



Florida Association of Nurse Practitioners, Inc
Policy and Procedures Manual



Table of Contents

- 1. Introduction**
 - 1.1 Purpose of the Manual
- 2. Organizational Structure**
 - 2.1 Leadership and Governance
 - 2.2 Role of the Executive Board
 - 2.3 Responsibilities of Directors
 - 2.4 Independent Contractors
 - 2.5 Committees and Roles
- 3. Membership Policies**
 - 3.1 Eligibility and Application
 - 3.2 Membership Dues and Fees
 - 3.3 Member Responsibilities
 - 3.4 Termination and Reinstatement of Membership
- 4. Meetings and Events**
 - 4.1 General Membership Meeting
 - 4.2 Continuing Education Events
 - 4.3 Annual Symposium/Conference
 - 4.4 Networking and Community Engagement
 - 4.5 Meeting Attendance Policies
- 5. Financial Policies**
 - 5.1 Budgeting and Financial Oversight
 - 5.2 Expense Reimbursement
 - 5.3 Fundraising and Sponsorship Guidelines
 - 5.4 Financial Reporting
- 6. Professional Standards**
 - 6.1 Code of Conduct
 - 6.2 Ethical Guidelines
- 7. Advocacy and Public Relations**
 - 7.1 Advocacy Initiatives

- 7.2 Media Relations Policy
- 7.3 Collaboration with External Organizations

8. Operational Policies

- 8.1 Communication and Correspondence
- 8.2 Data Privacy and Record Keeping
- 8.3 Use of Association Resources

9. Conflict Resolution

- 9.1 Grievance Procedures
- 9.2 Mediation and Arbitration
- 9.3 Disciplinary Actions

10. Policy Review and Amendments

- 10.1 Review Cycle and Procedures
 - 10.2 Approval of Changes
-

1. Introduction

1.1 Purpose of the Manual

Purpose of the Manual Statement

The purpose of this Policy and Procedure Manual is to establish a clear framework for the governance, operations, and professional standards of the Florida Association of Nurse Practitioners (FLANP). This manual serves as a guide for the association's leadership, members, and stakeholders to ensure consistency, transparency, and adherence to the mission and objectives of FLANP.

This document outlines the policies and procedures necessary to support FLANP's commitment for:

- a) Advocating for patient-centered healthcare and the advancement of nurse practitioner (NP) practice in Florida.
- b) Establishing standards of conduct, ethics, and professional practice for FLANP members.
- c) Providing guidance on the roles and responsibilities of FLANP leadership, committees, and members.
- d) Ensuring compliance with state and federal regulations affecting NPs and healthcare delivery.
- e) Promoting educational initiatives, public awareness, and policy advocacy to improve healthcare access and outcomes for all Floridians.

This manual is a living document that will be regularly reviewed and updated to reflect changes in legislation, healthcare practices, and the evolving needs of nurse practitioners and the communities they serve.

2. Organizational Structure

2.1 Leadership and Governance

The Organization is led by an elected Board of Directors, including a President, President Elect, Vice President, Treasurer, Secretary, Sergeant at Arms, Governmental Affairs Chair, Communications Chair, Membership Chair, Education Chair, 3 At-Large Directors and 6 Regional Directors.

The President appoints the Vice President. The Executive Board appoints the Sergeant at Arms, and the Board of Directors appoints the Governmental Affairs Chair.

The Executive Board is comprised of the President, President Elect, Vice President, Secretary, Treasurer, Executive Manager, one appointed Member-At-Large and the Sergeant at Arms.

2.2 Role of the Executive Board

- a) The Executive Board will appoint the Sergeant at Arms at their discretion.

- b) The Executive Board shall be responsible for overseeing the strategic direction, policies, and financial health of the organization.
- c) The Executive Board shall ensure the organization operates in alignment with its mission and vision.
- d) The Executive Board is responsible for establishing (directive) and reviewing policies, procedures, governance structures, and bylaws including required board education.
- e) The Executive Board shall meet as needed to address and resolve immediate organizational challenges and conflicts that cannot wait until the next Board of Directors meeting.
- f) The Executive Board may approve expenditures up to \$1000.
- g) All decisions of the Executive Board may be brought to discussion by the Board of Directors at any time.
- h) The Executive Board may not make final decisions regarding employment of contractors and/or employees.

2.3 Responsibilities of Directors

- a) President
 - 1) The President shall enforce the observance of the Bylaws, and Policy & Procedures, and advise, recommend, and propose those things to the Board of Directors that he/she considers necessary or beneficial to the members.
 - 2) The President shall guide the overall long and short-term organizational goals, objectives, and priorities in conjunction with the Board of Directors and Executive Manager as stated in the strategic plan.
 - 3) The President shall appoint the Vice President.
 - 4) The President shall carry out the instructions of the Board of Directors.
 - 5) The President shall provide leadership to the Board of Directors, who sets policy and to whom the Executive Manager is accountable.
 - 6) The President shall cooperate with the American Association of Nurse Practitioners (AANP) and any state level groups/organizations that are applicable to the association in joint programs and attend their conventions and appropriate meetings and shall accept responsibilities as designated by each.
 - 7) The President may attend all meetings of the organization as allowed in the bylaws.
 - 8) The President shall chair the meetings of the Executive Board, Board of Directors and General Membership.
 - 9) In matters of business voted upon, other than by ballot or electronic voting, the President or presiding officer may only cast a vote to break a tie. In case of vote by ballot or electronic voting the President, or presiding officer, has the same voting rights as any other member. The President may also not give opinions on items before the voting directors in an attempt to sway decisions or votes.
 - 10) The President may approve expenditures up to \$500.

