

**Presenter:**  
Jenny Hoffman, BS

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

**Type:**  
Oral

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

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

**Final Number:**  
G 01  
**Slot:**  
G 01: Friday, 28 July 2017: 4:00 PM-4:30 PM

**References:**  
2015-2017 Bylaws for the Honor Society of Nursing, Sigma Theta Tau International.

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

**Learning Activity:**

LEARNING OBJECTIVES	EXPANDED CONTENT OUTLINE
Learners will understand the requirements to begin the STTI developing honor society and chapter development process.	--the minimum requirements to start a developing honor society --the tasks and trainings required in phases 1-6 of development
Learners will understand the timeline and process for applying for STTI chapter charter status.	--the milestones that must be met in order to submit the chapter charter application - -what reviewers expect to see on the application --the overall timeline & specific timelines for each phase of development

**Abstract:**

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.