



**Virginia League
for Nursing**

Virginia League for Nursing Business Operational Guidelines

[These are general guidelines utilized to conduct VLN Business]

1. Annual Board Meeting:

- a. The meeting will be held annually in the designated month and location as directed by the Board.

2. Annual Conference and Meeting:

- a. The conference and meeting and will be held annually in the designated month and location as directed by the Board.
- b. All Board members will pay the membership fee rate for all conferences and events.
- c. If VLN is not paying to use the venue, the hosting organization attendees will be allowed to pay the membership fee rates for the conferences or events.

3. Banking Services:

- a. In the event of a “No Sufficient Fund” [NSF] check return, VLN will charge the payee the current bank fee for reimbursement.
- b. Operational Account – This account will be used to maintain the day-to-day VLN expenses.
- c. Nursing Scholarship Account - This account will be used to maintain VLN individual & corporation scholarship donations.
- d. The Operational and Nursing Scholarship accounts checkbooks, receipt books, deposit slips, and etc will be handoff at the end of the VLN Treasurer’s term.
- e. VLN Certificate of Deposits – The account[s] will be utilized as designated by the Board to support VLN matters.
- f. All monies will be deposited in the VLN bank account within 10 business days, by the Treasurer and/or President.
- g. PayPal or other online payment services – All VLN transfers will occur within 10 business days.
- h. For more details about Non-profit PayPal see the FAQs on the website - www.paypal.com/nonprofit

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1 | Page



Virginia League
for **Nursing**

4. Board Officers and Members Handoff:

- a. All officers and members with Board obligations will provide a detail handoff prior to the end of their term.

5. Budget:

- a. The finance will be maintained by the VLN Treasurer with input from the Board.
- b. A quarterly report will be provided to the Board members to ensure VLN matters accuracy and transparency.
- c. A monthly PayPal transaction report will be maintained with the monthly bank statement, if applicable.
- d. A yearly transaction PayPal and/or QuickBook Report will be maintained with the Annual Budget, if applicable.
- e. Per the Bylaws, there will be an annual internal or external audit of the VLN finances as designated by the Board.

6. Credit Card:

- a. The VLN credit card will be issued to the organization Treasurer.
- b. The VLN President may be issued a credit card as designated by the Board.
- c. Once the officer's term has ended the assigned credit card[s] will be destroyed as designated by the Board.
- d. All VLN bill payments will be made by the credit card and/or business checks, unless otherwise designated by the Board.

7. Document Storage:

- a. VLN documents – finances, meeting minutes, correspondences, etc will be stored as designated by the Board members.

8. Email:

- a. The VLN will maintain a business email account to promote communication with current and potential members.

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2 | Page



Virginia League for Nursing

9. Events:

- a. For VLN conferences and events, no refunds will be granted after the established deadline as determined by the VLN Board.
- b. Eventbrite or other online ticketing services – As deemed by the Board, online ticketing maybe used for VLN conferences and events.
- c. For more details about Non-profit Eventbrite see the FAQs on the website - www.eventbrite.com

10. Donations:

- a. As a 509(a)2 Nonprofit Federal and State Tax-Exempt professional organization, all donations/transactions to VLN are tax deductible.
- b. Donations will be accepted by individuals & corporate organizations to support the nursing scholarship fund.

11. Due Dates:

- a. The following VLN business matters are due as indicated:

● Jan 31 st	NLN Annual Report Due
● March 31 st	State Commission Corporation (SCC) Payment Due
● May 15 th	Federal & State Taxes Due [need two Board members signatures for state only forms]
● May 31 st	PO Box Payment Due
● Oct Yearly	Transfer money from CD #0479 to Scholarship Account #9541 [if applicable]
● After Annual Conference	Complete the forms for the CEUs
● After Elections	Change Names on the Bank Accounts
● After Elections	Change Names on the SCC Form
● After Elections	Complete the NLN Conflict of Interest Form



Virginia League *for* Nursing

12. Funding Allocations:

- a. All VLN funds, including but not limited to Certificate of Deposits, savings & checking accounts, raffles, conferences, etc shall be allocated as designated by the Board members.
- b. The NLN Constituent Leagues and EDU Submit Travel Funds shall be allocated to pay for the VLN Board member(s) to attend the Annual NLN EDU Submit, when applicable
- c. The VLN dues shall be allocated to the general business operations of the organization.
- d. The Annual Board Meeting and Conference raffle funds shall be allocated to the scholarship fund, when applicable.
- e. The Annual Board Meeting and Conference funds shall be in part be allocated to the scholarship fund, as determined by the Board.

13. Insurance:

- a. VLN will purchase insurance[s] as deemed necessary by the Board to ensure the security of the organization matters.