b) President-Elect

- 1) The President-Elect shall become familiar with the duties of the President and perform other such duties as directed by the President to prepare for succession.
- 2) The President-Elect shall perform all the duties assigned to the President in the Vice President and President's absence or inability to serve.
- 3) The President Elect, with the advice of appropriate officers and past chair, shall appoint the Vice President for his/her presidential year.
- 4) The President Elect has no voting rights on the Executive Board, they are there as an observer and to learn.

c) Vice President

- 1) The Vice President shall perform other duties as directed by the President.
- 2) The Vice President shall act as a liaison ~~and oversee all~~ between all committees and the President, including getting monthly reports from the chairs and providing a summary at the Board of Directors monthly meeting.
- 3) The Vice President shall chair the Nominating/Election committee.

d) Treasurer

- 1) The Treasurer shall be the Chair of the Finance Committee which is responsible for developing finance and fundraising goals and a strategic plan to implement those goals and assist in carrying out the plan.
- 2) The Treasurer will be listed as the Organizations Principal/Registered Agent on Sunbiz.
- 3) The Treasurer directs the preparation and timely filing of all tax returns and reports.
- 4) The Treasurer shall provide monthly reporting to the Board of Directors for review and approval and address any items of importance or concern at the monthly meeting of the Board of Directors.
- 5) The Treasurer is the point of contact for the bookkeeper along with the Executive Manager.

e) Secretary

- 1) The Secretary shall be responsible for maintaining accurate records of all meetings, including minutes and official documentation.
- 2) The Secretary shall be responsible for preparing and distributing board meeting agendas and minutes in a timely manner in conjunction with the Executive Manager.

f) Sergeant at Arms

- 1) The Sergeant at Arms shall be responsible for maintaining order and decorum during meetings to ensure the smooth conduct of business, this includes providing basic education to board members as necessary regarding Roberts Rules of Order.

- 2) The Sergeant at Arms may act as a mediator to settle disputes between members, ensuring compliance with the rules.
- g) Governmental Affairs Chair
- 1) The Governmental Affairs Chair shall be the Chair of the Legislative Committee who is responsible for assisting the President in developing legislative goals and a strategic plan to implement those goals and responsible for assisting the President in carrying out the plan.
 - 2) The Governmental Affairs Chair shall be responsible for reviewing current state policies/bills that affect or have the potential to affect NPs and patient access to care.
 - 3) The Governmental Affairs Chair shall act as the liaison between the Lobbyist and the Board of Directors.
 - 4) The Governmental Affairs Chair shall develop, organize, and implement the organization's public relations and media campaign as related to Governmental Affairs in conjunction with the Communications Chair.
 - 5) The Governmental Affairs Chair shall recommend health policy changes in accordance with the policy platform of FLANP.
- h) Communications Chair
- 1) The Communications Chair shall provide outreach to organizations to join in the organization's efforts.
 - 2) The Communications Chair shall develop, organize and implement the organization's public relations and media campaign as related to outreach efforts in conjunction with the Executive Manager.
 - 3) The Communications Chair be responsible for replying to general questions sent into the association in conjunction with the Executive Manager.
 - 4) The Communications Chair shall assist in the development and maintenance of the organization's website in conjunction with the Executive Manager.
 - 5) Oversee the Social Media Manager who is appointed by the Board of Directors.
 - i. Responsibilities of the Social Media Manager:
 1. Develop and execute a social media strategy that aligns with FLANP's mission and goals.
 2. Create, schedule, and manage content for all FLANP social media platforms (e.g., Facebook, X, LinkedIn, Instagram).
 3. Ensure all content is professional, engaging, and aligned with FLANP's brand identity.
 4. Promote FLANP events, webinars, conferences, and continuing education opportunities through social media.
 5. Respond to comments, inquiries, and messages in a professional and timely manner.

6. Track and analyze social media engagement metrics to assess performance and impact.
7. Provide monthly reports to the Communications Chair and Board of Directors, outlining growth, engagement, and recommendations for improvement.

i) Membership Chair

- 1) The Membership Chair shall be the Chair of the Membership Committee which is responsible for developing membership goals and a strategic plan to implement those goals and assist in carrying out the plan.
- 2) The Membership Chair shall develop, organize, and implement the organization's membership campaigns in conjunction with the Executive Manager.
- 3) The Membership Chair shall assist in fundraising efforts.
- 4) The Membership Chair shall ensure new members are assigned to the correct regional group in conjunction with the Executive Manager.

j) Education Chair

- 1) The Education Chair shall be the Chair of the Education Committee which is responsible for the development of any educational offerings including the annual symposium/conference, monitoring of continuing education provider status, and the facilitation of the learning management system.
- 2) The Education Chair shall assist in the development and implementation of educational offerings.
- 3) The Education Chair shall be responsible for maintaining records for any CE's offered and earned through the organization in conjunction with the Executive Manager.
- 4) The Education Chair shall coordinate the annual symposium or conference in conjunction with the Executive Manager.

k) At-Large Director

- 1) The At-Large Director shall assist in duties as assigned by the President.
- 2) The At-Large Director shall attend their Region's events, online organization committee/CEU/General Quarterly meetings, and attend the Annual Conference.

l) Regional Director

- 1) The Regional Director reports to the Vice President and will provide a monthly report to the VP.
- 2) The Regional Director shall oversee the development and implementation of strategic initiatives within their designated region.
- 3) The Regional Director shall coordinate regional meetings with members.
- 4) The Regional Director shall coordinate regional educational dinners provided by sponsors to engage with members and non-members.

