NLN Affiliated Constituent League

Policy and Procedure

POLICY NUMBER 1.1

POLICY NAME NLN AFFILIATED CONSTITUENT LEAGUE PURPOSE

DATE OF ORIGIN October 2014

AUTHORITY CL Formation Toolkit

PURPOSE Constituent leagues provide a means for local collaboration and serve as a vital link between members within the CL, as well as between the CL and the national office.

1.0 POLICY NLN affiliated CLs support and implement the mission of the NLN at the constituent level.

2.0 AFFILIATION GUIDELINES To be affiliated with the National League for Nursing, a Constituent League agrees that it will comply with the following standards:

1. Promote the products and services of the NLN.
2. Participate in the securing of funds at the local/state level to promote faculty development and quality nursing education at the constituent level.
3. Serve as a monitor for public policy issues related to education of nurses at the constituent level.
4. Identify, recruit, engage, and develop members for constituent and national leadership work groups and task forces.
5. Develop alliances at the constituent level to advance quality nursing education.
6. Serve as a channel of communication among the NLN and the league’s members, and members to members.

3.0 AFFILIATION STANDARDS
1. Adopt national uniform bylaws for Constituent Leagues
2. Implement all 6 Affiliation Standards (as noted above)
3. Implement a conflict of interest policy
4. Adopt financial policies (including all NLN amendments)
5. Conduct a year-end audit
6. Meet state and national tax filing requirements
7. Adopt lobbying guidelines for Constituent Leagues
8. Adopt NLN communication standards
9. Submit annual report, budget, and strategic plan for each calendar year
10. Submit CL member list annually with the annual report

11. Assure that officers of the CL maintain NLN membership (either as an individual member or as a benefit of their school’s membership) during their tenure on the CL executive committee.

3.0 AFFILIATION STATUS

1. Full Affiliate
   Meets all affiliation requirements. Optional consultation with NLN is provided to discuss any recommendations made by the CL Leadership Committee. NLN services are provided.

2. Provisional Affiliate
   - One or more affiliation requirements are NOT met.
   - The NLN is authorized to reorganize a league in provisional status that fails to make progress towards compliance with affiliation requirements.

3. Dis-Affiliation Status: This status is only used if the Constituent League chooses not to work on achieving compliance with the requirements for affiliation.

Revision Dates:
NLN Affiliated Constituent League

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POLICY NUMBER 1.2

POLICY NAME AFFILIATED CL MEMBERSHIP STRUCTURE

DATE OF ORIGIN October 2014

AUTHORITY CL Formation Toolkit

PURPOSE Defines NLN affiliate constituent league membership.

1.0 POLICY

Only individual members may join a Constituent League. An individual member is any person interested in fostering the development and improvement of nursing education or nursing services that meets the criteria established by the Constituent League’s Board of Directors. Individual membership entitles a member to vote at any annual or special meeting of the members of the Constituent League.

Education agencies, healthcare agencies and other agencies may become sponsors or supporters at the CL level. Each CL Board of Directors sets the fee required to pay as a sponsor or supporter. Sponsor or supporter categories are not membership categories, are not associated with a dues payment, and have no vote.

Revision Dates:
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NLN Affiliated Constituent League

Policy and Procedure

POLICY NUMBER 1.3

POLICY NAME NLN AFFILIATED CONSTITUENT LEAGUE FORMATION

DATE OF ORIGIN October 2014

AUTHORITY CL Formation Toolkit

PURPOSE To assist newly formed affiliated constituent leagues.

1.0 POLICY

1. Compile a membership list of at least 50 members to charter the league

2. Hold a meeting(s) of all people interested in forming an NLN Affiliated Constituent League

3. Consider holding 2-3 meetings in various geographic areas of the state

4. Identify inaugural board of directors and slate of officers in compliance with the NLN Affiliated Constituent League standards

5. Submit “Affiliated Constituent League Application for League Formation” to the Constituent League Leadership Committee with roster of inaugural board of directors

2.0 After NLN Approval is Received

1. Obtain an Employer Identification Number (EIN) – IRS Form SS-4 (in appendix)

2. File Articles of Incorporation with the state. It is the obligation of each local Chapter to comply with all state laws. These requirements may vary from state to state.

3. Adopt league bylaws as required in the Standards for Affiliation and send to the NLN.

4. Familiarize the board with the NLN resources for Constituent Leagues: NLN Constituent League Affiliation Policies, Bylaws and other resources on the CL Bulletin Board (www.nln.org/clbulletin) and associated pages.

5. Survey the entire membership to solicit opinions on meeting topics and program locations (provide a variety of choices). The survey can also be used to recruit committee members.
6. Develop a mission statement, goals, objectives and a league strategic plan.

7. Develop a budget to ensure financial independence

8. Adopt a Conflict of Interest policy for the board – to be reviewed and signed annually

### 3.0 Start Up Funds For Newly Approved Affiliated Constituent Leagues

NLN will provide funds as follows:

1. Dues revenue sharing ($50 per NLN member school in the state) will be provided for the six-month revenue sharing period (either January - June OR July to December) prior to receipt of BOG approval of the new league.

