

CHAPTER MANAGEMENT MANUAL

1st Edition, 2005

**Delta Upsilon
CHAPTER
At - Large**

**Delta Upsilon Chapter At - Large,
Sigma Theta Tau**

**DELTA UPSILON CHAPTER AT - LARGE
SIGMA THETA TAU INTERNATIONAL**

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1st Edition, 2005

INTERNATIONAL HONOR SOCIETY OF NURSING

**Adapted with permission from the
Alpha Chi Chapter Management Manual**

PREFACE

Delta Upsilon Chapter At - Large, Sigma Theta Tau International has five documents to describe and facilitate its organization:

1. The Headquarters Bylaws is the document by which the society is governed.
2. The Headquarters Guidelines for Chapter Administration and Governance is authorized for the purpose of specific guidelines for all areas of chapter management.
3. The Delta Upsilon Chapter At – Large Bylaws, which are in conformity with the Headquarters Bylaws, and set forth the governance of the chapter at – large.
4. The Delta Upsilon Chapter At – Large Management Manual which is authorized for the purpose of implementing the chapter Bylaws.

**DELTA UPSILON CHAPTER AT - LARGE
SIGMA THETA TAU INTERNATIONAL**

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TABLE OF CONTENTS

PART I

	<u>Page</u>
I. GENERAL INFORMATION	1
II. PURPOSE.....	1
III. HISTORY.....	1
IV ORGANIZATION	2
V. SYMBOLS	2
VI. PUBLICATIONS	2
VII. MEMBERSHIP AND FEES STRUCTURE.....	3
VIII. SELECTION OF MEMBERS	4
IX. TRANSFER OF MEMBERSHIP	6
X. DELTA UPSILON CHAPTER AT – LARGE BYLAWS	7
XI. DELTA UPSILON CHAPTER AT - LARGE MEETINGS	7
XII. DELTA UPSILON CHAPTER AT - LARGE OFFICERS	7

PART II

XIII. RESPONSIBILITIES OF DELTA UPSILON CHAPTER AT - LARGE OFFICERS	9
XIV. STANDING COMMITTEES	13
Leadership Succession.....	13
Governance.....	15
Program	18
Heritage	22
Newsletter Editor.....	24

Appendix 1	Memo - Annual Report and Updating Files	26
Appendix 2	Format for Board of Directors Agenda.....	27
Appendix 3	Format for Minutes	28
Appendix 4	Biographical Update.....	30
Appendix 5	Request for Reimbursement	31
Appendix 6	Candidate Biography Form.....	32
Appendix 7	Awards Criteria.....	33
Appendix 8	Guidelines for Preservation of Materials	35
Appendix 9	Archival Form.....	36

DELTA UPSILON CHAPTER AT - LARGE
SIGMA THETA TAU INTERNATIONAL

PART I

I. GENERAL INFORMATION:

Sigma Theta Tau International is the international honor society of nursing. Constituent chapters are established in collegiate schools of nursing accredited by the national accrediting body recognized by the profession. Delta Upsilon Chapter at - Large is located at the Rhode Island College Department of Nursing and University of Rhode Island College of Nursing. Sigma Theta Tau International is professional rather than social and its purpose and functions may be compared to other honor societies.

II. PURPOSE:

The purposes of Sigma Theta Tau International are to:

- recognize superior achievement,
- recognize the development of leadership qualities,
- foster high professional standards,
- encourage creative work,
- strengthen commitment to the ideals and purposes of the profession.

Delta Upsilon Chapter at - Large develops appropriate programs and projects that contribute to the international commitment of Sigma Theta Tau International.

III. HISTORY:

Sigma Theta Tau International was founded in 1922 by six students at the Indiana University Training School for Nurses. The name Sigma Theta Tau (the initials of the Greek words Storga, Tharos, Tima -- meaning Love, Courage, Honor) was chosen, and the society was chartered by the State of Indiana. The date of October 5 has been officially designated as the anniversary date for recognition of the founders of Sigma Theta Tau. From a beginning of six members and one chapter in 1922 the organization has grown to more than 100,000 members and 424 international chapters.

Delta Upsilon Chapter at - Large was initially chartered in formed in 1980 at the College of Nursing, University of Rhode Island. With the inclusion of the Department of Nursing, Rhode Island College in 1988, we became Delta Upsilon Chapter at - Large. The chapter at – large promotes the scholarly

mission of Sigma Theta Tau International. The chapter at – large promotes research and scholarship and fosters the development of leaders in the profession.

IV. ORGANIZATION:

The society is composed of its constituent local chapters and of honorary members who are chosen internationally. Delta Upsilon Chapter at - Large consists of members inducted by the chapter and accepted by transfer from other chapters. The members assume acceptance of the purposes of the society and responsibility to participate in achieving the goals consistent with the professional and scholastic character of Sigma Theta Tau International.