- 5) The Regional Director shall represent FLANP at local levels, be the initial contact for the region, and ensure alignment with the broader goals of the organization.
- m) Immediate Past President
- 1) The Immediate Past President will be the chair of the Advisory Committee which is responsible for providing strategic guidance, expert advice, and recommendations to the board.

2.4 Independent Contractors

- a) All independent Contractors report to the President and are accountable to the Board of Directors. Independent Contractors will provide a monthly invoice outlining activities and time spent at meetings, conducting FLANP business, etc. to the Board President and Treasurer.
- b) Executive Manager
 - 1) Oversee day-to-day operations and ensure that they align with the organization's long-term goals including the following:
 - i. Member engagement, management, retention and recruitment.
 - ii. Maintenance of the membership management system/records; ensuring that it contains up to date, accurate listings for association members.
 - iii. Develop strategies to engage members, including newsletters, emails, and social media posts.
 - iv. Update and maintain the association's website with current information and resources.
 - v. Job board management.
 - vi. Organize and maintain important documents, contracts, and records.
 - 2) Oversee financial management with the assistance of the bookkeeper
 - i. Create and monitor the annual budget (income and expenses).
 - ii. Handle membership dues, event fees, and other payments; processing invoices, refunds and reimbursements.
 - 3) Communication and Public Relations
 - i. Publish a monthly newsletter.
 - ii. Assist the board in managing the association's public image and relationships with the media, including sending out/publishing press releases and coordinating media inquiries to the appropriate board member.
 - 4) Program and Service Development
 - i. Upload and manage continuing education programs, webinars, and training sessions for members.
 - ii. Report completed CE to CE Broker weekly or as needed.
 - iii. Ensure committees are working towards the organization's goals.

- iv. Build and maintain relationships with other organizations, stakeholders, and sponsors.
- 5) Event Planning and Coordination
 - i. Organize and manage logistics for annual conferences, educational dinners, and other board events/activities.
 - ii. Market events to members and non-members; secure sponsors and exhibitors; manage registrations.
 - iii. Coordinate with venues, catering, AV services, and other vendors for events.
- 6) Governance and Board Support
 - i. Schedule, organize, and prepare materials for board meetings including agendas, minutes, and other supporting documents.
 - ii. Prepare and present reports to the Board of Directors or other governing bodies as required.
 - iii. Adhere to and uphold the organization's policies and bylaws.
- 7) Fundraising and Sponsorship Development
 - i. Plan and executed fundraising efforts, such as donation drives, sponsorships, and grant applications.
 - ii. Manage relationships with donors, acknowledging contributions, and ensuring proper stewardship of funds.
- 8) Member and Stakeholder Engagement
 - i. Conduct surveys to gather feedback from members and stakeholders to inform the association's activities.
 - ii. Manage awards programs to recognize outstanding contributions by members or partners.
- 9) Filing of all annual state and federal reports.
- c) Executive Assistant
 - 1) Assist day-to-day activities related to the following:
 - i. Member engagement, management, retention and recruitment.
 - ii. Maintenance of the membership management system/records; ensuring that it contains up-to- date, accurate listings for association members.
 - iii. Creating & sending email campaigns.
 - iv. Website updates.
 - 2) Assist with financial transactions
 - i. Handle membership dues, event fees, and other payments; processing invoices, refunds and reimbursements.
 - 3) Assist with Program and Service Development

- i. Upload and manage continuing education programs, webinars, and training sessions for members.
- ii. Report completed CE to CE Broker weekly or as needed.

d) Lobbyist

- 1) The lobbyist will Advocate on behalf of the organization's interests to government officials, legislators, and regulatory agencies.
- 2) The lobbyist will monitor legislative and regulatory developments relevant to the organization's business or interests.
- 3) The lobbyist will provide strategic advice and recommendations on legislative and regulatory matters.
- 4) The lobbyist will assist in drafting and presenting position papers, testimonies, and other relevant documentation.
- 5) The lobbyist will arrange and attend meetings with key stakeholders, including government officials and policymakers.
- 6) The lobbyist will update the Board of Directors with a written report on lobbying efforts and outcomes and attend the monthly Board of Directors meeting to discuss key points.
- 7) The lobbyist will attend the FLANP Annual Conference to interact with the Board of Directors and FLANP members and will prepare and present to the attendees on legislative information and updates.

c) Bookkeeper

- 1) The bookkeeper will reconcile bank statements and Affinipay (3rd party processor with YM).
- 2) The bookkeeper will maintain and update financial records, including income and expenses, using FLANP QuickBooks online account.
- 3) The bookkeeper will prepare and submit monthly, quarterly, and annual financial reports to the Treasurer.
- 4) The bookkeeper will process accounts payable, and receivable as needed.
- 5) The bookkeeper will complete & send out Form 1099-NEC to all independent contractors (due January 31st).
- 6) The bookkeeper will complete & submit Form 1096 – Annual Summary and Transmittal of U.S. Information Returns (due January 31st).
- 7) The bookkeeper will assist with tax preparation and liaise with tax professionals as necessary – Form 990 EZ.
- 8) The bookkeeper will assist in completing the annual application for the Solicitation of Contributions Act (due June 24th).
- 9) The bookkeeper will provide financial advice as requested by the Treasurer and/or Board of Directors.

2.5 Committees and Roles

Standing committees include Legislative, Membership, Finance, Education, Conference, Advisory, APRN Practice Ownership, and Communications. Each committee is chaired by a designated member of the board. Committee chairs will report to the Vice President; each chair will submit a monthly report to the Vice President and Executive Manager by the first Sunday of each month.

