

Title:

CHAPTER LEADER SESSION: Amending Your Charter to Add a Practice Setting

Type:

Oral

Presenter:

Jenny Hoffman

Keywords:

chapter amendment, chapter charter and practice setting

Description/Overview:

The international bylaws allow practice settings to join with institutions of higher education to create an at-Large chapter. This session will explain the process to amend your chapter's charter to allow for this expansion. *Not eligible for continuing nursing education contact hours

Abstract Text:

Session to discuss Adding a PRACTICE Setting to a Chapter

The minimum requirements for a practice setting to begin the process of joining an STTI chapter include:

- A practice setting is an entity where professional (registered) nursing is practiced.
- Practice setting must be accredited by an appropriate accrediting agency recognized by the STTI Governance Committee (such as the Joint Commission or equivalent).
- Practice setting administration and chief nursing officer officials must agree to support a STTI chapter at the university.

Contact STTI Headquarters chapter development staff to inquire about charter amendment process and requirements.

The STTI chapter and the practice setting(s) shall conduct an **organizational meeting** to assess interest and commitment of collaborating together to form a new at-large chapter. The following should be considered and discussed.

- Practice setting(s) should discuss the following with the chapter:
 - Why the practice setting(s) want to join the established chapter.
 - How the collaboration will benefit the chapter.
 - What contributions can the practice setting(s) add to the established chapter (resources, leadership, perspective, financial/in-kind donations).
 - Ways practice setting could help engage nurse leaders or potential nurse leader candidates.
- Potential barriers
 - Does the practice setting have any policies or requirements that would prevent the chapter from operating per STTI bylaws?

Timeline to Amend a Chapter's Charter (consult with staff)

- Leadership Inclusion — Representatives from the practice setting(s) will need to be included and take an active role within the prospective at-large chapter to ensure collaboration among all of the schools and practice settings involved.
- Per STTI bylaws and guidelines, at-large chapters are required to have a counselor at each school and practice setting(s).
- The practice setting(s) will be required to appoint/elect a counselor to assist with nurse leader recruitment and engagement.
- A vice president is highly recommended at each school and practice setting(s) to assist with program planning and development.
- Members from all schools and practice setting(s) should be considered or eligible for all leadership (board, committee, volunteer) positions.

Logistics and Operations:

- How physical distance between the school(s) and practice setting(s) will affect operations;
- Where, when, and how events, programs, and inductions will take place;
- How finances will be handled for each location;
- How future elections and chapter leadership will be structured to ensure equal representation and workload;
- How will members perceive the collaboration? Will they realistically attend events at the school(s) or practice setting(s)? Will leader candidates be put off at having to attend meetings/events at the various locations?
- How to best serve clinical nurse members who work 2nd shift, 3rd shift, or weekend schedules
- **Chapter Board Vote** — If all parties agree to pursue a chapter charter amendment, the board of directors of the established chapter must vote to approve this action. Be sure to document this vote in the meeting minutes, including:
 - Date the chapter board of directors voted to amend chapter
 - Number of board members present
 - Number of votes to approve charter amendment
 - Number of votes to not approve charter amendment
 - Number of voters who abstained
- Chapter leaders and practice setting representatives should talk to the following groups to **gain support** for having an at-large chapter of STTI. Letters of support for the collaboration will need to be submitted from each of the following as part of the chapter charter amendment application.

This session is not eligible for continuing nursing education contact hours.

Final Number:

A 20

Slot:

A 20: Saturday, 28 October 2017: 2:15 PM-3:00 PM

References:

STTI 2015-2017 International Bylaws, <http://www.nursingsociety.org/connect-engage/about-stti/international-bylaws>

"Charter Amendment Adding a Practice Setting" webpage, <http://www.nursingsociety.org/connect-engage/chapters/starting-an-stti-chapter/charter-amendment-process/charter-amendment-process-adding-a-practice-setting>

Learning Activity:

	LEARNING OBJECTIVES	EXPANDED CONTENT OUTLINE
	Learn the process of amending your chapter's charter	PowerPoint
	Understand the requirements to add practice settings to your chapter	PowerPoint