V. SYMBOLS:

- A. The coat of arms expresses the ideals of the society, the lamp is the lamp of knowledge. The pillars of stone at the right and left denote strength of leadership. The eye represents wisdom and discernment. The stars are in recognition of the six founders of the society. The scroll is that of learning. The letters on the scroll, Sigma, Theta, Tau are the first letters of the Greek words STORGA, THAROS, TIMA which mean LOVE, COURAGE, HONOR.
- B. A key is available in the form of a pin or a charm to which the Greek letters, Sigma Theta Tau are inscribed in black enamel. Members may select to purchase jeweled keys which have amethyst stars in a circle of pearls. The key and/or the membership card may be ordered through the Chapter at – Large Treasurer who forwards a completed Purchase Order form to:

Sigma Theta Tau, International
550 West North Street
Indianapolis, Indiana 46202

VI. PUBLICATIONS:

The official publication of the national society is *The Journal of Nursing Scholarship*. It is a professional journal published periodically. New members and active members are entitled to receive publications for each year in which they pay fees. Members not receiving publications should notify:

Executive Officer
Sigma Theta Tau International
550 West North Street
Indianapolis, Indiana 46202

VII. MEMBERSHIP AND FEES STRUCTURE:

- A. On induction, members pay fees to the International Society and to Delta Upsilon Chapter at - Large. This establishes membership in the organization and entitles the member to one year of active membership status in the International Society and in Delta Upsilon Chapter at - Large. There are headquarters and chapter at - large induction fees. The chapter at - large bylaws contain current chapter fees.
- B. Following the first year of membership members are designated as active or inactive based on payment of fees. Renewal notices regarding fees are sent to all members in June and again in September.
- C. Payment of international and chapter fees entitle the member to:
 - receive the official publication and newsletter,
 - receive priorities for educational development programs,
 - attend chapter meetings,
 - participate in chapter activities and discussions,
 - vote, and
 - hold office.
- D. Inactive members may become active in the society and/or the chapter at – large by paying headquarters and chapter at – large fees.
- E. The annual fees are due between July and September and are paid to the International office. If you do not receive a renewal notice by the end of July, notify:

Executive Officer
Sigma Theta Tau, International
550 West North Street
Indianapolis, Indiana 46202

- F. The headquarters office keeps a mailing list of all active members. Changes of address should be sent to the:

Executive Secretary
Sigma Theta Tau, International
550 West North Street
Indianapolis, Indiana 46202

and to the:

Chapter at – Large Secretary
Delta Upsilon Chapter at - Large, Sigma Theta Tau,
International
University of Rhode Island, College of Nursing
2 Heathman Road
Kingston, Rhode Island 02881

so that members will continue to receive headquarters and chapter at – large correspondence and publications. Likewise any inquiries regarding lack of service should be directed to the Headquarters and/or Chapter at - Large Secretary.

VIII. SELECTION OF MEMBERS:

Sigma Theta Tau International's philosophy of eligibility evolves from the purposes of the Society. Candidates are screened by the Governance Committee of Delta Upsilon Chapter at - Large , Sigma Theta Tau, International. The selection process is based upon qualifications for membership stated in the Chapter at - Large Bylaws (Article IV, Section 2). The qualifications for each category of membership (undergraduate student, graduate student, community nurse leader) are designed to enable the Governance Committee to evaluate applicants on their levels of achievement in areas corresponding to the purposes of Sigma Theta Tau International. In addition, guidelines have been developed to facilitate evaluation of qualifications. Copies of the qualifications for membership and application forms may be requested from the Chapter at – Large Secretary. Write to:

Secretary
Delta Upsilon Chapter at - Large , Sigma Theta Tau
International
University of Rhode Island, College of Nursing
2 Heathman Road
Kingston, Rhode Island 02881

A. Qualifications for Membership:

1. All candidates shall have demonstrated superior scholastic achievement, academic integrity, professional leadership potential, and/or marked achievement in the field of nursing.
2. Candidates selected from students enrolled in the following programs must show evidence of superior scholastic achievement.

a. Baccalaureate Student:

Students who have completed at least one-half of the required nursing curriculum and have demonstrated ability in nursing shall be eligible. Students who are elected shall rank in the upper 35% of their class in scholarship and must achieve a 3.0 GPA.

b. Graduate Student (Masters or Doctorate):

Nurses matriculated for graduate study in nursing are eligible for membership if they have completed 1/4th of the program of study. Students in graduate programs must achieve a 3.5 GPA.

c. Nurse Leader:

A nurse leader is a registered nurse with a baccalaureate or higher degree who has demonstrated marked achievement in the field of nursing.

Examples:

- (1) Faculty in school of existing chapter
- (2) Faculty in schools without chapters
- (3) Practitioners
- (4) Researchers
- (5) Administrators
- (6) Authors
- (7) Leaders of professional organizations

B. Guidelines for the Selection of Members:

1. Candidates selected from the baccalaureate and graduate degree programs may show evidence of leadership potential by:
 - a. Activities within the University of Rhode Island or Rhode Island College community
 - b. Activities within the community at large
 - c. Involvement in professional activities
2. A baccalaureate student candidate may apply for membership under student criteria up to one year following graduation. If application is delayed more than one year, a five year waiting period is then necessary before applying in community leader category.
3. Examples of Achievement for Nurse Leaders (not exhaustive):
 - a. Faculty excellent achievement in teaching, curriculum development, course development, evaluation process, clinical practice, research, or publishing.
 - b. Practitioner (independent or collaborative) excellence as a clinician in field as documented by peers and others.
 - c. Researchers in practice area, teaching, administration or independent.
 - d. Nursing administrators - individuals who create a climate for excellence in education, practice, research.

- e. Authors - individuals who have published contributions to knowledge in nursing, or have successfully interpreted nursing to the public.
- f. Leaders in professional organizations - outstanding contributions to improvement of the status of professional nursing; i.e. ANA, NLN, state and national level and members of state boards of nursing.

C. Procedures for Establishing Eligibility:

- 1. Undergraduate and Graduate Students
 - a. Faculty counselors will identify eligible candidates by September 1 and communicate with students by email as described in the electronic online induction process (see appendix 1.). Eligible candidates need to respond to invitation to join and pay fees by October 30. Induction ceremony responses are sent to Regina Campbell, Coordinator of Induction Ceremony by November 15.
- 2. Nurse Leader
 - a. Submit membership application by September 15 for review.
 - b. Submit membership endorsement from a Sigma Theta Tau International member by September 15.