- a) Legislative – This committee is responsible in assisting the President in developing legislative goals and a strategic plan to implement those goals and assisting in carrying out the plan. The committee is responsible for knowing the local legislators for upcoming elections, overseeing the Legislative Task Force.
- b) Membership – This committee is responsible for developing membership goals and a strategic plan to implement those goals and assist in carrying out the plan.
- c) Finance – This committee is responsible for developing finance and fundraising goals and a strategic plan to implement those goals and assist in carrying out the plan.
- d) Education – This committee is responsible for the development of any educational offerings including the annual symposium/conference, monitoring of continuing education provider status, and the facilitation of the learning management system.
- e) Conference – This committee is responsible for planning the annual conference, including the theme, location selection, CE presentations, sponsors, exhibitors, budgeting, annual awards, and advertising.
- f) Advisory – This committee is responsible for providing strategic guidance, expert advice, and recommendations to the board to advance the organization’s mission and goals.
- g) APRN Practice Ownership - This committee is responsible for providing support for members who own or are looking to own an APRN practice.
- h) Communications – This committee is responsible to assist with all external communications and social media for the organization.

3. Membership Policies

3.1 Eligibility and Application

- a) NP Member eligibility criteria include licensure as a nurse practitioner.
- b) Student Member eligibility criteria include licensure as a registered nurse or nurse practitioner and currently enrolled in a nurse practitioner program.
- c) Retired Member eligibility criteria include current or past licensure as a nurse practitioner.
- d) Lifetime Member eligibility criteria include licensure as a nurse practitioner or registered nurse currently enrolled in a nurse practitioner program.
- e) Advocate Member eligibility criteria include anyone who is not a NP wanting to support the organization. Application will go through the Membership Chair, then to the Executive Board for approval.

- f) Corporate Sponsor eligibility criteria will be based on the Corporate Sponsorship Levels as approved by the Board of Directors.

3.2 Membership Dues and Fees

Annual dues are determined by the Board of Directors and are payable on the one-year anniversary date annually.

- a) NP Member is \$100 annually.
- b) Student Member is \$50 annually.
- c) Retired Member is \$50 annually.
- d) Lifetime Member is \$1500 one time.
- e) Advocate Member is \$75 annually.
- f) Corporate Sponsor
 - 1) The Corporate Sponsorship offerings for each level will be reviewed and approved by the Board of Directors.
 - i. Bronze: \$250 annually
 - ii. Silver: \$1,000 annually
 - iii. Gold: \$2,500 annually
 - iv. Platinum: \$5,000 annually
 - v. Diamond: \$10,000 annually
 - vi. Ultimate: \$15,000 annually

3.3 Member Responsibilities

Members are expected to adhere to the association's Code of Conduct, participate in meetings, and support the association's goals.

- a) Members must uphold the FLANP Code of Conduct, which includes maintaining professionalism, ethical behavior, and respectful interactions with fellow members, healthcare professionals, and the public.
 - 1) Any violation of the Code of Conduct may result in disciplinary action, including suspension or termination of membership.
- b) Members are encouraged to actively participate in FLANP meetings, educational programs, advocacy initiatives, and networking events.

3.4 Termination and Reinstatement of Membership

Membership may be terminated for non-payment of dues or violation of policies. Those terminated based on a violation of policy will not receive a refund of membership dues. Reinstatement due to policy violations outside of non-payment of dues requires approval from the Board of Directors.

- a) Membership may be terminated for the following reasons:
 - 1) Non-Payment of Dues
 - i. Membership will be suspended immediately if dues are not paid on the renewal date.

- ii. Attempts to get the member to renew will be made over the 4 weeks after expiration through email, phone and mail.
 - iii. If payment is not received within 4 weeks, the member will be moved to the Non-Member category and have no member access.
 - 2) Violation of FLANP Policies or Code of Conduct
 - i. Members who violate FLANP policies, engage in unprofessional conduct, or commit ethical breaches may face disciplinary actions, including membership termination.
 - ii. The Board of Directors will review violations and make final decisions on membership status.
 - 3) Criminal or Professional Misconduct
 - i. Membership may be revoked if a member is found guilty of fraud, misconduct, malpractice, or criminal activity that negatively impacts the reputation of FLANP or the nurse practitioner profession.
- b) Membership Reinstatement
- 1) Reinstatement after Non-Payment of Dues
 - i. Members whose membership was terminated due to non-payment of dues may complete payment at any time for immediate reinstatement.
 - 2) Reinstatement after Policy or Code of Conduct Violation
 - i. Members terminated for policy or code of conduct violations must submit a formal appeal to the Board of Directors requesting reinstatement within 30 days.
 - ii. The appeal must include:
 - 1. A statement addressing the reason for termination
 - 2. Steps taken to correct the issue
 - 3. Any supporting documentation, if applicable
 - iii. The Board of Directors will review the appeal and determine whether reinstatement is appropriate within 60 days.
 - iv. If reinstated, the member may be placed on probationary status for up to one year, during which any further violations may result in permanent membership revocation.
- c) Reinstatement after Criminal or Professional Misconduct
- 1) If membership was terminated due to criminal activity, malpractice, or misconduct, reinstatement will be considered only if:
 - i. The individual has resolved all legal and professional disciplinary actions.
 - ii. The Board of Directors determines that reinstatement aligns with the ethical and professional standards of FLANP.

- iii. In cases of serious misconduct, reinstatement may be permanently denied.

4. Meetings and Events

4.1 General Membership Meeting

The General Membership Meeting is held quarterly to review the association's progress, financial status, review progress from the previous quarter and goals for the upcoming quarter, and welcome new board members. These meetings are held via online platform (ex. Zoom).

4.2 Continuing Education Events

Regular workshops and seminars provide opportunities for professional development whether in person or online.

4.3 Annual Symposium/Conference

The Annual Symposium/Conference is held annually to foster collaboration between the Board of Directors, members, and other NPs.

4.4 Networking and Community Engagements

The association organizes networking events to foster collaboration among members and outreach programs to engage with the community.

4.5 Meeting Attendance Policies

Attendance at meetings, including the General Membership Meetings and annual symposium/conference, is expected of Board Members unless prior notice is provided to the Board President.

5. Financial Policies

The Florida Association of Nurse Practitioners (FLANP) is committed to maintaining transparency, accountability, and fiscal responsibility in all financial activities. These policies outline the procedures for budgeting, expense reimbursement, fundraising, and financial reporting.

5.1 Budgeting and Financial Oversight

The Treasurer oversees budgeting, with approval required from the Board of Directors. Budgeting decisions must align with FLANP's mission, strategic goals, and fiduciary responsibilities.

a) Role of the Treasurer

- 1) The Treasurer is responsible for overseeing financial planning, budgeting, and reporting.
- 2) The Treasurer will prepare an annual budget based on projected income and expenses in conjunction with the Executive Manager, which must be submitted for review and approval by the Board of Directors.

b) Budget Approval Process

- 1) The proposed budget must be presented to the Board of Directors for approval no later than 30 days before the start of the calendar year (FLANP fiscal year is January 1 – December 31 annually).

- 2) Any budget amendments exceeding 10% of the approved annual budget require Board of Directors approval.
- c) Event Budget Approval Process
 - 1) The proposed budget for events such as the annual symposium/conference, must be presented to the Board of Directors for approval no later than 120 days prior to the event.
 - 2) Any budget amendments exceeding 10% of the approved event budget require Board of Directors approval.
- d) Quarterly financial reviews may be conducted to ensure adherence to the budget and proper allocation of funds.
- e) An independent financial audit or review may be conducted at the discretion of the Board.
- f) PCI (Payment Card Industry) Compliance
 - 1) All platforms used for processing credit card payments will meet PCI standards. Acknowledgement and certification annually are required.
 - 2) Payment information will not be kept anywhere except within the members profile of the member management system where the card information is protected and unable to be viewed by anyone.
 - 3) The member management system does automatically store member's payment information for automatic renewal billing. Members can request to be removed from automatic renewal billing at any time.
- g) Any expense in excess of \$1,000 will require a role call vote by the Board of Directors.

5.2 Expense Reimbursement

Board of Directors and Independent Contractors may submit claims for pre-approved expenses with valid receipts.

- a) Eligible Expenses
 - 1) Travel costs (e.g., mileage, airfare, lodging) related to official FLANP events or advocacy efforts.
 - i. Mileage may be reimbursed at the IRS standard mileage rate.
 - ii. Airfare and hotel accommodations should be booked at the most reasonable and cost-effective rates.
 - iii. Per diem rates for meals and incidental expenses must align with Florida state government guidelines.
 - 2) Office supplies, printing, and materials used for official association activities.
 - 3) Continuing education or professional development that directly benefits FLANP.
- b) Pre-Approval Process
 - 1) Prior requests for expense reimbursement should be submitted to the Executive Manager and/or the Secretary to ensure the items are added to the next board meeting agenda.

- 2) Expense reimbursement will be discussed during the next board meeting and must have Board approval.
- c) Reimbursement Process
 - 1) Expense reimbursement requests must be submitted to the Executive Manager.
 - 2) Requests must include itemized receipts and details of the business purpose.
- d) Unauthorized Expenses
 - 1) Personal expenses, entertainment, alcoholic beverages, and expenses without valid receipts will not be reimbursed.
 - 2) Any fraudulent reimbursement claims may result in disciplinary action and legal consequences.

5.3 Fundraising, Advertising and Sponsorship Guidelines

All fundraising, advertising and sponsorship activities must align with the association's mission.

a) Fundraising Activities

- 1) All fundraising initiatives, including donation drives, sponsorships, and grant applications, must align with FLANP's mission and be approved by the Executive Board.
- 2) Fundraising events must adhere to applicable state and federal regulations regarding charitable contributions.

b) Sponsorship/Advertising Guidelines

- 1) FLANP may accept financial sponsorships or advertising from corporations, healthcare organizations, and educational institutions that align with its mission.
- 2) Sponsors or advertisers must not influence policy positions or educational content provided by FLANP.

c) Use of Fundraising Proceeds

- 1) Funds raised through sponsorships, donations, or fundraising events or campaigns must be allocated according to the approved budget and used for designated programs.
- 2) FLANP will maintain detailed records of all fundraising income and expenditures.

d) Ethical Considerations

- 1) FLANP will not accept sponsorships or donations from organizations that engage in unethical practices, including companies involved in fraud, discrimination, or unsafe healthcare practices.

5.4 Financial Reporting

a) Monthly Financial Statements

- 1) FLANP (bookkeeper) will prepare monthly financial statements that include:
 - i. A balance sheet
 - ii. A profit & loss statement (revenues and expenses)
 - iii. A general ledger

- 2) The Board of Directors will review and approve monthly financial statements.
 - 3) The Treasurer will present a quarterly financial summary to members at the Quarterly Membership Meeting.
- b) IRS Compliance and Tax Filings
- 1) FLANP, as a nonprofit professional association designated as a 501(c)4, must comply with IRS tax reporting requirements.
 - 2) The association will file IRS Form 990 annually to maintain tax-exempt status and financial transparency.
- c) Solicitation of Contributions License
- 1) The organization is committed to ensuring that all solicitation activities are conducted in a manner free from conflicts of interest. Board members must disclose any personal, professional, or financial interest that could influence, or appear to influence, their decision-making in matters related to fundraising, donor relationships, or the allocation of contributed funds. Any potential conflict shall be reviewed and addressed in accordance with the organization's Conflict of Interest Policy, and no transaction shall proceed without full disclosure and approval by the Board of Directors.
 - 2) All board members are required to annually affirm their compliance with this policy and applicable state regulations governing charitable solicitations.
- d) Financial Record Retention
- 1) Financial records, including budgets, bank statements, tax filings, and receipts, must be retained for a minimum of seven (7) years.
- e) Transparency and Member Access
- 1) FLANP members may request access to financial reports by submitting a written request to the Treasurer.

