



## **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 pay the membership fee rate for the conference or event.

### **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. VLN Certificate of Deposits – The account[s] will be utilized as designated by the Board to support VLN matters.
- e. All monies will be deposited in the VLN bank account within 10 business days.
- f. PayPal or other online payment services – All VLN transfers will occur within 10 business days.
- g. For more details about Non-profit PayPal see the FAQs on the website - [www.paypal.com/nonprofit](http://www.paypal.com/nonprofit)

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## 4. Budget:

- a. The finance will be maintained by the VLN Treasurer with input from the Board and Finance Committee.
- b. The Finance Committee will assist VLN in providing fundraising ideas to promote the VLN mission and strategic plan.
- c. A quarterly report will be sent to the Board and Finance Committee members to ensure VLN matters accuracy and transparency.
- d. Per the Bylaws, there will be an annual internal or external audit of the VLN finances as designated by the Board.

## 5. Email:

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

## 6. 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 will be 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)

## 7. Donations:

- a. As a 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.

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## 8. Due Dates:

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

• Jan 31 <sup>st</sup>	NLN Annual Report Due
• March 31 <sup>st</sup>	State Commission Corporation Payment Due
• May 15 <sup>th</sup>	Federal & State Taxes Due [need two Board members signatures for state only forms]
• May 31 <sup>st</sup>	POBox Payment Due

## 9. Insurance:

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

## 10. Membership:

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

## 11. Meetings:

- Board Meetings – The meetings will be held monthly at times and days designated by the Board.
- Committee Meetings – The meetings will be established by the committee members and their activities will be reported to the Board at least quarterly.

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## **12. 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.

## **13. NLN Education Summit:**

- a. At least one assigned Board member will attend the annual NLN Education Summit.
- b. The funding for the NLN Education Summit will be established at the VLN Annual Board Meeting.

## **14. 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>.

## **15. Nominations:**

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

## **16. Online Use:**

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

## **17. Operational Guidelines:**

- a. The guidelines will be reviewed annually and updated as deemed necessary by the Board.

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## 18. PO Box:

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

## 19. Reimbursement:

- a. The Board members will be reimbursed for the Annual Board Meeting, Annual Meeting & Conference, and fall conference [if applicable].
- b. Board members attending the NLN Education Summit will have expenses paid as approved at the Annual Board Meeting.
- c. Receipt[s] must be provided to the Treasurer for travel expenses greater than 50 miles from permanent place of residence.
- d. The reimbursement will be for hotel cost up to \$100.00 and gas expense up to \$50.00.
- e. Nonpaid speakers for VLN conferences and events will be reimbursed for one night hotel fee and dinner only.
- f. All speakers must provide written receipts to the VLN Treasurer for reimbursement.

## 20. Scholarships:

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

## 21. 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.

## 22. 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>.

POB 1136 Spotsylvania, Va 22553

Webpage: <http://www.virginialeaguefornursing.com>

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## **23. Strategic Plan:**

- a. Per the Bylaws, the Board will develop and implement the Plan.
- b. The Plan will be reviewed regularly 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.

## **24. Tax-Exempt Status:**

- a. VLN is a tax-exempt professional organization.
- b. To maintain the Federal and State Tax-Exempt status, all taxes will be prepared by a Certified Public Account [CPA].

## **25. 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.

## **26. Vendors:**

- a. All vendors utilized by VLN must provide a W-9 Tax ID Form [Request for Tax Payer 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 will be charged a fee as set by the Board.

## **27. Website:**

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

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