A Six-Phased Approach: Starting an STTI Chapter

Jenny Paugh, Chapter Development Advisor
What Is An STTI Chapter?

• A chapter is an organized group of nurse students and leaders who meet STTI’s eligibility standards
  – one school
  – many schools

• Prior to becoming a chapter, the group is called either:
  – honor society
  – at-large honor society

NOTE: Although STTI provides support and resources to the developing honor society, the honor society is not legally affiliated with STTI until after the chapter charter application has been approved AND the official chartering ceremony has taken place.
Options for Chapter Structure

1. Start a New Chapter
   One School of Nursing

2. Start a New At-Large Chapter
   Two or more Schools of Nursing

3. Join an existing chapter to become At-Large
Why Form an STTI Chapter?

• Student engagement opportunities

• Ongoing professional learning

• Recognition of student and nurse leader excellence

• School visibility through society publications and within academic community
Why Form an STTI Chapter?

Most Cited Reason:
Networking with a global community of nurses
Where Can A Chapter Be Formed?

At institutions of higher education that:

• Offer baccalaureate/equivalent or higher nursing degree

• Are accredited by appropriate agency

• Support having an STTI chapter on their campus
Where Have Chapters Been Formed?

• Over 480 chapters
• On more than 655 college & university campuses
• In 24 countries
Who Can Form An STTI Chapter?

A group of nursing students or professional nurses who qualify for membership in STTI

- Can be non-members while forming and operating as a developing honor society
- Need university’s permission
How To Form A New Chapter

Complete the tasks outlined within the six phases of development to learn, grow, apply and transition into a successful and sustainable chapter.

1. Inquiry
2. Formation of nursing honor society
3. Operation as nursing honor society
4. Application submission and review
5. Chapter Designate
6. New chapter
Start a Chapter Webpages

www.nursingsociety.org

Chapter Information

Start A Chapter

Starting an STTI Chapter

STTI currently has more than 480 chapters around the world. For a complete listing, visit our chapter directory.

The minimum requirements for a school to start an STTI chapter include:

- Institution of higher education grants a minimum of a baccalaureate degree or equivalent in nursing
- School's nursing programs are accredited by an appropriate accrediting body recognized by the STTI Governance Committee
- Obtained support from the institute of higher education and the educational unit with the nursing program for an STTI chapter

Phases of Honor Society and Chapter Development

Chapter establishment is a six-phase process. To establish a new chapter, groups must first form a local honor society at their institution of higher education. This developing honor society shall complete the tasks outlined within each phase of development to learn, grow, apply and transition into a successful and sustainable chapter.

Phases of Development to Start a New Chapter

1. Inquiry
2. Formation of an honor society
3. Operation as an honor society
4. Application Submission & Review
5. Chapter Designate
6. New Chapter

Process of Adding a School of Nursing to an Existing Chapter

Charter Amendment

Additional Resources

Newsletter for Developing Chapters
Phase 1: Inquiry

• Review minimum requirements to start a chapter
• Request information and resources from STTI
• Consult with staff (Ask questions!)
• Pre-qualify to proceed by submitting Pre-Application Form
• Share chapter development information with appropriate colleagues and university officials
Phase 2: Formation of an Honor Society

Steering Committee

• Choose chapter structure
• Get approval to start chapter from school administration and school of nursing
• Appoint board of directors
Phase 2: Formation of an Honor Society

Board of Directors

• Establish honor society name (not a Greek name)
• Adopt STTI bylaws--honor society bylaws template
• Plan initial budget and fees
• Determine membership eligibility policy per bylaws requirements
• Promote honor society to prospective members
Phase 3: Operation as Honor Society

• Plan and host an induction ceremony annually
• Plan and host at least 2 programs per year
• Plan and host at least 1 business meeting each year
• Conduct regular board meetings
• Communicate with members
• Maintain & update records
• Collect renewal fees from honor society members annually
Phase 4: Application Submission & Review

• At least 1 year from date of first induction
• 50 active members
• 12 months’ worth of money covering operating expenses
• 2+ activities that fulfill purposes of STTI each year
• At least 1 business meeting each year
• At least 1 induction each year

Applications due 15 February & 15 June each year
After Submitting the Charter Application

Review Process

<table>
<thead>
<tr>
<th>Preliminary staff review</th>
<th>New Charter Application</th>
<th>Charter Amendment Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary staff review</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>2 reviewers from the Charter Review Task Force</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Charter Review Task Force group discussion &amp; vote</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>STTI Governance Committee discussion &amp; vote</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>STTI Board of Directors discussion &amp; vote</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>STTI House of Delegates discussion &amp; vote</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>
Phase 5: Chapter Designate

- Application has been approved
- Official paperwork is completed
- Chapter name is assigned
- Transitional trainings are held for chapter leaders
- Plans are finalized for official chartering ceremony
- Chartering officer assigned to preside over ceremony
- Official chartering ceremony occurs
Phase 6: New Chapter!!

- Support from STTI headquarters staff
- Transition from honor society to chapter
Amending a Chapter Charter to Include More Schools
Charter Amendments

- Joining schools must meet STTI requirements
- Voluntary to add schools to an existing chapter
Charter Amendment Process

Phase 2: Join An Existing Chapter

• Meetings with chapter and school leaders take place to decide:
  – Benefits for both groups
  – How integrate new school for equal partnership
  – Timeline
  – Leadership, Elections, Programs, Inductions, Finances, Communications, etc.

• Existing chapter members must approve amendment
• Document collaboration for 6-12 months before applying
Resources

• STTI Staff
  – Inside United States/Canada
    Jenny Paugh, jenny@stti.iupui.edu
    Telephone: 1.888.634.7575 (US/Canada)
  – Outside United States/Canada
    Rebecca Shafer, rebeccas@stti.iupui.edu
    Telephone: +1.317.634.8171 (International)

• STTI Website
  www.nursingsociety.org/chapters --> Start a Chapter
Questions?
Thank you for attending!