6. Professional Standards

The Florida Association of Nurse Practitioners (FLANP) is committed to upholding the highest professional standards for its members. These policies establish expectations for conduct, ethics, and ongoing professional development.

6.1 Code of Conduct

Members are expected to maintain professionalism, respect, and integrity in all interactions.

- a) Professionalism and Integrity
 - 1) Members must conduct themselves with professionalism, honesty, and integrity in all FLANP-related activities.
 - 2) Members must uphold the reputation of the association and the nurse practitioner (NP) profession by demonstrating ethical behavior and high standards of care.
- b) Respectful Interactions

- 1) Members are expected to engage in respectful, collegial, and inclusive interactions with colleagues, patients, and the public.
 - 2) Discrimination, harassment, bullying, or any form of disrespectful conduct will not be tolerated and may result in disciplinary action.
- c) Compliance with Laws and Regulations
- 1) Members must comply with all local, state, and federal laws governing nurse practitioners, as well as FLANP policies and guidelines.
 - 2) Any violation of legal or ethical standards that affects a member's ability to practice may lead to disciplinary review by the association.
- d) Conflict of Interest
- 1) Members must disclose any potential conflicts of interest, including financial interests, professional relationships, or affiliations that could influence their FLANP activities.
 - 2) Members must not use their position within FLANP for personal or financial gain.
 - 3) Reporting Conflicts of Interest
 - i. Reports of any actual or potential conflicts of interest will be reported to the Board President formally in writing, or if during a board meeting requiring a vote, verbally.
 - ii. The Board President will review the disclosure to determine whether a conflict exists and whether it is actual, potential, or perceived.
 - iii. The individual with a potential conflict must abstain from any discussion, decision-making, or vote related to the matter in question.
 - iv. If needed, the Board may seek advice from legal counsel or an independent third party to assess the impact and legality of the transaction or decision.
 - v. The Board of Directors will decide whether the transaction or relationship is permissible, requires modification, or must be avoided entirely to protect the organization's integrity.
 1. If the transaction proceeds, safeguards (e.g., competitive bids, independent valuations, dual sign-off) will be put in place to ensure fairness and transparency.
 2. Any approved relationship or transaction will be periodically reviewed to ensure it remains compliant and does not create new conflicts.

6.2 Ethical Guidelines

The association follows a strict code of ethics based on best practices in healthcare.

- a) Commitment to Patient Care
- 1) Members must prioritize patient health, safety, and well-being in accordance with professional nursing and medical ethics.

- 2) Members must provide unbiased, evidence-based care and advocate for their patients' best interests.
- b) Confidentiality and Data Protection
 - 1) Members must maintain patient confidentiality and adhere to HIPAA regulations regarding the privacy of personal health information.
 - 2) Information shared within FLANP committees, forums, or working groups must be treated as confidential unless otherwise specified.
 - c) Professional Boundaries
 - 1) Members must maintain appropriate professional boundaries with patients, colleagues, and the public.
 - 2) Personal relationships that compromise professional judgment or create ethical concerns must be avoided.
 - d) Ethical Research and Education
 - 1) Members engaged in research, education, or publishing must ensure accuracy, transparency, and adherence to ethical research standards.
 - 2) Plagiarism, falsification of data, or misrepresentation of information is strictly prohibited.
 - e) Reporting Ethical Violations
 - 1) Members who witness unethical or illegal behavior should report concerns to the FLANP Board of Directors or appropriate regulatory authorities.
 - 2) Retaliation against members who report ethical violations in good faith is prohibited.

7. Advocacy and Public Relations

7.1 Advocacy Initiatives

The association advocates for policies that advance the role of nurse practitioners.

- a) Advocacy Mission
 - 1) FLANP advocates for legislative, regulatory, and public policy initiatives that:
 - i. Advance the role and autonomy of nurse practitioners in Florida.
 - ii. Improve patient access to high-quality, cost-effective healthcare.
 - iii. Support professional development, continuing education, and workforce expansion for NPs.
- b) Legislative Advocacy
 - 1) FLANP will actively monitor and engage in state and federal legislative processes affecting NPs.
 - 2) The association may support or oppose bills and policies based on their impact on the profession.

- 3) Members will be encouraged to participate in advocacy efforts, including contacting legislators, attending public hearings, and engaging in grassroots initiatives.
- c) Political Endorsements
 - 1) FLANP, as a 501(c)(4) nonprofit organization, may engage in advocacy but does not endorse political candidates.
 - 2) Individual members may engage in political activities but must not imply FLANP endorsement without official authorization.
 - d) Legislative Committee
 - 1) FLANP will maintain a Legislative Committee responsible for tracking policy developments, coordinating advocacy campaigns, and providing legislative updates to members.
 - 2) The committee may organize advocacy events, including Lobby Days and policy forums.
 - 3) Any legislative subcommittee or task force will report to the Legislative Committee Chair.
 - e) Public Awareness Campaigns
 - 1) FLANP will conduct public awareness initiatives to educate the community on the role and impact of NPs.
 - 2) Social media, public service announcements, and educational seminars will be utilized to enhance visibility.

