Creating Sustainability with Policies & Procedures

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Leadership Forum

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Objectives

• Understand how bylaws, policies, and procedures work together

• Discover the importance of a Policies and Procedures Manual for consistent chapter practices
What is a ...

• Policy
  – A clear statement interpreting a chapter bylaw and how that bylaw will be upheld, or a clear statement regarding the governance of the chapter.

• Procedure
  – Consists of a detailed description of the process(es) used to support the policy
Identifying the need

• Duplication?
  – Bylaws (International and Chapter)
  – STTI Guidelines

• Will it conflict with bylaws or legal requirements?

• Reoccurrence of situation?
Formation and Adoption

• Writing/verifying policies
  – Chapter Governance Committee

• Approving policies
  – Chapter Board of Directors
Common Chapter Policies

• Communication

• Financial

• Operations

• Committees

• Bylaws
Anatomy of a Policy

Chapter Name: 
Location: 

**Title of policy:** Leadership Succession Committee (LSC) member eligibility for seeking elected office

**Issue being addressed/purpose:** In the event that a LSC member expresses interest in seeking an alternate elected position.

**Policy:** The LSC member expressing interest in an alternate elected position within the chapter will resign her/his position on the LSC prior to nominations. The LSC member will not participate in preparing the election ballot or take part in ballot count.

**Policy review:** This policy will be reviewed on an annual basis or as needed based upon Sigma Theta Tau International bylaws changes.

**Approval date and by whom statement:** 31 January 2012; Chapter Board of Directors
Procedure or no procedure?

• Determine need
• Assign task
• Add to Operations Manual
Anatomy of a Procedure

Procedure for Chapter Elections

**Chapter:** Epsilon Kappa  
**Committee responsible for activity:** Leadership Succession (LSC)  
**Timeline for procedure:** 6 months prior to election  
**Last reviewed:** 06.16.2011

**Summary of Procedure:**  
In order to carry out annual elections as outline in the Chapter Bylaws this procedure has been developed.

1. **CALL FOR NOMINATIONS**  
   a. **Email**  
      i. Acquire a membership roster of all members of Epsilon Kappa
Creating a Manual

- **Content**
- **Type**
- **Responsibility**

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Manual Maintenance

• Number of copies
• Review schedule
• Pass it along
Scenarios
Scenario 1

It is February 2013 and the chapter is preparing to recruit a delegate for biennial convention. As the chapter approaches potential delegates, a question arises that the chapter board has no answer for:

• How much funding do you provide for my travel, hotel and food?
What is needed?

• Identify need
  – Policy or procedure, both or none
• Responsible party
• Timeline
• Implementation
• Review
Title: Biennial Convention - Chapter funding

• Issue: Chapter-supported funding to biennial convention for delegates

• Policy: Per STTI bylaws, each chapter is obligated to send at least one delegate to each biennial house of delegates. The chapter will provide the following monetary support for each delegate:
  • Delegates not attending in another capacity (speaker, STTI board member, etc.) reimbursed the entire registration cost and 50% of cost for travel, hotel and food.
  • Delegates attending in another capacity (speaker, STTI board member, etc.) reimbursed 50% of the registration cost and 50% of cost for travel, hotel and food.
  • NOTE: Delegate must attend the entire House of Delegates to be reimbursed

• Policy review: This policy will be reviewed annually or as needed.

• Approval date/approving party: 01 July 2013; Chapter board of directors

• References: Chapter reimbursement policy and procedure
Scenario 2

The chapter treasurer has been reimbursing individuals for expenses without board approval and any real documentation about the expense. The treasurer reported that the checking account has decreased significantly over the last three months.
What is needed?

• Identify need
  – Policy or procedure, both or none
• Responsible party
• Timeline
• Implementation
• Review
Chapter: XY Chapter

Responsible officer/committee: Treasurer

Timeline: 3 months from expense

Last Reviewed: 1 January 2012

Summary: Provide chapter leaders/members a detailed explanation of the reimbursement procedure

Step 1: Individual who spent personal funds on chapter-related activities may submit an expense voucher for reimbursement.

- Voucher must be submitted within 3 months of expense

Step 2: The expense voucher must be submitted with original receipts, mileage maps or other original documents to prove expense.
Exercise

• Break into groups of 5 or 6 people.
• We will provide scenarios for you to discuss.
• Go through the same thought processes covered in the presentation and decide what your chapter board should do here.
Resources

• All Chapter Officers discussion forum, accessible from your profile at http://thecircle.nursingsociety.org

• STTI’s website - www.nursingsociety.org

• STTI Headquarters
  – 888.634.7575 (US/Canada)
  – +1.317.634.8171 (International)
  – chapserv@stti.org
Questions?