Back to Basics: Understanding Chapter Expectations and Responsibilities

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Faculty Disclosure

- Faculty Name: Jessica Wendorf, BS, CAE, CNP
- Conflicts of Interest: None
- Employer: Sigma Theta Tau International
- Sponsorship/Commercial Support: None

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- Conflicts of Interest: None
- Employer: Sigma Theta Tau International
- Sponsorship/Commercial Support: None
This session is not eligible for continuing nursing education credits
Objectives

• Learn about and understand STTI’s expectations of chapters

• Learn the responsibilities as stated in the chapter bylaws

• Discover how to exceed minimum requirements to be a successful chapter
Healthy vs. Thriving

“Healthy” chapter =
Maintains bylaws compliance

For example: Conducting 2 programs and 1 induction annually

Thriving chapter =
Maintains bylaws compliance & exceeds expectations

For example: Continually conducting relevant programs and inducting members throughout the year
What are bylaws?

• A Bylaw is “A rule or law established by an organization or community to regulate itself”

• Governing document for STTI & chapters

• Updated every biennium
  1. International bylaws
  2. Chapter bylaws
  3. Honor Society bylaws (developing groups who want to start a chapter)
International Bylaws

• Voted on by chapter delegates during Biennial Convention

• Ratified by the international board of directors at their next meeting
International Bylaws

• Honorary membership
  ➢ Person not eligible for regular membership but has gained recognition in nursing

• Definition and organization of a chapter
  ➢ Granted a charter
  ➢ At-large chapter

• Definition of a region
  ➢ Regional coordinator
Chapter Bylaws

Posted in the All Chapter Officers workgroup in The Circle
http://thecircle.nursingsociety.org

2013-2015 Bylaws

Posted By: Michelle Lilly February 06, 2014 11:22 am
Posted In: All Chapter Officers

Attachment(s)

1. 2013-2015 Chapter Bylaws - guidelines with links.pdf (111K)
download

2. 2013-2015 Chapter Bylaws Template.doc (79K)
download
Changes to Chapter Bylaws

Download the “Guidelines with links” document
http://thecircle.nursingsociety.org
Changes to Chapter Bylaws

• Chapters change only highlighted sections

• All changes require approval with membership vote

• Submit to STTI in August following convention

ARTICLE VIII. OFFICERS
Section 1. Titles
a. The officers of this chapter shall be: president, president-elect (optional), vice president (at-Large chapters may have one vice president representing each school), secretary, treasurer, and counselor (at-Large chapters shall have one or more counselors from each school).
Changes to Chapter Bylaws

• “What Changes can be Made” document demonstrates what changes can be made to each article of the chapter bylaws

• Also in the All Chapter Officers workgroup
Chapter Bylaws
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Article V. Chapter Organization and Responsibilities

Section 3. Chapter Responsibilities

a. Support the purposes of this Society.
b. Observe the provisions of these bylaws and comply with the Society's policies and regulations.
c. Participate in the biennial convention House of Delegates and other business brought forth before the House of Delegates during the term.
d. Select and induct eligible members a minimum of one time annually.
e. Meet all financial obligations.
f. File required reports according to established guidelines.
g. Assure that the chapter fulfills the requirements of the Society.
Above and Beyond:
Induct Candidates Year-Round

• **Virtual inductions**
  - Not a physical ceremony
  - Pick a date 6-8 weeks in the future, upload candidates and information the same way in the Online Induction System. You do NOT notify STTI headquarters
  - Recognize inductees at next ceremony, chapter event, or in chapter communications

• **Allows you to:**
  - Induct Nurse Leaders year-round
  - Induct students that are graduating early
  - Save money and resources while inducting MORE members!
Article VI. Meetings

Section 1. Regular Meetings
This chapter shall have at least one business meeting and will sponsor at least two events or programs that support the purposes and goals of the Society each year. The annual business meeting, where officers and committees present written annual reports to the membership, may be held in conjunction with an event or program.
Above and Beyond: Exceeding 2 Events / Programs

• Find out what members want through a member survey
  ➢ Ask questions like:
    • What events would you like to see?
    • Would you be willing to assist? (program planning, communication, speaking, etc.)

• Recruit additional volunteers
  ➢ Ask new members
  ➢ Pull a VlProfile report
Above and Beyond: Chapter Event / Program Ideas

- Chapter anniversary party
- Membership Appreciation Night
- Holiday or Nightingale Tea
- New Member Orientation
- Brown Bag Series
- Student Study Session
Share your successes!
Article VIII. Officers

Section 1. Titles
a. The officers of this chapter shall be: president, president-elect (optional), vice president (at-Large chapters may have one vice president representing each school), secretary, treasurer, and counselor (at-Large chapters shall have one or more counselors from each school).

b. The president, with the approval of the Board of Directors, when appropriate, shall appoint such other persons as may be necessary to conduct the business of the chapter.
Above and Beyond: Elect Positions

• President-Elect
  ➢ Shadow president
  ➢ Succeed into president role at the end of term
  ➢ Assigned specific tasks:
    • Gathering answers for the Chapter Key Award or Chapter Annual Report
    • Connect with members through the chapter website
    • Update strategic plan
Above and Beyond: Additional Leaders

• Membership Ambassador
  ➢ Strengthen chapter’s connection with new inductees and first-year members

• Publicity Chair
  ➢ Maintain chapter's visibility within institution and community
  ➢ Publicizing events, deadlines and news to members

• Webmaster
  ➢ Maintain chapter website
Article X. Committees

Section 1. Standing Committees

a. The standing committees shall be: Governance Committee and Leadership Succession Committee, and others if desired.

b. The term of office shall be two years. A member may be reappointed or elected for a second consecutive term, except for members of the Leadership Succession Committee who may serve a maximum of two (2) years and are elected according to Article IX. Elections Section 4.

c. Each standing committee shall present a report to the business meetings of the Board of Directors and an annual report to the membership at the annual business meeting.

d. Each committee prepares, reviews and makes recommendations regarding policies corresponding to its area of responsibility for Board of Directors approval.
Above and Beyond: Additional Committees

• Leadership Interns
  ➢ Mentored by the Leadership Succession Committee, to be developed in to leadership roles

• Communications Committee
  ➢ To include publicity chair, newsletter editor, webmaster
  ➢ Work with secretary to develop/update and fulfill a communication plan
Share your successes!
Above and Beyond: Policy & Procedure Manual

- High-level details that will not be added to bylaws
- Maintains history of standard operating procedures
- Includes timeline for managing activities and responsibilities of leaders
- Review and revise annually
Share your successes!
All Chapter Officers Workgroup Tour

http://thecircle.nursingsociety.org
Sign In

Email: katherine@stti.org
Password: 1234567

Sign In

Forgot Password?
Event Attendees

Network with other STTI event attendees and post resources, before and after the event!

Start networking! ्

Announcements

Need help getting started?
Visit our “Getting Started” page for tips and a video tutorial
Get started!

Receive one-on-one career advice
Now STTI members can ask career-related questions and get responses from STTI volunteer Career Advisors at Career Central!
See what’s going on at Career Central!
Katherine Rogers

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My Bio

Katherine is a 2009 graduate of Franklin College where she was a 4-year volleyball player and earned her degrees in English and Spanish. After graduation she served a year in AmeriCorps doing nonprofit management in Indiana. She then went on to earn her Montessori Early Childhood teaching credentials. She taught preschool for 4 years before joining STTI as the Chapter and Regional Operations Specialist.

As the Chapter and Regional Operations Specialist, Katherine is in charge of the Chapter Annual Reports, Bylaws submissions, and the Electronic House of Delegates.
Don’t see this link? Ask a current leader to add you to the Officer & Committee Chair Report in the Management System.
All Chapter Officers

The All Chapter Officers group is comprised of officers from all STTI chapters. The purpose of this group is to provide chapter leaders with opportunities to network, collaborate and share resources.

Latest Discussions

Honors Council Grant Program
By: Michelle Lilly 21 hours ago
Posted in: All Chapter Officers

Sigma Theta Tau International is a member of the Association of College Honor Societies (ACHS), a community of national and international honor societies, individually and collaboratively exhibiting excellence in scholarship, service, programs, and governance. ACHS is extending a grant opportunity - the Honors Council Grant - to chapters of...

RE: Access to webinar
By: Michelle Lilly yesterday
Posted in: All Chapter Officers

Hi Joan, I'm sorry we missed you on the today's Governance Committee webcast. There is another opportunity tomorrow (14 August) at 7 p.m., if you are able to attend: https://www2.cotoneeting.com/register/498273954 Are you trying to connect to the Web portal through your cell phone? If so, you might need to download the GoToWebinar app to...

Access to webinar
By: Joan Smith yesterday
Posted in: All Chapter Officers

Hello STTI, Thank you for the cldos, for the counselor Webinar. Though I have had difficulty accessing the Webinar I am only able to get connected via my cell phone the instructions for on-line access are not working for me. I down load the CItrix file and click the Go to Webinar I put In the Webinar ID number and I am returned to the page to...
### The last message(s) which were posted to this Discussions

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Honors Council Grant Program

by Michelle Lily in All Chapter Officers
**Folders**

- All Chapter Officers
  - Chapter Annual Report
  - Samples and Templates
  - Resources by position
  - Chapter Sustainability Pyramid
  - Chapter Anniversaries

**Folder Contents**

- 2013-2015 Bylaws
- 2014 Catalog of Chapter Products
- Global Advisory Panel on the Future of Nursing
- Hester C. Klopper’s Presidential Call to Action Brochure
- Honors Council Grant Program
- How to use the All Chapter Officers workgroup
International Leadership Opportunities Webcasts
Aug 20 - 21

Deadline to submit news for STTIconnect
Aug 25, 1:00 AM - 11:59 PM (ET)

Online Induction System Tutorials
Aug 25 - Sep 4

Membership Ambassador’s Webcast
Sep 8 - 9

Electronic House of Delegates voting
Sep 10 - Oct 10

Webmaster’s Webcast
Sep 11 - 12

Webinar: Igniting your chapter’s SPARK
Sep 16 - 18

Leadership Connection
Sep 24 - 27

Deadline to submit news for STTIconnect
Resources

Headquarters
1.888.634.7575 (U.S./Canada toll-free)
+1.317.634.8171 Direct (International)
chapserv@stti.org

How are other chapters operating?
Post questions to other chapter leaders in the All Chapter Officers Workgroup, accessible from your profile at http://thecircle.nursingsociety.org
Questions?
Upcoming Sessions

• Five Easy Ways to Create a Sense of Community
• Clear Channels: A Communications How-To
• Strategic Planning Workshop
• Board Boot Camp: How to Effectively Orient Your Board of Directors