Title: SPECIAL SESSION: How to Amend Your Sigma Chapter to Add a College of Nursing or Practice Setting
Type: Oral

Keywords: add a school or practice setting, amend chapter and amendment

Description/Overview:
Sigma chapters can officially expand by adding an institute of higher education or practice setting. Learn the requirements, process, and timeline to officially expand your chapter.

Abstract Text:
When an existing chapter adds a school of nursing or practice setting to its existing charter, the process is called charter amendment. There is an application and review process for amending a charter. The process is somewhat faster than chartering a brand new chapter because the STTI Board of Directors gives final approval for amending a chapter’s charter. Groups wishing to pursue a chapter charter amendment shall follow the charter amendment process.

MINIMUM REQUIREMENTS TO ADD AN INSTITUTE OF HIGHER EDUCATION TO A CHAPTER

The minimum requirements for a school of nursing to begin the process of joining a STTI chapter include:

- School of nursing grants a minimum of a baccalaureate or equivalent degree in nursing
- School of nursing’s programs are accredited by an appropriate accrediting agency recognized by STTI Governance Committee
- University administration and school of nursing officials agree to support an STTI chapter at the university

MINIMUM REQUIREMENTS TO ADD A PRACTICE SETTING TO A CHAPTER

The minimum requirements for a practice setting to begin the process of joining a 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.

PROCESS:

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

The STTI chapter and the joining school(s) or practice setting(s) shall conduct an

- Why the joining group wants to join the established chapter
- How the collaboration will benefit the chapter and the joining group
- What contributions can the joining group add to the established chapter (resources, leadership, perspective, financial or in-kind donations)
• Ways the joining group could engage potential student and professional nurse candidates
• Potential barriers
• Leadership Inclusion-- Representatives from the joining groups will need to be included and take an active role within the prospective at-Large chapter to ensure collaboration among all 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.
• A vice president is highly recommended at each school or practice setting to assist with program planning and development
• How physical distance between the schools and/or practice settings 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, 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:

  o Date the chapter board of directors voted to amend chapter
  o Number of board members present
  o Number of votes to approve charter amendment
  o Number of votes to not approve charter amendment
  o Number of voters who abstained

• Chapter leaders and school or practice setting representatives should talk to the following groups to 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.
  o Each university or college already affiliated with chapter
    ▪ Administrator
    ▪ Dean or head of the school of nursing
  o Each practice setting interested in joining chapter
    ▪ Chief nursing officer or head nurse
    ▪ Hospital administrator

Continue to consult with STTI Headquarters staff

The chapter’s board of directors and representatives from the new school(s) or practice setting(s) to be added to the chapter should meet to discuss and agree upon how chapter

• There should be an equal partnership among all parties involved in the new at-large chapter.
• All groups should demonstrate an ability to work together and document efforts as evidence of this collaboration (on average this will take a minimum of six months or more).
• Documentation may include:
  o Copies of meeting minutes
  o Copies of policies and procedures
  o Statements and appendices requested on application
    - Reviewers will expect high levels of inclusion and collaboration in the areas of leadership, programming and events, inductions, communications, board planning, and finances. Supporting documentation submitted with the application should reflect this.
Draft proposed at-large chapter bylaws

- If your chapter is already an at-large chapter and it is just adding the new practice setting(s), submit a revised copy of the chapter’s current at-large bylaws (including each new school or practice setting name to be added within the heading and Article 1, as the proposed at-large bylaws).
- You may also add revisions in the allowable, sections of the chapter bylaws. (Consult Chapter Bylaws Guidelines — areas you are allowed to revise are highlighted in yellow. Additional changes must be approved by the STTI Governance Committee.)

Membership Vote — The membership must vote to add a school(s) or clinical setting(s) to the chapter’s charter and

- The vote can be electronic, by mail, or at a chapter meeting (check local laws in your area).
- Notice of the vote must be sent to all members at least 30 days prior (60-90 days’ notice is recommended).
- If the vote is conducted electronically or by mail, ⅔ of the ballots must be favorable.
- If the vote is at a chapter meeting, the opportunity to vote should be announced with the notice of the meeting. ⅔ of those present and voting must vote in favor of the charter amendment.
  - If you do not give 30 days’ notice of the vote, 100 percent of the ballots returned or completed must be favorable. (If no notice is given, unanimous approval is required.)

Chapter should send

- Hold informational meetings and orientations.
- Promote chapter collaboration with school(s) or practice setting(s) and all chapter events via flyers, newsletters, etc., at the practice setting(s).
- Ask chapter members that are employed by this practice setting to invite colleagues to next chapter event.

After above tasks are completed, please utilize the Charter Amendment Application Readiness Checklist with staff to determine readiness to submit and official application.

APPLICATION SUBMISSION AND REVIEW

Please contact staff to request an application. Submitted applications will be reviewed by staff, the Charter Review Task Force, the STTI Governance Committee, and the STTI Board of Directors. Final approval of the application is given by the STTI Board of Directors.

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<tr>
<th>Application Submission Date</th>
<th>Final Approval Date</th>
<th>Potential Chartering Date</th>
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<tr>
<td>15 June 2016</td>
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Approval and the Charter Amendment Ceremony

If approved by the Board of Directors, a charter amendment ceremony will be arranged with headquarters and the new at-large chapter. The amendment ceremony is required and consists of two parts:
• Official chartering of the new practice setting(s) to be included in the chapter
  AND
• A chapter induction

STTI will identify and pay travel expenses for the STTI leader who will officiate at the chartering ceremony.

Ceremonies will be scheduled:

• For U.S. chapters — no earlier than 12 weeks after final board approval.
• For international chapters — no earlier than 16-20 weeks after final board approval (extra time needed for packages shipped to clear customs).

Newly chartered amendments will be recognized during the biennial convention House of Delegates session(s):

• 2017 Biennial Convention in Indianapolis, Indiana, USA
• 2019 Biennial Convention (location to be announced)

References:

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

Content Outline:
A. Learners will understand the requirements to begin pursuing a charter amendment.

1. the minimum requirements to begin the charter amendment process.

2. the pre-application tasks and training required.

B. Learners will understand the timeline and process for submitting the charter amendment application.

1. The milestones that must be met in order to submit the charter amendment application.

2. What reviewers expect to see on the application.

3. The overall timeline.

Moderator

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**Professional Experience:** 08/2017- present: Associate professor, San Francisco State University (SFSU) School of Nursing, San Francisco, California 07/2014-06/2018: President of Alpha Eta Chapter at UCSF 2011-2017 -- Assistant Professor, SFSU 2006-07 --RN, UCSF Medical Center. 2005-08 -- Research Associate, UCSF Department of Family Health Care Nursing; Dr. K. Lee, PI. 2004-present – Lactation consultant, Private Practice. 1986-2006 – RN/Charge nurse, Public health nurse, San Francisco Health Department. I've published in breastfeeding behavior and sleep of new mothers from predominantly low-income and ethnically diverse population; breastfeeding and mothers on opioid maintenance therapy; and sexual health of breast cancer survivors.

**Author Summary:** Therese Doan is associate professor in the School of Nursing at San Francisco State University. She has over 20 years of clinical experience in geriatrics and women's health. Her current research focuses on family support dynamics in older Asian Americans with type 2 diabetes and their adult children.

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**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.

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