

**Omega Omicron Chapter**  
**Policy and Procedure Manual**

**2020-22**

**Updated December 9, 2021**



**Omega Omicron Chapter**

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## Preface: Purpose of Policy and Procedure Manual

**Purpose:** The purpose of having a Policy and Procedure Manual is to serve as a resource for leaders to maintain consistent practices. A Policy and Procedure Manual also serves as a record of history for standard operating procedures from one biennium to the next. Organizational framework for leadership and Chapter activities are also included and described.

The Policy and Procedure Manual is copied and pasted into a new word document by the incoming President and the dates are changed to the President's term. This keeps the Preceding Policy and Procedure Manual intact for historical reference.

The Policy and Procedure Manual is a working document and will be developed as the Chapter grows and develops.

- **Policy**  
A policy is a clear statement interpreting a bylaw and how that bylaw will be upheld
- **Procedure**  
A procedure is a detailed description of the process(es) used to support the policy

## Resources used to prepare this Policy and Procedure Manual:

Sigma Theta Tau International Developing Chapter Resources:

<https://www.sigmanursing.org/connect-engage/chapters/starting-a-sigma-chapter>

Sigma Theta Tau International Bylaws: bylaws <https://www.sigmanursing.org/connect-engage/chapters/starting-a-sigma-chapter/how-to-complete-and-adopt-honor-society-bylaws>

Good example of officer roles: <https://nursing.wright.edu/alumni-and-giving/zeta-phi-chapter-of-sigma-theta-tau-international-honor-society-of-nursing>

Guidelines for the Chapter Bylaws

<https://www.sigmanursing.org/connect-engage/chapters/starting-a-sigma-chapter/bylaws-and-governance/guidelines-for-the-chapter-bylaws>

Policy and Procedure Page

<https://www.sigmanursing.org/connect-engage/chapters/starting-a-sigma-chapter/developing-a-policy-procedure-manual>

Good resource: <https://www.uakron.edu/dotAsset/5a293a1f-7aca-44e7-b5c2-31d150d83b30.pdf>

Helpful example <https://nursing.llu.edu/current-students/sigma-theta-tau/board-members>

# 1. Honor Society of Nursing Mission and Vision

## Society Mission

The mission of the Honor Society of Nursing, Sigma Theta Tau International, is advancing world health and celebrating nursing excellence in scholarship, leadership, and service.

## Society Vision

Sigma Theta Tau International's vision is to be the global organization of choice for nursing.

## Omega Omicron Mission and Vision:

### Chapter Mission and Vision

**Chapter Mission** The mission of the Chapter is of advancing world health and celebrating nursing excellence in scholarship, leadership, and service.

**Chapter Vision:** The Omega Omicron Chapter vision is to be the regional organization of choice for nursing excellence in scholarship, leadership, and service.

## 2. History of the Southwest Minnesota Nursing Honor Society

### The Birth of the Society

Planning for the Southwest Minnesota Nursing Honor Society began in the fall of 2015. There are many details and logistics to starting an Honor Society!

Nancyruth Leibold and Laurie Jo Johansen began planning for the dream of having a Nursing Honor Society in Southwest Minnesota!

We received support from the Southwest Minnesota State University Administration to proceed with the Nursing Honor Society.

Nancyruth Leibold met with Sigma Theta Tau International to discuss how to proceed in the steps of becoming a STTI Chapter.

### The Steering Committee

The Steering Committee met regularly during February to April of 2016.

The Steering Committee consisted of Laurie Jo Johansen and Nancyruth Leibold. Administrative Assistance was provided by LeeAnn Teig. Support from Southwest Minnesota State University Administration was obtained.

The Steering Committee drafted many documents for the Society, such as

- The Chapter Bylaws
- Society Name
- The Mission and Values Statements
- The Charter Board of Directors
- Society Goal Setting and much more!

### Charter Board of Directors

In May 2016, the Charter Board of Directors was compiled and met for the first time.