IX. TRANSFER OF MEMBERSHIP:

Members who desire to transfer membership to another chapter shall request this transfer through the Headquarters office. There is no cost for transfer of membership. Sigma office notifies donor and recipient chapters of transfer. The transfer request should be directed to:

Executive Officer
Sigma Theta Tau
550 West North Street
Indianapolis, Indiana 46202

Membership in two chapters may be facilitated by paying fees of both chapters in addition to headquarters fees.

X. DELTA UPSILON CHAPTER AT - LARGE BYLAWS:

Delta Upsilon Chapter at - Large 's Bylaws conform to the Headquarters Bylaws and include the following:

- Provision for the selection and induction of members.
- Provision for the election of officers and a nominating committee.
- Provision for filling vacancies in elected office,
- Provision for selection of two delegates and their alternates to the House of Delegates Biennial Convention,
- Provisions for the method of determining and collecting fees and other assessments.

XI. DELTA UPSILON CHAPTER AT - LARGE MEETINGS:

The Delta Upsilon Chapter at - Large of Sigma Theta Tau International shall hold two business meetings annually. All active chapter at - large members are encouraged to attend these meetings. A business meeting in spring is held to inform members of the activities of the Board of Directors, to announce election results, and to conduct other business of the chapter. A meeting is held in the fall so that chapter officers and committee chairpersons may report to the membership on the past year's work, projected goals for the future year, and the chapter's planned programs for the coming year.

XII. DELTA UPSILON CHAPTER AT - LARGE OFFICERS:

The Delta Upsilon Chapter at - Large Officers are elected to carry out the business of the chapter. Each officer is elected to a two year term with the exception of President – Elect (1 year term). The officers meet at the scheduled Executive Board meetings. Chapter at – large officers are responsible to prepare Annual Reports and forward them to STTI office by July 15 for each fiscal year they are in office. Chapter at – large officers also shall prepare and submit Annual Chapter at - Large Reports to the membership at the annual meeting in the spring. (Appendix 1)

The Delta upsilon chapter at - large officers are the:

- President who is the first executive officer and administers all business of the chapter at - large;
- President-Elect who is preparing to be President;
- Vice President who is the second executive officer and serves as advisor to the President , as a Chairperson of the Program Committee;
- Secretary who maintains the chapter at large's files and is responsible for the chapter at – large's correspondence;
- Treasurer who is custodian of the funds of the chapter at - large and serves as advisor to the President regarding financial matters;

- University of Rhode Island Faculty Counselor who advises the President and serves as Co-Chairperson of the Governance Committee;
- Rhode Island College Faculty Counselor who advises the President and serves as Co-Chairperson of the Governance Committee.

PART II

XIII. RESPONSIBILITIES OF DELTA UPSILON CHAPTER AT - LARGE OFFICERS:

A. The President shall:

1. Set up a calendar for all Board of Directors tasks as determined by the business of the international office and the chapter at - large in the late spring to be implemented starting in September.
2. Initiate in the spring and finalize in the fall committee appointments recommended by the Board of Directors for all standing committees and task forces.
3. Arrange a transition meeting in June of all chapter at - large officers and committee chairpersons and members in order to inform committees of goals for the coming year.
4. Set up a calendar for Board of Directors meetings in the late spring, to be implemented starting in September.
5. Set up an agenda for Board of Directors meetings determined by the needs of the membership and the business of the chapter at - large according to the format (Appendix 2).
6. Serve as Chair for the Board of Directors meetings.
7. Delegate responsibilities to the chapter at - large officers or the standing committees not otherwise handled by the chapter at - large bylaws.
8. Plan agendas for the business meetings held in the fall and spring.
9. Preside at the business meetings.
10. Notify the membership of the business meetings.
11. Communicate the business, projects and activities of the Board of Directors to the membership (usually by letter or newsletter).
12. Send a letter or communicate via newsletter to members, including new inductees, in early May requesting volunteers to serve on the committees.
13. Participate in Region 15 telephone conferences in spring and fall.

14. In cooperation with other officers comply with STTI requests for annual reports by established deadlines (March for dues structure, July for annual report, October for financial report).

B. The President-Elect shall:

1. Observe the role and functions of the chapter at - large President during all chapter activities.
2. Perform duties delegated by the President and Board of Directors.
3. Participate in the Board of Directors and chapter at - large functions.
4. Serve on the chapter at – large Governance Committee.
5. Promote candidacy of chapter at – large members for chapter, regional, and international awards and offices.

C. The Vice President shall:

1. Perform duties delegated by the President and Board of Directors.
2. Perform duties of the President in the President's absence.
3. Serve as Chairperson of the Program Committee.
5. Coordinate with Newsletter Editor for submission of chapter at - large news to the Region 15 electronic newsletter.
6. Serve as chapter at - large liaison for jointly sponsored programs in region.

D. The Secretary shall:

1. Record minutes of the Board of Directors meetings and distribute them to the members of the Board of Directors (Appendix 3).
2. Keep a copy of the agenda and the Board of Directors meeting minutes in the chapter at – large file by year.
3. Record minutes of the business meetings.
4. Keep a copy of the agendas and minutes of the business meetings in the chapter at – large file by year.
5. Order Delta Upsilon Chapter at -Large stationery paper and envelopes as needed.