   If the revenue sharing amount for the designated period is less than $500, the difference will be provided, such that the total funds provided is equal to $500.

2. For CLs formed in a state under regional contract: the new CL will receive a flat $500 (since the revenue for the period prior to BOG approval is awarded to the league with the regional contract)

### 3.1 Recommended Affiliation Guidelines Implementation Schedule for New CLs:

(After CL receives of provisional status from the NLN BOG)

1. **Months One to Six:**
   a. CL holds official board meeting
   b. CL begins implementation of Affiliation Guidelines
   c. CL agrees to adopt the Constituent League Affiliated with the National League for Nursing Bylaws

2. **Months Six-Twelve**
   a. CL submits articles of incorporation, bylaws, first strategic plan, signed conflict of interest and proposed budget to CL Leadership Committee

3. **Months Twelve – Twenty-Four**
   a. CL begins programming and member outreach.
   b. CL Leadership Committee makes recommendations to the CL regarding progress towards full affiliation status.

Revision Dates:
NLN Affiliated Constituent League

Policy and Procedure

POLICY NUMBER 1.4

POLICY NAME RELATIONSHIP WITH NLN

DATE OF ORIGIN October 2014

AUTHORITY CL Formation Toolkit

PURPOSE Defines NLN services provided to affiliated constituent leagues.

1.0 POLICY Facilitate the sharing of information with affiliated constituent leagues.

2.0 STANDARDS/Criteria NLN will:

1. Provide each Constituent League with its state roster of NLN individual members, agency members, and ambassadors annually as requested

2. Provide an annual leadership workshop for the Constituent League officers and executive directors

3. Provide public policy guidelines

4. Provide insurance guidelines

5. Provide feedback on CL annual report, budget, and strategic plan

6. Provide information regarding NLN products and services

7. Provide annual funding based on number of NLN agency members from Constituent League’s area

3.0 OPERATIONAL PROCEDURE

Revision Dates:
NLN Affiliated Constituent League

Policy and Procedure

POLICY NUMBER

1.5

POLICY NAME

CL ANNUAL ACTIVITIES

DATE OF ORIGIN

October 2014

AUTHORITY

CL Formation Toolkit

PURPOSE

12-month activity calendar.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Party</th>
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<tbody>
<tr>
<td>JANUARY</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>By January 31st, submit <em>Annual Report</em> with the following supporting documents:</td>
</tr>
<tr>
<td></td>
<td>a. (1) membership list</td>
</tr>
<tr>
<td></td>
<td>b. (2) budget showing prior year proposed and actual and coming year proposed (proposed budget must be balanced)</td>
</tr>
<tr>
<td></td>
<td>c. (3) strategic plan from past year with progress noted</td>
</tr>
<tr>
<td></td>
<td>d. (4) current year strategic plan</td>
</tr>
<tr>
<td></td>
<td>e. (5) list of elected officers and board of directors with terms</td>
</tr>
<tr>
<td></td>
<td>f. (6) program flyer with <strong>standard</strong> CL logo.</td>
</tr>
<tr>
<td></td>
<td>2. Prepare league website and launch member outreach campaign to coincide with new school term</td>
</tr>
<tr>
<td></td>
<td>3. Correspond with league members via newsletters, email. Etc.</td>
</tr>
</tbody>
</table>

FEBRUARY

1. Respond to any identified areas for clarity or additional evidence to support the *Annual Report* | President/designee |
2. Conduct scheduled programming and monitor budget. | CL Board of Directors |
3. Correspond with league members via newsletters, email. Etc. |
<table>
<thead>
<tr>
<th>March</th>
<th>1. Conduct scheduled programming and monitor budget</th>
<th>CL Board of Directors</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2. Correspond with league members via newsletters, email. Etc.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>April</th>
<th>1. Conduct scheduled programming and monitor budget</th>
<th>CL Board of Directors</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2. Correspond with league members via newsletters, email. Etc.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>May</th>
<th>1. Conduct scheduled programming and monitor budget</th>
<th>CL Board of Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Correspond with league members via newsletters, email. Etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Participate in conference call with CL Leadership Committee (CLLC)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>May</th>
<th>File the annual IRS Form 990/990EZ if budget year ends Dec. 31</th>
<th>Treasurer/designee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Conduct scheduled programming and monitor budget</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Correspond with league members via newsletters, email. Etc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June</th>
<th>1. Review and approve scheduled programming and monitor budget for fall offerings</th>
<th>CL Board of Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Conduct scheduled programming and monitor budget</td>
<td></td>
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<tr>
<td></td>
<td>3. Correspond with league members via newsletters, email. Etc.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>July</th>
<th>1. Submit League nominations for NLN Annual League Awards due August 1st</th>
<th>CL Board of Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Conduct scheduled programming and monitor budget</td>
<td></td>
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<tr>
<td></td>
<td>3. Correspond with league members via newsletters, email. Etc.</td>
<td></td>
</tr>
</tbody>
</table>
AUGUST
1. Prepare league website and launch member outreach campaign to coincide with new school term
2. Conduct scheduled programming and monitor budget
3. Correspond with league members via newsletters email. Etc.