The Charter Board of Directors met for the first time in May of 2016. We started with the required positions filled and expanded our leadership team as time went on.

### The Charter Board of Directors:

President: Nancyruth Leibold

President-Elect: Laurie Jo Johansen

Vice-President: Laura Schwarz

Treasurer: Angela Chesley

Secretary: Melissa Kidrowski

Counselor: Laurie Jo Johansen

Chair of Awards: Denae Winter

Chair of Leadership

Succession: Hillary Spray

Chair of Program

Planning: Nancyruth Leibold

Webmaster: Nancyruth Leibold

Archivist: Nancyruth Leibold

The Charter Board of Directors worked diligently to review documents, policies, and plan for the future of the Southwest Minnesota Nursing Honor Society!



We choose a logo:

In September of 2016, Nancyruth Leibold wrote a grant that was funded by the Southwest Minnesota State University Foundation for the start-up expenses.

We are grateful for the grant funding to start our Society!

## Membership

In the Fall of 2016 and Spring of 2017, we did Membership Drives and had new members join our Society.

Student members are invited to join based on their academic achievements in our baccalaureate program. Per the Bylaws, we invite the top 35% of students based on GPAs in students who have completed at least half of the nursing curriculum.

Nurse leaders are welcome to join based on three criteria: being legally recognized to practice in their country of residence, having a minimum of a baccalaureate degree in any field, and having demonstrated achievement in nursing.

Our Charter Induction was held on November 3, 2016 in the Whipple Art Gallery on SMSU Campus.

Our second Induction was held on March 28, 2017 in the Whipple Art Gallery on SMSU Campus.

## Programs

November 14, 2016 as a Live Webinar Presentation by Dr. Laura Schwarz. The title of the Webinar was: *Meaningful Mentoring*.

On February 13, 2017, our second educational program: *Love, Honor, and Courage in Nursing* was presented in a Live Webinar by Dr. Nancyruth Leibold.

The Society will offer at least two educational programs per year for members.

The 2017 Summit: Excellence in Rural Nursing was held March 29, 2017.

The first Annual Membership Meeting was after the Summit.

### **Website**

The Southwest Minnesota Nursing Honor Society website was launched in November of 2016.

The web address is <http://www.southwestmnnursinghonorsociety.com/>

### **2017 Community Service Project**

The Southwest Minnesota Nursing Honor Society held a food drive that benefitted the Worthington, MN and Marshall, MN food pantries.

### **We Are Southwest Minnesota Nursing Honor Society! 2017 to 2018**

#### **Year Two**

The Southwest Minnesota Nursing Honor Society is incredible because of the members that make up the Society!

#### **Membership Involvement**

- A dedicated group of nurse members of the Southwest Minnesota Nursing Honor Society have worked fiercely to develop the Society!
- From food drives for the community to Educational Webinars and a Research/Practice Conference, members are very active in the activities of the Honor Society.

#### **Membership Committee**

- 2017-18 is the inaugural year for the membership committee (we are growing!).
- The membership chair and committee role descriptions were developed and approved by the Board of Directors
- The policy for membership renewal and notification letters were developed
- The first renewal process was successfully implemented with 76% membership renewal rate in November 2017!
- Membership Chair: JoAnn Williams Ruppert
- Membership Committee Members: Jeanne Demuth-Suby, Sarah Hunter, Nancyruth Leibold, Lindsay Pelz, JoAnn Williams Ruppert



## Facebook

- Set up and hosted by Member Tami Johnson
- Thanks, Tami!
- Search for the Southwest Minnesota Nursing Honor Society on Facebook!

## 2017-18 Awards

- Denae Winter has led our efforts with awards as the Chair of Awards for the Southwest Minnesota Nursing Honor Society! Thanks, Denae!

Awards Committee: Denae Winter and Ashley Sovell

- In the March of 2018, three Awards were presented to Dawn Gordon for 2018 Excellence in Nursing Leadership, Robert Owusu for 2018 Outstanding Nursing Student, and Melissa Kidrowski for 2018 Emerging Nurse Leader!

## Berniece E. Morris Memorial Scholarship

- New scholarship for members!
- Awarded annually
- Memorial to Dr. Berniece E. Morris
- 2018 Recipient: Lindsay Pelz

## Fundraising

During 2017-18 we worked to expand our sources of funding. We did a leadership team brainstorming session and came up with some new sources of fundraising. We are not able to use paypal with our financial account a part of the state, so charging for our Educational webinars would be difficult at this time.

- 2018 Summit: Excellence in Nursing
- Silent Auction (held at Summit)
- 2018 Summer Series: CNE Prep Course
- Private donations
- Membership dues

## Leadership Succession

Leadership Succession is Chaired by Stella Nwachukwu who did the Call for Nominations, and Ballot for Leadership Elections. Thanks, Stella!

### 2017-18 Board of Directors

President	Nancyruth Leibold
President-Elect	Laurie Jo Johansen
Vice President	Laura Schwarz
Secretary	Melissa Sue Kidrowski
Treasurer	Angela Chesley
Faculty Counselor	Laurie Jo Johansen
Awards Chair	Denae Winter
Leadership Succession	Stella Nwachukwu
Web Master	Nancyruth Leibold
Membership Chair	JoAnn Williams Ruppert
Archivist	Nancyruth Leibold
Program Chair	Tracy Hansen
Newsletter Chair	Nancyruth Leibold

## Program Committee

- ❑ Program Committee is a very busy group that planned the 2018 Summit, the Induction Ceremony, the Two Educational Webinars, the Summer Series, and the Annual Meeting (The President did the agenda for Annual Meeting)!
- ❑ Program Chair: Tracy Hansen
- ❑ Program Committee Members: Tracy Hansen, Dawn Gordon, Laura Hoffman, Tami Johnson, Nancyruth Leibold, and Laura Schwarz

Our new Summer Series Program is a fundraiser and educational offering. Each summer we will select a nurse certification examination and provide an exam prep course offering. Our first Summer Series will be the Certified Nurse Educator (CHE) Prep Review Course. We have two members that are CNE to lead the course. Nancyruth Leibold and Laura Schwarz have been helpful in the development of the 2018 Summer Series: CNE Prep Course!

## 2017-18 Educational Webinars

November 2017: Rural Populations and Rural Nursing Speaker: Dr. Laurie Jo Johansen

February 2018: Compassion Fatigue and Rural Nursing Speaker: Dr. Mary Bemker

Both Webinars were well attended with 32 and 28 in attendance!

## 2018 Spring Summit: Excellence in Rural Nursing

- Presentations with a Rural Nursing, Cultural Nursing, and Holistic Nursing focus! Held on March 21, 2018 in Worthington, MN
- 79 attendees
- 4 poster presentations

## 2018 Community Service Project

The Southwest Minnesota Nursing Honor Society held a food drive that benefitted the Worthington, MN and Marshall, MN food pantries.

## 2018 Awards

- Denae Winter is our Chair of Awards for the Southwest Minnesota Nursing Honor Society! Thanks, Denae!

Awards Committee: Denae Winter and Ashley Sovell

- In the March of 2018, four Awards were presented to Nancyruth Leibold for 2018 Excellence in Nursing Leadership, Monica VanOtterloo for 2018 Outstanding Nursing Student, and Tami Johnson for 2018 Emerging Nurse Leader! Lindsay (Pelz) Rohlik received the Berniece E. Morris Scholarship

## 2018 Summer Series

- On June 21, 2018, the first summer series was held. This education/fundraiser: CNE Prep Review Course had 17 attendees, 3 member presenters, and raised \$1550 profit for the Society.
- Due to the success of this course, we have scheduled another repeat of this program for May of 2019!

