

## **Guidelines for the Formation of an NLN Affiliated Constituent League**

### **NLN Constituent League Purpose:**

The purpose of a Constituent League (CL), affiliated with the National League for Nursing, is to support and implement the mission of the NLN to promote excellence in nursing education to build a strong and diverse nursing workforce at the constituent level.

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.

The NLN encourages individual NLN members in states that do not have an affiliated Constituent League (CL) to establish one.

### **Requirements for formation of an affiliated CL:**

- A minimum of eight interested members are required to form the board of directors, representing at least 2 regions or areas of the state. All must be NLN members, either as a dues paying individual member or as faculty at an NLN member school.
- Each league is a separate entity, both legally and financially. All expenses and liabilities of a CL are the sole responsibility of that league, and the NLN shall have no liability with respect to any such obligation. Financial independence can be accomplished by charging local membership dues, obtaining sponsors from local universities/colleges, hospitals and other healthcare agencies, and charging meeting fees.
- A request to form a CL must be submitted to the NLN Constituent Organization Advisory Council (COAC) using the “Affiliated Constituent League Application for League Formation”

Once approval is received, the CL will initiate implementation of the Affiliation Guidelines as outlined below.

### **Recommended Affiliation Guidelines Implementation Schedule:**

Month One	<p>First official board meeting is held</p> <p>CL begins implementation of Affiliation Guidelines</p> <p>CL agrees to adopt the national uniform Bylaws for Constituent Leagues</p> <p>CL identifies inaugural Board of Director and submits roster to the national office</p>
Month Four	<p>CL submits first strategic plan and proposed budget to COAC</p>
Month Six	<p>COAC makes recommendations to the CL</p>

**Note:** All newly formed CLs are considered in *Provisional Affiliate Status* until they submit their first annual report to COAC and are granted *Full Affiliate Status* (Provisional status not to exceed 3 years)



## **CHECKLIST FOR CONSTITUENT LEAGUE FORMATION**

- Keep the number of the NLN office handy: 1-800-669-1656; Tish Hess, NLN Staff Liaison: 212-812-0374
- Hold a meeting(s) of all people interested in forming an NLN Affiliated Constituent League – consider holding 2-3 meeting in various geographic areas of the state
- Identify inaugural board of directors and slate of officers in compliance with the NLN Affiliated Constituent League standards
- Compile a membership list of at least 8 members to charter the league
- Submit “Affiliated Constituent League Application for League Formation” to the Constituents Organization Advisory Council (COAC)
- Obtain an Employer Identification Number (EIN)
- Adopt league bylaws as required in the Standards for Affiliation
- Develop a strategic plan for the league; to include: mission statement, goals, and objectives
- Develop a budget to ensure financial independence



National League  
for Nursing

**Affiliated Constituent League Application for  
League Formation**

State where Constituent League is to be established \_\_\_\_\_

Primary Contact \_\_\_\_\_

NLN Member ID number: \_\_\_\_\_

Preferred mailing address  Home  Work

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Requirements for Application:

(All questions must be answered in the affirmative to be considered)

Have you read and understand the “Guidelines for the  
Formation of New Affiliated Constituent Leagues”?  Yes  No

Have you identified eight or more interested parties who  
share your desire to establish a CL?  Yes  No

\_\_\_\_\_  
Signed Date

\*\*\*\*\*

Submit completed form and  
list of inaugural board of  
directors to:

Tish Hess, Director, Membership  
National League for Nursing  
61 Broadway, 33<sup>rd</sup> Floor OR  
New York, NY 10128

Fax to:  
212-812-0391  
Attn: Tish Hess

**For office use only**

Received by NLN Membership Director \_\_\_\_\_

Submitted to COAC \_\_\_\_\_

Accepted by COAC as *Provisional Affiliate* \_\_\_\_\_

Submitted to and approved by the NLN Board of Governors \_\_\_\_\_

CL Informed of decision \_\_\_\_\_