6. Prepare and distribute to each executive officer and to each committee member a listing of chapter officers and committee members' names, home and work addresses, telephone numbers, and email.
7. Make sure that mailing labels are up to date with active chapter members' correct names and addresses prior to each mailing.
8. Maintain a copy of each program, publicity, induction, innovations, newsletter and/or publication for the chapter file.
9. Keep a copy of each letter sent by the President to the membership in the chapter at – large file by year.
10. Keep membership names and addresses updated in the chapter at – large records.
11. Notify Executive Officer, Sigma Theta Tau International Headquarters, 550 West North Street, Indianapolis, Indiana 46202 - of any membership names and/or address changes.
12. Keep a record of significant correspondence received and sent by the chapter at – large Secretary in the chapter at – large files dated by year.
13. Respond to letters received from members on chapter at – large stationery.
14. Respond to letters received from the STTI Office in the name of the chapter at - large on official stationery.
15. Update biographical data on Delta Upsilon at - Large members every 5 years (Appendix 4).

E. The Treasurer shall:

1. Pay all bills submitted by agencies, committee members and chapter members which relate to the ongoing functioning of Delta Upsilon Chapter at - Large.
2. Complete reimbursement forms (Appendix 5) for all requests for payment when a formal invoice is not available.
3. Keep categorized ledger records of all financial transactions.
4. Prepare an annual budget for final approval by the Board of Directors.

5. Report to the Board of Directors at scheduled meetings, the financial status of Delta Upsilon at - Large as well as recommendations.
6. Communicates to committees at the beginning of the fiscal year.
7. Sends periodic statements of committee expenditures to committee chairpersons.
8. Records member fees renewals received from Sigma Theta Tau International.
9. Maintains current file of communication and instructions from STTI.
10. Arrange for processing of inductees according to STTI Policies and Procedures.
11. Completes Annual Report to Sigma Theta Tau International.
12. Files Income Tax return by November 15 for non-profit organization, if needed. Auditor will advise.
13. Items charged to Delta Upsilon Chapter at - Large must be billed c/o the Treasurer. Delta Upsilon Chapter at – Large does not have a budget number.
14. Ensures that a designated Board of Directors member will countersign all checks over \$500 and be able to write checks in treasurer's absence.
15. Arranges for annual audit (outgoing Treasurer to arrange for financial report in conjunction with new Treasurer.)
16. Arranges for bonding of Treasurer.
17. Arrange for funds in postage handling at the mail site.

F. The Counselors shall:

1. Attend Board of Directors meetings as representatives of the membership.
2. Perform duties as requested by the President.
3. Serve on the Governance Committee as co - chairpersons.
4. Advise the President on matters of selection of members.

XIV. STANDING COMMITTEES:

The standing committees of Delta Upsilon Chapter at - Large of Sigma Theta Tau are the Leadership Succession, Governance, Program, and Heritage Committees. The chairperson of each committee reports the work of the committee to the membership at the business meetings, calls and chairs all committee meetings and coordinates the work of the committee. Members of each committee attend meetings and assist in the performance of the tasks of the committees. The chairperson shall provide a written report at the Board of Directors meetings on committee activities and attend Board of Directors meetings at the request of the President.

A. Selection of Members for Standing Committees (Other than elected Committees)

In the spring, President shall request that interested members submit their names if they desire to serve on a standing committee. The members of each committee and the chairpersons of the standing committees are selected from those desiring to serve by the Board of Directors. Members will be asked to serve one or two year terms thereby insuring continuity of one-half of the membership on each committee.

B. Minutes of Standing Committee Meetings

Minutes of all standing committee meetings are written by the membership on a rotating basis, using the standard format (Appendix 3). Copies of the minutes are to be sent to each committee member and to the Chapter at - Large President and Secretary. The minutes of the standing committees shall be shared among those committee chairpersons as soon as possible after the meetings are held. The standing committee chair will forward to the Chapter at - Large Secretary the minutes which are to be placed in the chapter files with all other important committee correspondence by June 1. Each standing committee file is dated by year.

1. Leadership Succession Committee

The Leadership Succession Committee shall develop members in organizational leadership roles across the span of their careers, mentor members to assume organizational board and officer positions at all levels of the organization. The committee shall select nominees and prepare the ballot. The ballot will be sent to the Board of Directors at least four (4) weeks prior to a scheduled election. The committee conducts the voting according to the chapter at – large bylaws.

a. Membership of the Leadership Succession Committee

The Leadership Succession Committee consists of 3 elected members:

One elected in even-numbered years for a 2-year term; and

Two elected in odd-numbered years for 2-year terms.

The chairperson is the member who receives the highest number of votes from the membership or a second year member appointed by the President. Members of the Leadership Succession Committee may not seek office during the year(s) that they serve on the Leadership Succession Committee.

b. Meetings of the Leadership Succession Committee

Meetings are held monthly or as needed until the ballot is prepared and tallied.

c. Responsibilities of the Leadership Succession Committee

The Leadership Succession Committee shall:

- (1) Notify the membership in each Newsletter of the offices open for election:

Even-numbered years:

President, Secretary, Counselor (1), Leadership Succession (1), Governance (1)

Odd-numbered years:

President-Elect, Vice President, Counselor (1), Leadership Succession(2), Governance (2), Convention Delegate (1)

- (2) Request that members submit their own names or the name of active chapter members they would recommend for office with a Candidate Biography Form (Appendix 6) as follows:

Name

Address

Present Position

Past Position

Education

Professional Activities

Community Activities

Sigma Theta Tau International Activities (Chapter, Regional, International)

Position Statement (why you wish to serve)

- (3) Contact those nominated by others for their consent to serve.
- (4) Prepare the ballot and data for the professional profile of each candidate.
- (5) Send ballot to the membership in February. Include a self-addressed envelope with return address and area for signature and a blank envelope marked BALLOT in the mailing.
- (6) Tally ballots by Spring Meeting.
- (7) Notify candidates of the results of the election prior to the Spring Meeting.
- (8) Notify the membership of the election results and obtain motion to destroy the ballots.
- (9) Arrange for the installation of newly elected officers.

2. Governance Committee:

The Governance Committee shall oversee bylaws compliance, make recommendations for bylaws changes and oversee member and chapter at – large eligibility issues. The Governance Committee shall work to increase involvement of the chapter at – large members in the activities of the chapter at - large. This will include coordinating the work of the agency liaisons and leadership interns and mentorship of new members.

a. Membership of the Governance Committee

The Governance Committee shall consist of at least three (3) elected members and the elected counselors. The co - chairpersons of the Governance Committee shall be the faculty counselors.

b. Meetings of the Governance Committee

The Governance Committee shall meet as needed to make major revisions in the chapter at - large bylaws and oversee eligibility issues. The Board of Directors, the Headquarters or the membership may request the Governance Committee to meet to consider amendments to the chapter at – large bylaws or to perform another task.

c. Responsibilities of the Governance Committee

The Governance Committee shall:

- (1) Review and edit proposed amendments to the Chapter at – Large Bylaws received from headquarters or chapter at - large source.
- (2) Notify membership of bylaws revisions for examinations prior to a business meeting.
- (3) Select a member or the co - chairpersons to present the proposed revisions to the membership for ratification.
- (4) Send the approved chapter at - large bylaws revisions to the Sigma International Governance Committee.
- (5) Revise the Chapter at - Large Management Manual as needed.
- (6) Arrange for the availability of current chapter at – large bylaws on the chapter at – large web site, business meetings, and at the request of individual members.
- (7) Secure members to serve as liaisons between Delta Upsilon Chapter at - Large and major health care institutions.
- (8) Orient the agency liaisons to the tasks of mentoring members in their agency, publicizing about chapter activities at the agency, and keeping the Chapter apprised of agency activities.
- (9) Secure members to serve as leadership interns and/or co-chairs of committees or chapter activities.
- (10) Contact members to encourage them to maintain active chapter at – large status.
- (11) Develop other ways to mentor new members of Delta Upsilon Chapter at - large and encourage their participation in chapter at - large activities.
- (12) Inform new members about Delta Upsilon Chapter at - Large volunteer opportunities.

- (13) Advertise the membership drive, using a variety of strategies, including the following:
 - (a) Place a written announcement in the mailing to the membership in Spring.
 - (b) Mail fliers to agencies within the Rhode Island area during spring.
 - (c) Place posters in the schools and agencies.
 - (d) Make announcements in undergraduate classes and faculty meetings during spring.
 - (e) Make announcements in graduate student classes during spring.
 - (f) Make announcement and/or have informational fliers available at Delta Upsilon Chapter at - Large programs.
- (14) Mail applications and guidelines for selection of members to potential candidates and to others who request them. Communicate with potential candidates by the electronic induction process as described in the electronic induction process document on STTI web site:
www.nursingsociety.org
- (15) Make applications and guidelines available to potential candidates. Instruct interested candidates to seek application and information related to requirements on STTI web site:
www.nursingsociety.org
- (16) Counselors screen applications.
- (17) Prepare the slate of candidates recommended for acceptance into Delta Upsilon Chapter at - Large.
- (18) Present candidates to the membership at the Fall Business Meeting for their vote of acceptance or rejection.
- (19) Communicate with accepted candidates by email as described in the electronic induction process document. Induction fees, jewelry orders, and honor cords may be submitted by the online application process.

- (20) Media release forms are submitted to the respective faculty counselor, University of Rhode Island or Rhode Island College. Faculty counselors submit the names to local newspapers and to the respective public relations department at the school, who publish the information in the school publication and send information to the general media as appropriate.
- (21) Notify candidates who were rejected of the reasons they were ineligible for membership into Delta Upsilon Chapter at - Large.
- (23) Set up the ritual for induction of new members prior to the Induction Ceremony.
- (24) Develop agenda and program brochure for Induction Ceremony with Program Committee.

3. Program Committee

The Program Committee shall plan the programs for the Delta Upsilon Chapter at - Large membership and other nursing professionals to keep them informed and to present programs about growing concerns or vital issues affecting the nursing profession. Programs shall be of an excellent quality and be designed to promote nursing scholarship, enhance the image of nursing and advance the development of nursing leadership. The Program Committee shall recommend criteria for allocation of funds earmarked to support scholarship and outstanding professional achievement. In addition, the committee shall review applications and evaluate eligible candidates for scholarships and awards.

a. Membership of the Program Committee

Membership shall consist of both nurse community leaders and student members in addition to the Vice President.

b. Meetings of the Program Committee

The Program Committee shall meet or communicate by phone as needed to plan programs. Each member of the committee will volunteer to be responsible for components of each program (speaker, CEU application, refreshments, AV, etc.). The chairperson of the committee will serve as a resource to each member in their respective duties.

1. Plan the Fall and Spring Business Meeting, and the Induction Ceremony Program.
2. Determine the purpose and goals for the programs with consideration given to current issues affecting the nursing profession, and suggestions from the membership.
3. In collaboration with the President, determine potential dates in fall and spring for the programs that will not conflict with other nursing activities such as RISNA and school of nursing activities. These dates will coincide with the chapter at - large business meetings.
4. Determine potential speaker(s) for the programs.
5. Contact potential speaker(s) by telephone and utilize checklist to facilitate program preparations.
 - a. Identify your role as a member of the Program Committee of Delta Upsilon Chapter at - Large, Sigma Theta Tau.
 - b. Determine the speaker's availability for the planned date and time of the program.
 - c. Present the topic for the program which the committee requests the speaker(s) to address, or ask the speaker(s) for a topic which they could address which comes within the identified program focus.
 - d. Discuss the length of the presentation with the speaker(s) which is usually forty-five minutes to one hour followed by a question-and-answer period.
 - e. Determine the length of the question-and-answer period
 - f. Discuss the amount of honorarium to be paid to the speaker(s)--usually two hundred and fifty dollars, or \$300.00 divided among the speakers if more than one is speaking. The honorarium is based upon the yearly budget.
 - g. Ask the speaker(s) to mail professional curriculum vitae to the committee member as soon as possible.
 - h. Ask the speaker(s) to mail the title of the program, objectives, and teaching materials to be utilized to the

designated committee member in order to complete the CEU application at least three months prior to the program.

i. Ask the speaker(s) if any audiovisual equipment will be required for the presentation.

j. Submit the CEU application form to the executive board two months prior to the meeting for CEU approval.

6. Follow the initial confirmation of the speaker(s) with a letter of confirmation reiterating in detail all of the matters discussed.
7. Inform the Board of Directors of the speaker(s) and topics of the programs as the programs are planned.
8. Contact the meeting site to book a room and arrange for room preparation six months prior to the program.
9. Contact the meeting site to arrange for the set up and operations of microphone equipment. Any other audiovisual equipment requested by the speaker(s) for the program should be ordered two months prior to the program.
10. Arrange for hotel reservations and transportation reservations for the speaker(s) as needed.
11. Request check for the speaker's honorarium from the Treasurer.
12. Arrange for a committee member to meet the speaker(s) at a prearranged place and escort the speaker(s) to the program. This committee member should take responsibility for the speaker's belongings during the program and introduce the speaker(s) to committee members, and chapter at - large and academic officials.
13. Arrange for a water pitcher and glasses for the speaker(s).
14. Introduce the speaker(s) using the professional vitae as a guide.
15. Acknowledge and thank the speaker(s) by a letter after the program presentation.
16. Forward bills for the transportation, hotel, and accommodations to the Chapter at – Large Treasurer.
17. Arrange for the typing and duplication of evaluation forms and CEU certificates.
18. Distribute, collect and collate data obtained on the evaluation forms.

19. Distribute CEU certificates upon receipt of the evaluation form at end of the program.

For the Fall Business Meeting, the responsibilities and time line shall be:

- (a) Meeting is usually in September.
- (b) September of prior year – meeting of Chapter at - Large Program Committee to decide on speaker, confirm speaker; send letter of confirmation to speaker requesting CV, title, and outline of program of program for CEU purposes. Information from speaker should be requested for receipt by December to facilitate publication in newsletter and web site.
- (c) December – Boom room/AV needs/preliminary food order. Chairperson and Program Committee will be responsible for flyer development and distribution to memberships and chapter at - large community (schools of nursing, agency sites, website, and newsletters).
- (d) January - Apply for CEU'S, develop evaluation tool and CEU certificate. Place information on the chapter at – large web site.
- (e) August - Distribute flyers on individual campuses and mail to membership. Confirm food and AV needs with the meeting site.
- (f) September - Assign greeter/escort for speaker. Program Committee will assist with registration, room setup, evaluation/CEU distribution. Program Chairperson will meet to discuss evaluations, develop program summary for annual reports and discuss problems encountered.

For the Induction Ceremony, the Program Committee shall:

- (a) Obtain the date and time of the Induction Ceremony from the Board of Directors in September.
- (b) The Induction Ceremony Coordinator will complete arrangements for the restaurant booking, ordering of refreshments, flowers, and audiovisual equipment two to three months prior to the ceremony. (Audio visual equipment which will be needed includes the public address system, slide projector for slides of crest and pin, and any additional equipment needed. Communicate

arrangements to the Counselors. Coordinate with Governance Committee which is responsible for Program Development, printing, and agenda for Induction Ceremony.

- (c) Send invitations to the inductees and membership.
- (d) Notify the Dean of the University of Rhode Island College of Nursing and the Chairperson of the Rhode Island College Department of Nursing to bring the greetings.

For the Awards and Scholarships, the Program Committee shall:

1. Awards

- (a) Review and revise the criteria for the awards (Appendix 7).
- (b) In September, send an announcement (via September bulk mailing or Newsletter) regarding the criteria for the award and deadline.
- (c) Review applications in the fall, and select the award recipients.
- (d) Submit criteria to the Board of Directors for approval. Notify the award recipients.
- (e) Present the awards at the Induction Ceremony or Spring Meeting.

2. Student Scholarships

- (a) Develop criteria for student scholarships.
- (b) Submit criteria to the Board of Directors for approval.
- (c) Announce the availability of scholarship funds, review applications and select recipients.
- (d) Present scholarships at the Induction Ceremony.

3. Maintain a database of award recipients for public information and recognition as well as for chapter records and web site.

4. Heritage Committee:

The Heritage Committee shall secure and maintain archival records for the chapter at - large. This will include pertinent official,

financial and committee reports and records, as well as memorabilia having historical values.

a. Membership of the Heritage Committee

The Heritage Committee shall be composed of no less than three chapter members including the Secretary of the Chapter at – Large. The chairperson shall be appointed by the Board of Directors.

b. Meetings of the Heritage Committee

Meetings will be scheduled as needed for preparation for organizing and carrying out archival displays or other projects undertaken by the committee.

c. Responsibilities of the Heritage Committee

The Heritage Committee shall:

- (1) Obtain and organize for permanent storage those chapter at – large records which have historical value as listed in the Sigma Theta Tau International guidelines.
- (2) Compile scrapbooks of all pictures, news releases, and historical memorabilia of significant chapter at – large events and of members' accomplishments, using archival scrapbook materials. (Appendices 8 and 9)
- (3) Summarize and store in the Heritage Room at the University of Rhode Island College of Nursing all audio and video tape recordings and/or transcripts of guest speakers and additional pertinent programs.
- (4) Publish tape listings periodically in the chapter at- large newsletter.
- (5) Keep an ongoing historical record of chapter at - large development and changes in nursing practice, and any other project that fulfills the purpose of keeping an ongoing historical record.
- (6) Act as a resource for other committees who need historical data for projects.
- (7) Prepare such displays as are needed for chapter at-large, regional and international events.