## **We Are Southwest Minnesota Nursing Honor Society! 2018 to 2019**

### **Year Three**

The Southwest Minnesota Nursing Honor Society continues to develop and grow due to the incredible members that make up the Society!

### **Membership Involvement**

- A dedicated group of nurse members of the Southwest Minnesota Nursing Honor Society have worked fiercely to continue to develop the Society! An exciting moment was when our application to STTI was completed in February 2019,
- From food drives for the community that continue to be successful, to Educational Webinars, a Research/Practice Conference, and a Summer Series, members are very active in the activities of the Honor Society.

### **Membership Committee**

- 2018-19 - the membership committee continues to play a key role to the society
- The first renewal process successfully led to a 89.93% membership renewal rate in 2019!
- Membership Chair: JoAnn Williams Ruppert until spring 2019.

### **Facebook**

- Set up and hosted by Member Tami Johnson
- Search for the Southwest Minnesota Nursing Honor Society on Facebook!

### **2019 Awards**

- Denae Winter has led our efforts with awards as the Chair of Awards for the Southwest Minnesota Nursing Honor Society! Thanks, Denae!

Awards Committee: Denae Winter and Ashley Sovell

- In the March of 2019, three Awards were presented to Laura Schwartz for 2019 Excellence in Nursing Leadership, Ashley Yost for 2019 Outstanding Nursing Student, and Lindsay Rohlik for 2019 Emerging Nurse Leader!

### **Berniece E. Morris Memorial Scholarship**

- New scholarship for members - awarded annually
- Memorial to Dr. Berniece E. Morris
- 2019 Recipient: Laura Hoffman

## Fundraising

During 2018-19 we worked to continue to expand our sources of funding. We are still not able to use paypal with our financial account a part of the state, so charging for our Educational webinars has not been done.

- 2019 Summit: Excellence in Nursing
- Silent Auction (held at Summit)
- 2019 Summer Series: CNE Prep Course
- Private donations
- Membership dues

## Leadership Succession

Leadership Succession is Chaired by Stella Nwachukwu who did the Call for Nominations, and Ballot for Leadership Elections. Thanks, Stella!

## 2018-19 Board of Directors

President	Laurie Jo Johansen
President-Elect	Melissa Kidrowski
Vice President	Laura Schwarz
Secretary	Tami Johnson
Treasurer	Angela Chesley
Faculty Counselor	Nancyruth Leibold
Governance Chair	Nancyruth Leibold
Awards Chair	Denae Winter
Leadership Succession	Stella Nwachukwu
Web Master	Nancyruth Leibold
Membership Chair	JoAnn Williams Ruppert
Archivist	Nancyruth Leibold
Program Chair	Nancyruth Liebold
Newsletter Chair	Nancyruth Leibold

## Program Committee

- Program Committee is a very busy group that planned the 2019 Summit, the Induction Ceremony, the Two Educational Webinars, the Summer Series, and the Annual Meeting.

- ❑ Program Chair: Nancyruth Liebold

Our new Summer Series Program is in its second year as a key fundraiser and educational offering. Summer 2019, provided an exam prep course offering for the Certified Nurse Educator (CNE) Prep Review Course. We have three members that are CNEs to lead the course.

### **2018-19 Educational Webinars**

December 3, 2018: The Value of Nursing Certifications: Panel Speakers: Mary Bemker, PhD, PsyS, LADC, LPCC, CCFP, CNE, RN; Walden University, Laura Hoffman, MSN, RN, CNML; Vizient Health, Faith L. Johnson, BA, BSN, MA, RN, CNE; Ridgewater College, Laura Schwarz, DNP, RN, CNE; Minnesota State University-Mankato with Opening Speaker and Moderator: Nancyruth Liebold, EdD, RN, MSN, PHN, CNE, AHN-BC; Southwest Minnesota State University. Twenty-five people attended the webinar.

February 11, 2019: Bridging Student and Family-Centered Mental Health in School Systems  
Speaker: Lindsay Rohlik. There were 29 attendees.

Both Webinars were well attended.

### **2019 Spring Summit: Excellence in Rural Nursing**

- ❑ Presentations included Holistic Leadership, Acupressure: Potent Points for Hands-on Healing, Intercultural Nursing Service: Giving Care Abroad, Trusting Relationships in Rural Nursing held on March 25, 2019 in Marshall, MN
- ❑ 114 attendees
- ❑ 2 poster presentations

### **3. Omega Omicron Chapter Organization**

Organizational Leadership for Omega Omicron includes the President, President-Elect, Secretary, Treasurer, Awards Chair, Program Chair, Leadership Succession Chair, Membership Chair, Newsletter Chair, Webmaster, Counselor, and Vice-President

#### **The Chapter Officers are:**

President

Vice-President

President-Elect

Secretary

Treasurer

Counselor

#### **The Leadership Team includes**

Awards Chair

Program Chair

Leadership Succession Chair

Membership Chair

Newsletter Chair

Archivist

Webmaster

## **4. Board & Committee Directory**

Seek directory information from Webmaster.



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Effective November 2017 - December 2019

## 5. Current Bylaws

The bylaws are updated every two years.

*Sigma Theta Tau International*  
*Honor Society of Nursing, Incorporated*

**2017-2019 Biennium**

### **Honor Society Bylaws Form**

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Honor Society Name: Omega Omicron Chapter

Institution(s) of Higher Education and Practice  
Setting(s):

Southwest Minnesota State University and  
Community Partners

**2017-2019 Biennium Honor Society Bylaws**  
**Southwest Minnesota Nursing Honor Society**  
**Southwest Minnesota State University and Community Partners**

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**ARTICLE I. NAME**

The name of this honor society of nursing is the Southwest Minnesota Nursing Honor Society at Southwest Minnesota State University and Community (Institute(s) of Higher Education/Practice Setting(s)) Honor Society of Nursing.

**ARTICLE II. PURPOSES**

The purposes of this Society shall be to:

1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Strengthen commitment to the ideals and purposes of the profession.
6. Provide support, including funding, to other organizations exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code.
7. Assist and engage in any other activities which are permitted to be carried on by organizations exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code.

**ARTICLE III. STATUS**

**Section 1. Nonprofit Organization**

Approved by the Sigma Theta Tau International Board of Directors  
February 2018

This organization is a nonprofit corporation and does not contemplate the distribution of gains, profits or dividends to the members.

## **Section 2. Limitation of Activities**

No substantial part of the activities of this honor society shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the honor society shall not participate or intervene in any political campaign on behalf of any candidate for public office.

## **ARTICLE IV. MEMBERSHIP**

### **Section 1. Category of Membership**

- a. Regular Member

### **Section 2. Qualifications for Regular Membership**

- a. Sigma Theta Tau International does not discriminate. Candidates are qualified for membership so long as eligibility requirements are met.
- b. Student candidates shall have demonstrated superior academic achievement, academic integrity, and professional leadership potential.
- c. Regular Member
  - 1) Students in Basic Program
    - a) Definition – Basic program is defined as an accredited baccalaureate or equivalent nursing degree program which leads to the first professional nursing degree.
    - b) Academic Achievement – Students shall be eligible for membership if they have achieved excellence according to the standards approved by the Society.
    - c) Rank in class – Students shall rank not lower than the highest 35 percent of their class in scholarship.
    - d) Curriculum – Students shall have completed at least one-half of the required nursing curriculum.
    - e) Exceptions – Exceptions may be made at the discretion of the honor society's governance committee following the guidelines adopted by the International Board of Directors.
  - 2) Students in Graduate Programs
    - a) Definition – Graduate program is defined as an accredited program of graduate study in nursing including master, post-master, doctoral, and post-doctoral.
    - b) Academic Achievement – Students shall be eligible for membership if they have achieved excellence according to the standards approved by the Society.
    - c) Curriculum – Students shall have completed a minimum of one-quarter of the required graduate curriculum.
    - d) Students in graduate programs who are registered nurses, legally recognized to practice in their country and have a minimum of a baccalaureate degree or the equivalent in any field, shall be eligible to be considered as a nurse leader at any point in the program.
    - e) Exceptions – Exceptions may be made at the discretion of the honor society's governance committee following the guidelines adopted by the International Board of Directors.