7.2 Media Relations Policy

Only designated spokespersons may represent the association in media interactions.

- a) Official Spokespersons
 - a. Only designated individuals, such as the President, Vice President, or Communications Chair, may represent FLANP in media interactions.
 - b. Members contacted by journalists must direct inquiries to the official spokesperson.
- b) Media Statements
 - a. All official statements, such as position statements and/or endorsement letters, must be pre-approved by the Board of Directors.
 - b. Media responses should align with FLANP's mission, advocacy priorities, and professional standards.
- c) Crisis Communication
 - a. In the event of a public controversy or crisis affecting FLANP, the Executive Board will address media inquiries and manage messaging.
 - b. FLANP will issue timely and transparent updates to ensure accurate information is disseminated.
- d) Social Media Engagement

- a. Official FLANP social media accounts must maintain a professional tone and reflect the association’s policies.
- b. Members of the Board of Directors posting personal opinions on social media must clarify that they are not speaking on behalf of FLANP.
- c. FLANP reserves the right to remove inappropriate content from its social media platforms.
- e) Press Releases and Publications
 - a. All press releases must be reviewed and approved by the Communications Committee before distribution.
 - b. FLANP publications, including newsletters and reports, must adhere to branding guidelines and professional standards.
- f) Requests for Media Communications
 - a. Send requests to the Communications Chair.

7.3 Collaboration with External Organizations

Partnerships with healthcare and educational institutions are encouraged to support the association’s goals.

- a) Partnership Guidelines
 - 1) FLANP encourages partnerships with healthcare organizations, educational institutions, and advocacy groups that align with its mission.
 - 2) All partnerships must be reviewed and approved by the Executive Board to ensure alignment with FLANP’s goals.
- b) Joint Advocacy Efforts
 - 1) FLANP may collaborate with other professional associations to support joint legislative initiatives or public health campaigns.
 - 2) Coalition-building efforts will be coordinated through an identified board member or a committee once approved by the Board of Directors.
- c) Educational Collaborations
 - 1) FLANP will seek partnerships with universities, colleges, and continuing education providers to support NP education and training.
 - 2) Collaborative events, including conferences, webinars, and mentorship programs, may be organized with academic institutions.
- d) Sponsorship and Endorsements
 - 1) FLANP may accept sponsorships from healthcare and industry partners for conferences, scholarships, and events, provided they align with the association’s values.
 - 2) The association does not endorse specific products, services, or organizations without Board approval.
- e) Memorandums of Understanding (MOUs)

- 1) Formal agreements (MOUs) may be established for long-term collaborations with external organizations. MOUs will be reviewed and approved by the Board of Directors.
- 2) MOUs must outline mutual goals, responsibilities, and terms of engagement.

8. Operational Policies

8.1 Communication and Correspondence

Official communications must adhere to branding and professional standards.

The Florida Association of Nurse Practitioners (FLANP) is committed to maintaining professional, ethical, and efficient operations to support its mission. These policies ensure clarity in communication, data security, and the responsible use of association resources.

a) Official Communications

- 1) All official FLANP communications, including emails, newsletters, announcements, and social media posts, must adhere to branding and professional standards.
- 2) Communications must accurately reflect the mission, values, and policies of FLANP.
- 3) Only authorized representatives, including board members and designated staff, may issue official communications on behalf of FLANP.

b) Branding Standards

- 1) FLANP logos, colors, and other branding elements must be used consistently in all official correspondence.
- 2) No member or external entity may use the FLANP name, logo, or materials for personal, political, or commercial purposes without written approval from the Board of Directors.

c) Internal Communication

- 1) Internal communications among members, committees, and leadership must be conducted in a professional and respectful manner.
- 2) The primary communication platforms for FLANP include official email accounts, association newsletters, secure member portals, and the FLANP app.
- 3) Primary communication for the board is text messaging and email.

8.2 Data Privacy and Record Keeping

Member data is stored securely, and access is limited to authorized personnel.

a) Member Data Security

- 1) FLANP is committed to protecting the privacy of its members and stakeholders.
- 2) Member data, including contact information, payment records, and professional credentials, will be stored securely and accessed only by authorized personnel.
- 3) FLANP will comply with all applicable data privacy laws, including the Florida Information Protection Act (FIPA) and relevant federal regulations.

b) Data Access and Confidentiality

- 1) Only authorized individuals, including designated board members, independent contractors, and IT personnel, will access sensitive member information.
 - 2) Members may request access to their personal data and update their information as necessary.
 - 3) Unauthorized disclosure of member information is strictly prohibited and may result in disciplinary action.
- c) Record Retention Policy
- 1) Financial Records: Retained for a minimum of seven (7) years in compliance with IRS guidelines.
 - 2) Meeting Minutes & Governance Documents: Maintained indefinitely as part of FLANP's historical records.
 - 3) Member Information: Retained as long as the member remains active, with secure disposal procedures for outdated records.
 - 4) Electronic Communications: Emails and official correspondence will be archived for at least three (3) years.
- d) Data Breach Protocol
- 1) In the event of a data breach, FLANP will notify affected members promptly and take immediate steps to secure the compromised data.
 - 2) An internal investigation will be conducted, and corrective actions will be implemented to prevent future breaches.

8.3 Use of Association Resources

Resources such as meeting spaces and equipment must be used responsibly and for association purposes only.

