by mail or PDF email, explicitly displaying and detailing the purpose of the expense.





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## **SPECIAL EVENTS**

All Special Events require 60 days prior notice and must receive approval from the Director of Chapters.

- Coordinators must complete the “Projected Expenses and Income” side of the Special Event Financial Sheet and Request Form for all Special Events.
- If funds are needed before the event and are in the Chapter Bank account, you may request to use those funds.
- Upon approval, a check will be sent to either you or the specific company or individual involved.
- You should follow the instructions on the Special Events sheet and allow up to 15 (fifteen) business days to receive your check.
- In the instance that you host an event that is to be paid for from the proceeds made during the event, you still must contact the Director of Chapters 60 days before the event for approval.
- At the end of any Special Event hosted by the Chapter, the "actual expenses and income" side must be completed on the Special Event Financial Sheet and Request Form; all receipts must be turned in and a cashier's check or money order for the proceeds sent to NSAI.
- These proceeds will be credited to your NSAI Chapter Bank account for use in future events or Chapter expenses.
- If there is a financial loss on the event and you have funds in your NSAI chapter account to cover the difference, you may turn in receipts and request reimbursement.
  - Remember, NSAI is not responsible for losses incurred at the local Chapter level and will not commit money that is not in your Chapter account. That is why ensuring an event will at least break even is crucial.

## **ACCOUNT CLOSURE**

Upon the closure or suspension of any Chapter, all designated Chapter funds will remain in the Chapter's account for 1 (one) year while NSAI considers reopening the Chapter. If the Chapter is not reopened within the year, NSAI will absorb any remaining funds in the closed Chapter's account.

## **SOCIAL MEDIA FOR YOUR CHAPTER**

If you would like a Facebook or Instagram account for your Chapter, The Director of Chapters will provide one for you. The Director of Chapters will authorize you as a Coordinator and include you as an Admin on the account. These accounts are the property/under the authority of NSAI and activities must comply with NSAI policies and applicable laws.

- All social media Chapter accounts affiliated with NSAI should be created by the Director of Chapters.
  - *If a Chapter account is made independently from anyone that is not the Director of Chapters, it will be reported and removed.*



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## **RULES FOR SOCIAL MEDIA**

### **1. Be Kind and Courteous**

We are here to create a welcoming, inclusive, and creative environment. Healthy debates are natural but treat each conversation with respect and kindness.

### **2. No Solicitation**

Any post promoting contests, events, or services in direct competition of those organized by NSAI are prohibited. Such solicitations/comments should be removed from the page and reported to the Director of Chapters.

### **3. Posting Your Work Grants Consent**

Posting music or lyrics constitutes your agreement to release, indemnify, or hold harmless NSAI and its acting agents from and against any claim of copyright infringement or other misappropriation arising from any acts connected with the post.

### **4. Respect Privacy**

Being a part of the Chapter group requires mutual trust. It is imperative that everyone is respectful and sensitive to the need of privacy.

### **5. Discrimination**

Discrimination of any kind is strictly prohibited. **We accept all music and all people.**

### **6. Purpose of Post**

All posts should relate to the Chapter and songwriting only. Please refrain from polarizing topics or anything negative. The focus should always be aimed at maintaining an open environment where everyone can connect with each other.

## **STIPULATIONS**

- You may NOT hold any local song contests and/or endorse, market, or encourage participation in any other song contest other than the ones provided by NSAI
- Many individuals, organizations, companies, and competitors will try to post solicitations on the Chapters social media. NSAI strictly prohibits this - even with charities
- You must remove any such postings due to liability, due diligence, and copyright infringement.

## **COMMUNICATION AGREEMENT**

- As a Coordinator, you agree to communicate frequently with NSAI and the Chapter Members.
- Any communication with your Chapter members should be through the NSAI website messaging platform and with your individual Chapter email, created for you by the Chapter Director.
- Email programs such as MailChimp, FloDesk, etc. are prohibited. Along with any individual Chapter websites or platforms **not** created for you by the Chapter Director.