- 3) Nurse Leader

A nurse leader, who is a registered nurse, legally recognized to practice in his/her country with a minimum of a baccalaureate degree or the equivalent in any field and who has demonstrated achievement in nursing, shall be eligible for membership.

### **Section 3. Selection of Members**

#### **a. Regular Members**

1) Student member candidates are required to be enrolled in an institution of higher education where the honor society is located to be considered for membership in that honor society. If there is no honor society at the institution of higher education in which the student attends, student member candidates may be considered for membership in another honor society.

2) The nurse leader candidate may be selected for membership by any honor society.

### **Section 4. Membership Status**

Members may be designated as active or inactive. Members may also formally request to discontinue membership. Active members pay annual honor society fees. Inactive members have not paid annual honor society fees, but shall become active at any time by paying current renewal fees.

### **Section 5. Rights and Responsibilities of Active Members**

#### **a. Regular Members**

1) Active regular members shall make a commitment to the purposes of the Society.

2) Active regular members at the honor society level shall be eligible to:

- a. receive all communications and announcements;
- b. attend meetings;
- c. participate in activities;
- d. be considered for awards;
- e. vote; and
- f. hold elective and appointive office as outlined by the honor society bylaws.

### **Section 6. Revocation of Membership**

Membership in the honor society may be revoked at any time by an honor society to which the member belongs for just cause and after due process. Revocation of membership shall be determined at a meeting of the honor society, at which a quorum is present, by at least (3/4) three-fourths vote for revocation by those present.

## **ARTICLE V. MEETINGS**

### **Section 1. Regular Meetings**

This honor society shall have at least one (1) business meeting and will sponsor at least two (2) events or programs that support the purposes and goals of the Society each year. The annual business meeting, where officers and committees present written annual reports to the membership, may be held in conjunction with an event or program.

### **Section 2. Special Meetings**

Special meetings may be called by the president or upon request of six (6) members of the honor society.

## **ARTICLE VI. BOARD OF DIRECTORS**

### **Section 1. Membership**

The members of the Board of Directors of this honor society shall consist of the elected officers and one or more elected directors (optional). The elected members of the Board of Directors are the voting members.

## **Section 2. Focus**

The elected members of the Board of Directors have the authority and responsibility to manage the honor society consistent with these bylaws and in an appropriate legal manner.

## **Section 3. Functions**

- a. Carry forward the Society's objectives.
- b. Manage the business and fiscal affairs of the honor society.
- c. Monitor the income and disbursement of funds.
- d. Make policies for its own actions and the actions of its committees.
- e. Appoint chairs of elected committees and appoint members and chairs of non-elected committees.
- f. Oversee elected committees, Board advisory councils and Board task forces.
- g. Supervise and manage the committees and publications.
- h. Act as a liaison between the honor society and institution(s) of higher education or practice setting(s).
- i. Assure appropriate eligibility process for selection of candidates for membership.
- j. Assure that the honor society fulfills the requirements of the Society.

## **Section 4. Meetings**

The Board of Directors of this honor society shall meet as necessary to conduct the business between meetings of the general membership.