- (8) Maintain the Delta Upsilon at - Large display in the Heritage Room at the University of Rhode Island College of Nursing.

5. Newsletter Editor:

The Newsletter Editor shall communicate the activities of Delta Upsilon Chapter at -Large and other items of interest to the members via publication of "Chapter News".

a. Newsletter Editor

The Newsletter Editor shall be appointed by the Board of Directors.

b. Responsibilities of the Newsletter Editor

The Newsletter Editor shall publish two newsletters – Fall and Spring.

(1) Content:

- (a) Chapter programs and meetings
- (b) Calendar of Events
- (c) Communication from committees
- (d) Professional news from membership
- (e) STTI headquarters news items of interest
- (f) News from local STTI chapters or consortia
- (g) Report of award recipient(s)
- (h) Research resources
- (i) Communication from Chapter at – Large President
- (j) Reports of speaker presentations at educational programs and the Induction Ceremony
- (k) Issues affecting profession of nursing

(2) Priorities:

- (a) Chapter at – large news and activities
- (b) News from chapter members
- (c) News from regional and headquarters office

(3) For preparation of the "Chapter News" the Newsletter Editor shall:

- (a) Meet with technology consultant for preparation of newsletter, e.g. how to e-mail content, scan pictures, and submit newsletter to press via disk.

- (b) Establish deadlines for newsletter submissions and priority.
- (c) Notify membership requesting newsworthy material for publication prior to each newsletter.
- (d) Request the president and other officers and committee chairpersons to provide any information they would like published in the newsletter.
- (e) Meet with printer (prior to first newsletter) to discuss costs, and procedures.
- (f) Determine what articles and information should be published in the newsletter and delegate the responsibilities for obtaining and editing items among committee members.
- (g) Carefully edit items individually and organize an appropriate layout in coordination with the technical consultant/secretary.
- (h) Proof read newsletter as prepared by printer and make corrections, providing printer with the number of copies needed and name, telephone number, and e-mail address of contact person on committee.
- (i) Arrange for mailing newsletter to chapter at – large members, the regional coordinator and the national STTI Secretary. Notify Sigma Theta Tau Chapters via e-mail that the Newsletter can be found on the chapter's web site.
- (j) Arrange for newsletter to be placed on the chapter at – large's web site.
- (k) Provide Chapter Treasurer with bills for preparing, printing and mailing the newsletter.

TO: Officers and Committee Chairpersons
FROM: President
RE: Annual Report and Updating Chapter Files

Every year at the close of formal activities of Delta Upsilon Chapter at - Large, an annual accounting of the year's activities is presented to the membership at large.

Please use the following format when preparing your annual report.

1. Membership
2. Number of meetings held
3. Goals for present year
4. Business accomplished
5. Unfinished or ongoing business
6. Problems encountered
7. Budget for present year and expenditures
8. Proposed budget for present year
9. Recommendations for following year
10. Revisions needed for Chapter Management Manual
11. Committee members willing to serve in following year

Submit four copies for the chapter at – large records to be available for membership review at the annual meeting in May.

In bringing completion to the fiscal year, please also submit the following materials by June 1 so that the chapter at – large files will be complete and up to date:

1. Agendas for committee meetings
2. Minutes of committee meetings
3. Significant correspondence

Both Annual Reports and file materials should be sent to:

Secretary
Delta Upsilon Chapter at – Large,
Sigma Theta Tau International
University of Rhode Island, College of Nursing
2 Heathman Road
Kingston, Rhode Island 02881

BOARD of DIRECTORS AGENDA

date
time
place

CALL TO ORDER

Roll Call
Acceptance of Minutes of Previous Meeting

OFFICER'S REPORTS

President
Vice President
Treasurer
Faculty Counselors

COMMITTEE REPORTS

Governance Committee
Leadership Succession Committee
Program Committee
Heritage Committee
Newsletter Editor

CORRESPONDENCE SENT

CORRESPONDENCE RECEIVED

OLD BUSINESS

NEW BUSINESS

**Sigma Theta Tau
Delta Upsilon Chapter At-Large**

Board of Directors Meeting		Date: Time: Place:
Recorder:		

In attendance:

Regrets:

Item	Discussion	Decisions/Next Action
The meeting was called to order by Approval of Minutes,		
Officers Reports President's Report Vice President's Report Treasurer's Report Faculty Counselor's Report (RIC) Faculty Counselor's Report (URI)		

Item	Discussion	Decisions/Next Action
Committee Reports Governance Committee Leadership Succession Committee Program Committee Heritage Committee Newsletter Editor		
Correspondence Sent		
Correspondence Received		
New Business		
Other Business		
Adjournment		

BIOGRAPHICAL UPDATE

Name:

Address:

Education:

Past Positions:

Present Positions:

Activities:

Professional: (e.g., practice, research, publications, lectures, etc.)