SEPTEMBER
1. Attend NLN CL Workshop
2. Review league bylaws to ensure compliance
3. Conduct scheduled programming and monitor budget

OCTOBER
1. Conduct scheduled programming and monitor budget
2. Correspond with league members via newsletters email. Etc.

NOVEMBER
1. Review and approve scheduled programming for new year
2. Conduct scheduled programming and monitor budget
3. Correspond with league members via newsletters email. Etc.
4. Participate in call with CL Leadership Committee

November 15 File the annual Form 990/990EZ if budget year ends June 30 Treasurer/designee
DECEMBER

Planning New Year Programming

1. Host a minimum of one educational event
   (including each state if holding a regional agreement)

2. Host at least one members meeting

3. Hold elections for Executive Officers and Board Members. Reconstitute committee membership. Sign all conflict of interest forms for the program year.

4. Review and document progress on Strategic Plan.

5. Create new Strategic Plan for coming year (include any changes reflected in NLN Mission, Values and Goals)

6. Review proposed budget and record actual income and expense. Create proposed budget for coming year

7. Perform audit of financial records (internal or external)

Revision Dates:
NLN Affiliated Constituent League

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POLICY NUMBER 1.6

POLICY NAME BUDGET, AUDIT AND TAX RESPONSIBILITIES FOR NLN AFFILIATED CONSTITUENT LEAGUES

DATE OF ORIGIN October 2014

AUTHORITY CL Formation Toolkit

PURPOSE To provide for the fiscal health and sustainability of the affiliated constituent league.

POLICY The National League for Nursing affiliated constituent leagues shall maintain an effective system of internal control in order to monitor compliance with established policies and procedures.

BUDGET OBJECTIVES

1. Maintain accurate and reliable financial records.
2. Prepare accurate and meaningful financial statements in a timely basis.
3. Anticipate and budget for financial challenges.
4. Safeguard and manage financial assets.
   a. Maintain bank account in league name. Update signature card as new treasurer/president takes office.
   b. Assure all accounts in league name never personal account (i.e. personal Paypal accounts).

TAXES & FEDERAL REPORTING

1. Obtain an Employer Identification Number (EIN) also known as a Federal Tax Identification Number. Visit www.irs.gov for information on obtaining this number.
2. Keep fiscal records for 7 years
3. Complete annual audit – see section below

File appropriate IRS forms annually – see section below
https://www.irs.gov/Filing/Charities-&-Non-Profits
Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

Most small tax-exempt organizations whose annual gross receipts are normally $50,000 or less are required to electronically submit Form 990-N, also known as the e-Postcard, unless they choose to file a complete Form 990 or Form 990-EZ instead. **May 15th for fiscal years ending December 31st.**

If you do not file your e-Postcard on time, the IRS will send you a reminder notice. *There is no penalty assessment for late filing the e-Postcard, but an organization that fails to file required e-Postcards (or information returns – Forms 990 or 990-EZ) for three consecutive years will automatically lose its tax-exempt status.* The revocation of the organization’s tax-exempt status will not take place until the filing due date of the third year.

<table>
<thead>
<tr>
<th>Gross receipts &lt; $ 200,000 and</th>
<th>990-EZ or 990</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total assets &lt; 500,000</td>
<td>990-EZ or 990</td>
</tr>
</tbody>
</table>

| Gross receipts ≥ $200,000, or   | 990           |
| Total assets ≥ 500,000          | 990           |

**NLN IRS Group Exemption**

1. **Qualified** Constituent Leagues are recognized under the NLN’s nonprofit (501c3) provision and are exempt from state and federal income taxes.

2. Constituent Leagues are required to annually file a Form 990 to maintain tax exempt status. Filing deadline is May 1 for leagues with fiscal year ending December 31st and November 15th filing deadline for fiscal years ending June 30th.

3. Select Constituent Leagues have opted for their own tax exemption and should have a copy of the IRS Determination Letter in its permanent file, available for public inspection. NLN also requests a copy for their files.

**Budget Building**

1. Using the Zero-Based Budget approach, estimate the cost of each objective or goal of the league’s strategic plan.

2. Estimate the expected income of the Constituent League.
3. Review the last year’s proposed and actual income and expenses (if available) to create a proposed balanced budget for the new fiscal year.

4. The proposed budget must reflect income and expenses for the new fiscal year that is balanced. Income may exceed expenses but never budget for a loss.

5. Submit the proposed budget to the entire Board for ratification.

6. Review the budget monthly to monitor financial activities throughout the year.

Revision Dates: