**NLN Affiliated Constituent League**

**Policy and Procedure**

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| policy number  | **1.3** |
| policy name  | NLN Affiliated Constituent League Formation |
| **date of origin****Authority** | October 2014CL Formation Toolkit |
| purpose | To assist newly formed affiliated constituent leagues. |
| 1. **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
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| 1. **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](http://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
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| **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)
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| **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:**
	1. CL holds official board meeting
	2. CL begins implementation of Affiliation Guidelines
	3. CL agrees to adopt the Constituent League Affiliated with the National League for Nursing Bylaws
2. **Months Six-Twelve**
	1. 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**
	1. CL begins programming and member outreach.
	2. CL Leadership Committee makes recommendations to the CL regarding progress towards full affiliation status.
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Revision Dates: