Title: SPECIAL SESSION: The Sigma Chapter Development Process: How to Start a Chapter

Keywords: chapter development, developing honor society and start a chapter

Description/Overview:
Do you want to start a chapter of Sigma? Learn about the requirements, process, and timeline to establish and operate a developing honor society and then later apply for chapter charter status.

Abstract Text:
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. Chapter development staff are available to guide groups through the process.

In phase 1, Inquiry, Institutions of higher education that are interested in starting a chapter shall contact STTI staff to inquire about the requirements, process, and timeline. Most groups complete phase 1 in approximately 1-3 months.

After a school of nursing receives information and pre-approval to proceed with the STTI honor society and chapter development process, the school of nursing shall form an independent, local nursing honor society. In phase 2, Formation of a Developing Honor Society, the honor society agrees to follow STTI's recommended honor society procedures and policies while forming and operating the honor society with intent to apply for official chapter status. During phase 2, groups will complete tasks such as strategic planning, program planning, communications, and budgeting to establish the foundation or groundwork of the prospective chapter. Most groups complete phase 2 in 3-6 months.

In phase 3, Operation as a Developing Honor Society, the newly formed nursing honor society shall induct members and operate according to STTI developing honor society bylaws for one year or more. One year is marked from the day of the developing honor society's first induction ceremony (which is the first task in phase 3). Developing honor societies are asked to operate for more than one year so they become familiar with STTI bylaws, guidelines, and recommended operations and so they may demonstrate sustainability to become an official chapter. Developing honor societies must operate for a minimum of 12-18 months before they are eligible to submit the chapter charter application.

Application submission marks the beginning of phase 4, Application Submission & Review. After operating as an honor society for one year or more (one year begins at the first induction ceremony) and meeting specific milestones such as acquiring more than 50 active members, conducting a renewal cycle, and building the treasury to one-year's worth of operating expenses, the honor society may be eligible to apply for chapter status. By phase 4, reviewers expect applicants to consistently meet or exceed all bylaws requirements and guidelines while also demonstrating sustainability in the areas of membership, leadership, and finances. Applications for chapter charters are accepted twice annually. Application review takes approximately 4 months. Applications are reviewed by staff, 2 reviewers of the Charter Review Task Force, the entire Charter Review Task Force, the STTI Governance Committee, and the STTI Board of Directors.

A chapter designate is an honor society that has received final approval to become a chapter and is awaiting and planning the chartering ceremony. In phase 5, the Chapter Designate phase, staff work with approved groups to begin the transition from a developing honor society to an official chapter, including preparing for and planning the official chartering ceremony.

After the STTI chartering ceremony, the chapter designate is now considered an official STTI chapter. All chartering members and future inducted members will become members of STTI and the chapter. In addition to the benefits that the chapter will provide, active members are eligible for valuable STTI resources throughout their entire nursing career. In phase 6, the New Chapter phase, staff continue to
transition the developing honor society to an official chapter and provide structured training, consultation, and support to the new chapter for a period of 2 years.

References:

http://www.nursingsociety.org/connect-engage/chapters/starting-an-stti-chapter

Content Outline:
A. Learners will understand the requirements to begin the STTI developing honor society and chapter development process.

1. The minimum requirements to start a developing honor society.
2. The tasks and training required in phases 1-6 of development.

B. Learners will understand the timeline and process for applying for STTI chapter charter status.

1. The milestones that must be met in order to submit the chapter charter application/
2. What reviewers expect to see on the application.
3. The overall timeline & specific timelines for each phase of development.

Moderator
Phalakshi Manjrekar, PhD
P. D. Hinduja National Hospital & Medical Research Centre
Nursing Services Management, Continuing Nursing Education and Nursing Research.
Director Nursing
Veer Savarkar Marg
Mahim
Mumbai
India

Professional Experience: I am an Indian Nurse, an RN RM My education is B.Sc (N), M.SC(N) Ph.D (N)
My experience includes Nursing Teaching experience for 12 years and Nursing administration experience of 30 years

Author Summary: P.D. Hinduja Hospital Mumbai, Director Nursing in charge of Nursing Services Management, Education and Research. Executive Director- Nightingale Initiative for Global Health, Canada. Presented “Resources to Empower Nurses” at the International Women’s World conference Canada. Collaborated with University of Cincinnati and Missouri (USA) and for multi factorial research.
Conferred with global nursing leaders across the Commonwealth Countries, WHO and New Delhi. Have presented multiple papers and written on Indian Nursing scenarios

Organizer
Jenny Hoffman, BS
Sigma Theta Tau International Honor Society of Nursing (Sigma)
Constituent Services Center
Manager of Chapter Development
Indianapolis IN  
USA  

**Professional Experience:** Jenny Hoffman is the Manager of Chapter Development at the Honor Society of Nursing, Sigma Theta Tau International. Jenny has a bachelor’s degree in education and more than 12 years of classroom teaching experience. She has worked for more than 10 years in honor society relations at the Honor Society of Education and the Honor Society of Nursing. Jenny works primarily with the STTI Governance Committee, Charter Review Task Force, and developing honor society groups preparing to apply for chapter status. Jenny’s background provides her with the experience, knowledge and resources to train developing groups and support chapter leaders.  

**Author Summary:** Jenny Hoffman is the Manager of Chapter Development at the Honor Society of Nursing, Sigma Theta Tau International. Jenny works primarily with the STTI Governance Committee, the Charter Review Task Force, and developing honor society groups preparing to apply for chapter status.