



**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 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](http://www.paypal.com/nonprofit)

POB 1136 Spotsylvania, VA 22553 Webpage: <http://www.virginialeaguefornursing.com>

Approved: Oct 11<sup>th</sup>, 2015

Effective: Oct 19<sup>th</sup>, 2015

Updated: December 1, 2018

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.

### 9. Events:

- a. For VLN conferences and events, no refunds will be granted after the established deadline as determined by the VLN Board.

POB 1136 Spotsylvania, VA 22553 Webpage: <http://www.virginialeaguefornursing.com>



# Virginia League for Nursing

- 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](http://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 <sup>st</sup>    | Annual Report Due  |
| • March 31 <sup>st</sup>  | Commission Corporation (SCC) Payment Due   |
| • May 15 <sup>th</sup>    | Local & State Taxes Due [need two Board members signatures for state only forms] |
| • May 31 <sup>st</sup>    | Bank 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                                       |

### 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.

POB 1136 Spotsylvania, VA 22553 Webpage: <http://www.virginialeaguefornursing.com>



## Virginia League for Nursing

- 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.



## 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 31<sup>st</sup> 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.



## **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.

### **26. Social Media Use:**

POB 1136 Spotsylvania, VA 22553 Webpage: <http://www.virginialeaguefornursing.com>



## **Virginia League for Nursing**

- 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 31<sup>st</sup>.

### **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.

### **31. Vendors:**

- a. All vendors utilized by VLN must provide a W-9 Tax ID Form [Request for Taxpayer Identification Certification].

POB 1136 Spotsylvania, VA 22553 Webpage: <http://www.virginialeaguefornursing.com>



## **Virginia League for Nursing**

- 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.