Community:

Organizational Membership (include offices held):



Sigma Theta Tau International, Inc.
HONOR SOCIETY OF NURSING

Delta Upsilon Chapter-at-Large
Rhode Island College, Department of Nursing

Fogarty Life Science Building
Providence, RI 02908

CANDIDATE BIOGRAPHY FORM

Name

Current Position

Past Position:

Education:

Professional Activities / Memberships:

Community Activities:

Sigma Theta Tau International Activities (Chapter, Regional, International)

Position Statement (why you wish to serve)

Home address:

Home phone: _____ Email: _____

Work address:

Work phone: _____ Email:

Delta Upsilon Chapter at - Large Awards

LOUISA WHITE HONORARY RECOGNITION AWARD

To recognize excellence in nursing. The award is presented to a professional nurse in Rhode Island who is a member of Delta Upsilon at Large who:

- Serves as a professional role model by demonstrating high standards of professional nursing practice.
- Demonstrates creativity by generating alternatives within the profession.
- Creates an environment which promotes and supports change.
- Participates in and supports professional and community activities.
- Promotes and utilizes nursing research.
- Demonstrates patient and consumer accountability by serving as a patient advocate.
- Exhibits self-motivation toward continued professional development.

CHAPTER SERVICE AWARD

To recognize an individual member's contribution to the functioning of the Chapter.

The award is presented to a member who:

- Is an active participant in chapter at - large activities.
- Consistently supports Delta Upsilon-at-Large in its endeavors.
- Demonstrates initiative in stimulating chapter at – large growth.

MEMORIAL AWARD FOR EXCELLENCE IN PARENT-CHILD NURSING

Funded by the Steiner-Brem Family

- The money donated by the family will be invested with the intention of earning at least 5% interest yearly. The interest will be given as an honorarium to the recipient(s) of the award.
- The Award criteria will be announced yearly in the spring and requests made to the URI and RIC faculty for nominations of worthy students.
- Faculty should write a letter of nomination, summarizing the nominee's qualifications for the award. A faculty member may nominate more than one student and multiple faculty may nominate the same student.
- The committee will send a letter to each nominee asking for a personal statement of 200 words outlining their personal, professional and career goals in Parent-Child Nursing.

- The Award committee will review the faculty letters and student essays to choose a recipient(s). The committee will look for: 1) love of parent-child nursing, 2) activities performed in this area of nursing, 3) performance and potential in Parent-child nursing and 4) future goals of the student.
- When possible one student from URI and one from RIC will receive the award.
- The Award will be announced and the honorarium, to extend the student's professional development, will be given out at the Induction Ceremony.

Criteria

- Must be a student or inductee in Delta Upsilon Chapter at - Large.
- The student must exhibit exceptional performance and potential in Parent-Child Nursing pertinent to the student's current level, e.g. graduate or undergraduate.

LIFETIME ACHIEVEMENT AWARD

To recognize outstanding achievement in nursing. This award is presented to a member of Delta Upsilon Chapter at-Large who has made significant contributions to the profession of nursing at the state, regional or national level consistent with the mission and goals of Sigma Theta Tau. The award is designed to recognize a career of outstanding achievement in the areas of nursing practice, education and/or research.

Criteria

- Must be a member of Delta Upsilon Chapter at-Large
- Recognized by peers at the state, regional or national level as a leader or expert in an area of nursing practice, education and/or research
- Demonstrates a career of outstanding achievement in nursing practice, education and/or research that has made significant contributions to advancement of the profession in a manner consistent with the mission and goals of Sigma Theta Tau.

Guidelines for Preservation of Materials

These guidelines refer to preservation of materials from Delta Upsilon Chapter at –Large programs and other events, including induction, anniversary celebrations, and award ceremonies.**

1. Events: Materials to be saved from the following:
 - All business and program meetings
 - Induction Ceremony
 - Anniversary celebrations
 - Any other event or program sponsored or co-sponsored or hosted by the chapter at - large

2. Types of Materials: Materials to be saved inclusive but not limited to the following:
 - Program
 - Announcements, invitations, flyers, and any other publicity for an event
 - Copies of award winning essays, application, or nomination materials
 - Materials generated for the event such as place cards, booklets, chapter history
 - Copy of speech by keynote or other speakers (if available)
 - Speeches and comments by chapter officers, committee chairs
 - Copies of audio and videotapes of the event
 - Photographs labeled with event, person pictured, date and place
 - Commemorative favors—at least a listing of such if not the item
 - List of inductees if not in the program

3. Routing of materials
 - a. Preservation according to guidelines in folders, envelopes, other appropriate container (acid- free, no staples, only plastic coated paper clips); complete archival form for materials from each event)
 - b. Labeling of materials with all facts about the event including place, date(s), persons (please use labels for photos and fasten on the back)
 - c. Contact archivist for place for deposition of materials and arrange such

**** Note that once materials are deposited with the Heritage Committee Chairperson and placed in the Heritage Room, they become the property of the chapter at - large. Thereafter, only the Chapter at – Large Secretary and the Heritage Committee (as necessary in consultation with the Board of Directors) have the authority to dispose of these materials.**

ARCHIVAL FORM

Name of Committee/Officer: _____

Date Submitted: _____

Subject of Materials: _____

Specific dates covered by materials: _____

Itemized list of materials**:

Print material: _____

Non-print material: _____

Total number items submitted: _____

Additional comments: _____

Submit to: Secretary, Delta Upsilon Chapter at – Large
Sigma Theta Tau International
University of Rhode Island College of Nursing
2 Heathman Road
Kingston, Rhode Island 02881

** Please organize all materials by category and put in chronological order; e.g.: minutes, correspondence, reports, etc. Please remove all staples from materials and fasten with plastic coated paper clips. Please place in file folders.

***Please write captions and identity of all persons for photos on labels and attach to back of pictures. Please do the same for all videotapes, audiotapes, and computer disks.