## **Section 5. Removing a Board of Director Member from Office**

A member of the Board of Directors who demonstrates behavior, as determined by the Board of Directors, that is not consistent with the mission, values or expectations of the honor society may be removed by a three-fourths (3/4) vote of the remaining members of the board, provided that notice of the intent to take such action is given to all board members at least 30 days in advance of the regular or special meeting at which the motion to remove is introduced. Such board member shall have the right to be present and to speak on his/her behalf, but shall not be allowed to be present during deliberation nor to vote. Voting shall be by ballot, which may be delivered electronically if a face-to-face meeting is not possible.

## **ARTICLE VII. OFFICERS**

### **Section 1. Titles**

- a. The officers of this honor society shall be: president, president-elect (optional), vice president (at-large honor societies may have one vice president representing each institution of higher education and practice setting), secretary, treasurer, and counselor (at-large honor societies shall have one or more counselors from each institution of higher education and practice setting).
- b. The president, with the approval of the Board of Directors, when appropriate, shall appoint such other persons as may be necessary to conduct the business of the honor society.

### **Section 2. Vacancies**

The vice president fills the vacancy of president (at-large honor societies shall designate a vice president to fill such vacancies); other offices are filled by appointment of the Board of Directors until the next election.

### **Section 3. Duties**

Each officer shall submit a report at each Board of Directors meeting and to members at the annual business meeting. Additionally, the president and treasurer are responsible for submitting required honor society reports to Sigma Theta Tau International Headquarters.

Approved by the Sigma Theta Tau International Board of Directors  
February 2018

The specific duties of the honor society officers shall be as follows and as outlined in the honor society's policy and procedure manual:

- a. The president shall be the executive officer and shall administer all business of the honor society as provided for by the bylaws. The president serves as chief representative of the honor society in inter-honor society activities, and shall be an ex-officio member of all committees except Leadership Succession Committee.
- b. The president-elect (optional) shall succeed into the presidency at the end of the term of office and shall promote the purposes of the Society.
- c. The vice president shall perform the duties of the president in the president's absence. The vice president, or designee, shall oversee the planning of at least two (2) honor society programs/events annually. (In an at-large honor society a designated vice president shall perform these duties.)
- d. The secretary shall prepare and distribute meeting minutes and correspondence.
- e. The treasurer shall be the custodian of the funds of this honor society and may be bonded in an amount equal to three-fourths of the worth of the honor society. The treasurer shall propose a budget to the board.
- f. A counselor shall be a member of the faculty at the institution of higher education where the honor society is located, with the exception of counselors within practice settings who oversee Nurse Leader inductions and who are not required to be faculty.

## **ARTICLE VIII. ELECTIONS**

### **Section 1. Elections**

Elections shall be held annually by ballot, by mail, or electronic means.

### **Section 2. Positions**

Only active regular members of the honor society can be considered for elected officer or appointed positions.

Honor society officers, directors (optional) and members of the Leadership Succession Committee shall be elected. Members of the Governance Committee may be elected by the honor society membership or appointed by the elected officers.

### **Section 3. Vote**

A majority vote shall be required for election, except that, when there are more than two candidates running for the same office or position, a plurality shall elect. In the event of a tie, the election shall be determined by lot.

### **Section 4. Terms**

- a. The length of the term of all officers is two (2) years. The Charter Board of Directors will have some officers with odd numbered year terms to set us on a staggered schedule.
- b. Terms of office are staggered so that all officers, directors and the Governance and Leadership Succession Committee members do not end their terms at the same time.
- c. An honor society may elect a president-elect for a one-year (1-year) term. This term shall occur during the second year of the current president. The president-elect shall then succeed to president for two (2) years.

## **ARTICLE IX. COMMITTEES**

### **Section 1. Standing Committees**

- a. The standing committees shall be: Governance Committee and Leadership Succession Committee, and others if desired.
- b. The term of office shall be two (2) years. A member may be reappointed or elected for a second consecutive term, except for members of the Leadership Succession Committee who may serve a maximum of two (2) years and are elected according to Article VIII. Elections Section 4.
- c. Each standing committee shall present a report to the business meetings of the Board of Directors and a report to the membership at the annual business meeting.
- d. Each committee prepares, reviews and makes recommendations regarding policies corresponding to its area of responsibility for Board of Directors approval.

