Sigma Tools to Work Smarter, Not Harder

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Chapter Management System

- Log in using email address and member ID number
- Consult Request Form
- STTIconnect Newsletter editor
- Announcements
- Maintain Officer and Committee Chair Report (Secretary)
- Submit Chapter Annual Report and Bylaws
- Roster Report Tool
- Link to the Online Induction System
- Important Links
- Print-on-Demand
Bylaws

- House of Delegates *(October-November of odd-numbered years)*
  - Discussion and voting on proposed amendments to the International Bylaws

- Sigma Board of Directors *(February of even-numbered years)*
  - Ratifies bylaws amended by the House of Delegates, approves two adaptations for chapters and developing honor societies

- Chapter *(submission due 1st week of August of even-numbered years)*
  - New bylaws template adopted and submitted by the chapter via the Chapter Management System
Chapter Annual Report

- Available each May, due first Wednesday in August
- Submitted via the Chapter Management System (Word Document with questions available in the All Chapter Officers Workgroup on The Circle)
- New chapters required to submit after they have been a chapter for one full year (but recommend submitting the next available report for practice!)
- First **required** chapter annual report due **First Wednesday in August 2019**
Updating the Officer and Committee Chair Report

- All required positions should be filled
- Use the pencil icon to change term start or end dates
- Do not use the “x” (delete) button
- In red: member expired (or a non-member “Chapter Administrative Assistant”)
- If you lose access, term dates may have expired
- Update this ASAP
http://thecircle.sigmanursing.org

Click on “Groups” and then “My Groups”