14. Membership:

- a. Membership in the VLN does not constitute automatic membership in the NLN.
- b. Membership in VLN is good for one year from the date of payment.
- c. Student membership fees will apply to pre-licensure nursing programs only [PNE, Diploma, AAS, and BSN].
- d. Retired membership fees will apply to those nurses who are not working full time in the profession.

15. Meetings:

- a. Board Meetings – The meetings will be held at times and dates designated by the Board.
- b. Board members are required to attend the majority of the scheduled meetings.
- c. All Board members are required to actively serve on a Board committee.
- d. Committee Meetings – The meetings will be established by the committee members and their activities will be reported to the Board.

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Virginia League
for **Nursing**

16. Minutes:

- a. Per the Bylaws, the Board minutes will be taken by the Secretary.
- b. The minutes will be kept by the Board Secretary and available to the members upon request.
- c. The minutes will be sent out to the Board members electronically for review after each meeting.

17. NLN Education Summit:

- a. At least one assigned Board member will attend the annual NLN Education Summit, with registration, hotel, and transportation expenses paid by VLN.
- b. The funding for the NLN Education Summit will not exceed \$4,000/year without discussion and vote of the Board.
- c. No Board member will be reimbursed for NLN Education Summit expenses that have been paid by the employer or other responsible party.
- d. The Board member attending the NLN Education Summit will be reimbursed for expenses based on provided receipts to the Treasurer.
- e. If a non-Board member is traveling with the assigned Board member, he/she is responsible for all their own traveling expenses.

18. NLN Annual Report:

- a. The report is completed by the VLN President with Board members input and is due on or before January 31st of each year.

19. Nominations:

- a. The Nomination Committee will set the guidelines for selecting members to the Board.

20. Online Use:

- a. Whenever possible VLN conferences and businesses may be delivered by internet services as outlined by the Board.

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Virginia League
for **Nursing**

21. Operational Guidelines:

- a. The guidelines will be reviewed annually and updated as deemed necessary by the Board.
- b. The guidelines will serve as the standard operational procedures for the Board and VLN.

22. PO Box:

- a. All VLN business matters will be mailed to the organization POB unless otherwise indicated.

23. Purchases:

- a. All purchases with VLN funds will remain the property of VLN, such as but not limited to electronic devices, banners, tablecloths, promotional items, etc.

24. Reimbursement:

- a. The Board members will be reimbursed for the Annual Board Meeting, Annual Meeting & Conference, and others as decided by the Board.
- b. Receipt[s] must be provided to the Treasurer for travel expenses greater than 50 miles from permanent place of residence.
- c. The reimbursement will be for hotel cost up to \$130.00 and gas expense up to \$50.00.
- d. Non-paid VLN conferences and events speakers will have hotel accommodations and meals provided by VLN.
- e. If non-paid speakers for VLN conferences and events requires reimbursement for accommodations and meals a written receipt must be provided to the VLN Treasurer for payment.

25. Scholarships:

- a. The Scholarship Committee will set the guidelines for annual awards.
- b. The awards will be dispersed by the VLN Treasurer.

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**Virginia League
for Nursing**

26. Social Media Use:

- a. VLN will utilize social media when deemed necessary to promote the mission statement and strategic plan of the organization.
- b. All social media use will be overseen by the Board.

27. State Commission Corporation:

- a. Per the state of Virginia, VLN is required to pay the Commonwealth of VA State Corporation Commission Annual Registration Fee Assessment on or before March 31st.

28. Strategic Plan:

- a. Per the Bylaws, the Board will develop and implement the Plan.
- b. The Plan will be reviewed as designated by the Board.
- c. At the Annual Board Meeting, the Plan final evaluation will be completed for the NLN Annual Report.
- d. At the Annual Board Meeting, a new Strategic Plan will be developed and implemented for the upcoming year.

29. Tax-Exempt Status:

- a. VLN is a 509(c) 2 Nonprofit Federal and State Tax-Exempt professional organization.
- b. To maintain the 509(c) 2 Nonprofit Federal and State Tax-Exempt status, all taxes will be prepared by a Professional Accountant.

30. Technology:

- a. VLN will use technology as deemed necessary by the Board to promote the mission statement and strategic plan of the organization.
- b. All technology purchased by VLN will remain the property of the organization.

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7 | Page



Virginia League
for **Nursing**

31. Vendors:

- a. All vendors utilized by VLN must provide a W-9 Tax ID Form [Request for Taxpayer Identification Certification].
- b. If the vendor does not provide a W-9 form to the VLN treasurer, then VLN will not do business with the organization for tax-exempt reasons.
- c. All vendors wishing to set up a table at VLN conferences or events may be charged a fee as set by the Board.

32. Website:

- a. The VLN website will be maintained by as designated by VLN to promote the mission statement and strategic plan of the organization.