- a) General Use Guidelines
- 1) FLANP resources, including meeting spaces, office equipment, and digital platforms, must be used responsibly and exclusively for association-related activities.
 - 2) Personal use of FLANP resources is not permitted without prior approval.
- b) Meeting Spaces
- 1) Currently FLANP does not have meeting space. If this is to change in the future, policies will be updated to address use, reservations, and guidelines.
- c) Office Equipment & Digital Platforms
- 1) FLANP-provided equipment, such as computers, printers, projectors, and AV equipment, may only be used for official business.
 - 2) Association email accounts and digital platforms must be used in accordance with FLANP's communication and privacy policies.
 - 3) Members must not share login credentials or grant unauthorized access to FLANP digital platforms.
- d) Consequences of Misuse

- 1) Any member found misusing FLANP resources may face disciplinary action, including suspension or revocation of privileges.
- 2) In cases of serious misconduct, legal action may be pursued.

9. Conflict Resolution

Members may file grievances in writing, which will be reviewed by the Executive Board. If a defendant or claimant is a member of the Executive Board, they will recuse themselves from the discussion.

The Florida Association of Nurse Practitioners (FLANP) is committed to fostering a professional, respectful, and collaborative environment. All members are expected to adhere to ethical and professional standards in their interactions. When conflicts arise, FLANP provides structured mechanisms to resolve disputes fairly and impartially.

9.1 Grievance Procedures

- a) Members may file a formal grievance in writing, detailing the nature of the complaint, involved parties, and any relevant supporting documentation.
- b) Grievances should be submitted to the Executive Board within 30 days of the incident.
- c) Review Process
 - 1) The Executive Board will acknowledge receipt of the grievance within seven (7) business days.
 - 2) A preliminary review will be conducted to determine if the grievance falls within the scope of FLANP policies.
 - 3) If the grievance is deemed valid, a formal investigation will be initiated.
- d) Resolution Timeline
 - 1) The Executive Board will complete its review within 60 days, with an option for a 30-day extension if additional information is required.
 - 2) The parties involved will receive a written decision outlining the findings and recommended resolution.

9.2 Mediation and Arbitration

Disputes will first be mediated internally, with arbitration as a last resort.

- a) Mediation Process
 - 1) If a grievance remains unresolved, the parties will be encouraged to participate in internal mediation. All costs associated with mediation will be the responsibility of the claimant and/or defendant.
 - 2) A neutral third-party mediator agreed upon by both parties will facilitate discussions to reach a mutually acceptable resolution.
- b) Arbitration Process
 - 1) If mediation is unsuccessful, disputes may be escalated to arbitration as a last resort.

- 2) Arbitration will be conducted by an independent arbitrator agreed upon by both parties.
- 3) The arbitrator's decision will be binding, and all parties must comply with the final ruling.
- 4) Arbitration costs will be shared equally by the claimant and/or defendant unless otherwise determined by the arbitrator.

9.3 Disciplinary Actions

Disciplinary actions, including suspension or expulsion, may be taken for violations of policies.

a) Grounds for Disciplinary Action

A member may be subject to disciplinary action if they:

- 1) Violate FLANP policies, bylaws, or ethical standards.
- 2) Engage in conduct detrimental to the association or its members.
- 3) Fail to comply with conflict resolution processes.

b) Disciplinary Process

- 1) The Executive Board will conduct a thorough investigation before recommending disciplinary action.
- 2) The accused member will receive written notice of the alleged violation and an opportunity to respond.
- 3) The Executive Board will review all evidence and determine the appropriate action within 90 days.

c) Types of Disciplinary Actions

- 1) Warning: A formal written notice outlining the issue and corrective measures.
- 2) Probation: A specified period where the member must demonstrate compliance.
- 3) Suspension: Temporary loss of membership privileges for serious violations.
- 4) Expulsion: Permanent removal from FLANP for egregious or repeated offenses.

d) Appeals Process

- 1) Members subject to disciplinary action may submit a written appeal within 15 days.
- 2) The Executive Board will review the appeal and issue a final decision within 60 days.

10. Policy Review and Amendments

FLANP is committed to maintaining up-to-date policies that align with its mission, vision, and governance requirements. The following policies outline the review cycle, amendment process, and approval requirements for FLANP's policies and procedures.

10.1 Review Cycle and Procedures

Policies are reviewed biennially by the Board of Directors.

a) Annual Review Process

- 1) All FLANP policies will be reviewed biennially (every two years) by the Board of Directors to ensure they remain current, relevant, and compliant with applicable laws and best practices.
 - 2) The Executive Board will conduct the initial assessment and propose necessary revisions to the current Board of Directors two weeks prior to voting.
 - 3) The Executive Board may seek member feedback and consult legal or industry experts as needed before finalizing recommendations.
- b) Special Policy Review
- 1) In cases of urgent legal, regulatory, or procedural changes, the Board of Directors may conduct a special policy review outside the regular biennial cycle.
 - 2) Any member of FLANP may submit a written request for policy review, which must be evaluated by the Executive Board before being considered by the Board of Directors.
- c) Documentation and Record Keeping
- 1) All policy reviews, proposed amendments, and decisions will be documented in meeting minutes and stored in FLANP's official records.
 - 2) The most current version of all approved policies will be maintained on the FLANP website and available upon request to members.

10.2 Approval of Changes

Any changes to the policies shall require a quorum vote of the Board of Directors. The Board of Directors shall notify the membership of the changes by email within 30 days of the change. Amendments to the policies may be made by a quorum vote of the Executive Board present at a duly called meeting. Notice of any proposed amendment shall be given to the Executive Board at least 30 days in advance. Proxy votes are considered by the president or vice president in the event a decision is required to be rendered. Updated policies will be added to the website and reported at the following Quarterly Membership Meeting.