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- The Director of Chapters will email you monthly updates and upcoming events to relay to the Chapter Members as needed.

### **NSAI EVENTS**

#### **COORDINATOR TRAINING**

Each year NSAI hosts Coordinator Training during the week of Tin Pan South. Coordinators receive updated Chapter materials and continued education. If you are unable to attend the Coordinator Training, please let the Chapter Director know in advance.

- Coordinators are required to fill out and submit requested documents (Harassment Policy, Coordinator Contract agreements, etc.) supplied by NSAI.
- Failure to fulfill these agreements will result in dismissal from the Coordinator position.

#### **CHAPTER CHALLENGE**

Every April the Nashville Songwriters Association International (NSAI) hosts the “NSAI Chapter Challenge.” Coordinators are required to host April’s Chapter meeting in-person to participate in the competition. NSAI members in Local Chapters across the globe have an opportunity to submit one pre-recorded song at their local Chapter meeting to participate!

**Coordinators are there to facilitate the voting process and as a thank you, each Coordinator will receive 1 (one) automatic song submission into Round 2 for their dedication and time as a Chapter Coordinator volunteer.**

Participants must be a current NSAI member and “affiliated” with a Chapter where they wish to attend and submit for the Chapter Challenge. (“Affiliated” means they have joined a Local NSAI Chapter and receive information and participate in that Chapter’s activities.)

### **COORDINATOR MEMBERSHIP**

Once an NSAI member becomes a Coordinator, they then receive a membership at no cost to them. The membership includes:

- 12 Song Evaluations
- 2 online pitches
- 2 mentor sessions
- 1 online song feedback

*\*Upon Coordinator review with Chapter director, memberships are renewed every January 1<sup>st</sup> for the following year.*

**Every Coordinator NSAI member profile must be completed with the following:**

- Bio
- Picture
- Upload 2 (two) song samples of your music (digital file or link to music)



## **COORDINATOR RESIGNATION/TERMINATION:**

NSAI reserves the right to terminate its affiliation with a Chapter if, at NSAI's sole discretion, NSAI determines that the affiliation reflects adversely on NSAI or its members.

NSAI shall have the right to terminate its affiliation with the Coordinator by written/verbal notice for any reason, including but not limited to NSAI, at its sole discretion, determining that the Coordinator has breached their obligations or that the Chapter is not progressing per the long-term expectations of NSAI.

If a Coordinator resigns within the calendar year in which free membership has been offered, their free membership will expire at the end of the year of resignation.

Should NSAI terminate its affiliation with a Chapter for any reason, the Coordinator shall immediately return to NSAI all NSAI Chapter materials in the Coordinator's possession or control and any access to NSAI-related entities.

## **NSAI HARASSMENT POLICY**

### **Introduction:**

The Nashville Songwriters Association International ("NSAI") has adopted this policy (the "Policy") in an effort to provide an environment free of harassment and discrimination for its employees, contract employees, associates, board members, volunteers, and other affiliates (each an "NSAI Affiliate"). This Policy provides a means of addressing occurrences of harassment and discrimination occurring on the NSAI premises and at NSAI functions, events, and facilities. NSAI will not tolerate any form of harassment, discrimination, or discriminatory behavior based upon any individual's race, color, religious affiliation, gender, age, sexual orientation, national origin, disability, marital status, veteran's status or other characteristic or trait that is recognized and protected under the laws of the United States. Any NSAI Affiliate who is found to be in violation of this Policy will be subject to corrective action as more particularly set forth herein.

### **Definitions:**

- 1) **Harassment:** For purposes of this Policy, harassment shall include any unwelcome verbal, written, or physical conduct towards any NSAI Affiliate that denigrates or shows hostility or aversion on the basis of race, color, religious affiliation, gender, age, sexual orientation, national origin, disability, marital status, veteran's status, or other protected personal trait or characteristic that, (a) has the purpose or effect of creating a hostile environment, (b) has the purpose or effect of interfering with any NSAI Affiliate's contributions to NSAI, or (c) has the purpose or effect of diminishing any NSAI Affiliate's opportunities with respect to NSAI.
- 2) **Discrimination:** For purposes of this Policy, the term "discrimination" shall be as defined under United States law, including without limitation Title VII of the Civil Rights Act of 1964.
- 3) **Retaliation:** For purposes of this Policy, retaliation shall be defined as any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment in response to any individual or group's exercise of its rights under this Policy.
- 4) **Sexual Harassment:** For purposes of this Policy, sexual harassment shall be defined as any unwelcome advance, request for sexual acts or favors, or verbal, written or physical conduct of a sexual nature by any NSAI Affiliate or third party on the NSAI premises or at or in connection with any NSAI function or event, regardless of whether such behavior is directed towards a person of same or opposite gender. Victims of harassment may include persons directly or indirectly affected by any such sexually harassing conduct.



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### Examples of sexual harassment may include, but are not limited to the following:

- Explicit or implicit threats to withhold favorable conditions unless sexual favors or sexual acts are performed
- Promises to improve NSAI status in exchange for sexual favors or acts
- Demanding sexual favors or sexual acts from any NSAI Affiliate or client
- Overt or covert pressure for sexual favors or sexual acts from any NSAI Affiliate or client
- Deliberate, repeated or unsolicited verbal comments, gestures or physical actions of a sexual nature toward any NSAI Affiliate or client (i.e. lewd or lascivious remarks and unwanted physical contact, including touching, patting or pinching) directed towards any NSAI Affiliate or client

### What to do if you are being harassed:

If you have witnessed or have been the victim of harassment, discrimination, retaliation, or sexual harassment by any NSAI Affiliate or third party in connection with any NSAI event or facility, you should immediately contact the NSAI Executive Director or, if such reporting would be inappropriate, then the President of the NSAI Board of Directors. The Executive Director, in cooperation with such designees as the Executive Director shall appoint in his or her discretion, shall be responsible for investigating, resolving, and carrying out any disciplinary action with

respect to any complaint under this Policy. Under no circumstances shall any individual alleging harassment be required to report a complaint to the alleged harasser. If the alleged harasser is a person designated by NSAI to receive such complaints, you may address a written complaint to any member of the NSAI Board of Directors, and only those not personally named in the complaint will be responsible for investigating, resolving, and carrying out any disciplinary action with respect to any such complaint.

As an NSAI affiliate, you hereby agree to report any violation of this Policy, regardless of whether the alleged violation occurred within the work environment on any NSAI premises or in connection with any NSAI event or function. Under no circumstances shall the position or status of any NSAI Affiliate be endangered or compromised as a result of filing a complaint with respect to this Policy.

### Consequences of Unlawful Harassment:

This Policy applies to all NSAI Affiliates, including members of the NSAI Board of Directors. NSAI shall take such action as it deems appropriate, in its good faith sole discretion, to remedy any complaint of discrimination or harassment found after investigation to be justified, which may include disciplinary measures up to and including immediate termination of any NSAI Affiliate, including any member of the NSAI Board of Directors (subject only to the procedures of the NSAI Bylaws).

I have read and understand this policy and will abide by its provisions.

## **NEXT STEPS**

Once you have read the above information and have decided to move forward, please complete the following:

- NSAI Chapter Coordinator Agreement and Harassment Policy
  - <https://www.nashvillesongwriters.com/coordinator-agreement-harassment-policy-2023>
- If you haven't previously, please complete NSAI Certification Course
  - (<https://www.nashvillesongwriters.com/nsai-certification-program>)

*We greatly appreciate your ambition to share your time and talents with NSAI in a positive, impactful, and productive way. Once you have completed all required documents, you will receive notice of approval or nonacceptance upon review.*