## **Section 2. Governance Committee**

- a. The Governance Committee shall oversee bylaws compliance, make recommendations for bylaws changes and oversee member and honor society eligibility issues.
- b. The Governance Committee shall consist of at least three (3) elected/appointed members and the elected counselor. The president shall appoint a chair of the committee from those elected/appointed.

## **Section 3. Leadership Succession Committee**

- a. Mission – The Leadership Succession Committee shall develop members in organizational leadership roles across the span of their careers, and 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.
- b. Membership – The Leadership Succession Committee shall consist of three (3) elected members. The president shall appoint a chair of the committee from those elected.
- c. The Leadership Succession Committee members shall not be eligible for any elected office of the current ballot.

## **Section 4. Additional Standing Committees**

Additional standing committees, advisory councils, and task forces may be appointed by the Board of Directors if deemed appropriate. The purpose of these groups will be to carry out the work of the honor society.

### **Section 5. Board Advisory Councils**

- a. Mission – Board Advisory Councils shall inform the board of current and future issues, directions, and priorities of the honor society.
- b. Membership – Board Advisory Councils shall be appointed by the Board of Directors for a term through the next honor society election unless reappointed.

### **Section 6. Task Forces**

- a. Mission – Task Forces are formed to complete an assigned task within a specified time frame.
- b. Membership – Task Forces are formed by the Board, Standing Committees and Board Advisory Councils. They are made up of members who bring expertise, interest, and commitment to complete an assigned task.

## **ARTICLE X. FINANCE**

### **Section 1. Fiscal Year**

The fiscal year shall be July 1 through June 30.

### **Section 2. Assets**



All assets of the honor society shall become assets of the chapter when a charter is granted.

### **Section 3. Induction and Renewal Fee Changes**

Adjustments to the fee schedule shall be approved by the honor society Board of Directors. Fee schedule adjustments shall not occur more than once a biennium and shall not exceed the cumulative Consumer Price Index (CPI) percentage rate. Any adjustments, accompanied by rationale, will be provided to membership sixty (60) days in advance of the effective date.

### **Section 4. Induction Fee**

Each new member shall pay an honor society fee as determined by the honor society Board of Directors.

This shall entitle the new member to active membership with all its benefits from the date of induction for one (1) year to the member's anniversary date of induction.

### **Section 5. Renewal Fee**

- a. Membership Status – Following the first year of membership, members are designated as active or inactive. Each member shall pay an annual renewal fee as designated by the honor society Board of Directors for active member benefits.
- b. Retired members and full-time students are eligible to pay half of the renewal fee for regular members.
- c. Renewal Fee Collection – Honor society fees are collected by the honor society.

### **Section 6. Honor Society Financial Responsibilities**

This honor society is an independent, autonomous organization. The honor society determines the amounts of its fees and assessments. The honor society has control of its income, expenses, contracts, accounting system and internal reports.

## **ARTICLE XI. QUORUM**

### **Section 1. Membership**

- a. A quorum at an honor society business meeting shall consist of three (3) officers and seven (7) members.
- b. In the event of a revocation of membership vote, thirty (30) days' notice of the meeting with the revocation issue announced is required and a quorum shall consist of three (3) officers and 10% of the active membership of the honor society in attendance.

### **Section 2. Board of Directors**

A quorum of the Board of Directors shall consist of three (3) members.

## **ARTICLE XII. PARLIAMENTARY AUTHORITY**

The rules contained in the most recently published edition of Robert's Rules of Order Newly Revised shall govern this honor society in all cases to which they are applicable and in which they are not inconsistent with these bylaws or special rules of the Society.

## **ARTICLE XIII. AMENDMENTS TO BYLAWS**

### **Section 1. Amendments with Notice**

Approved by the Sigma Theta Tau International Board of Directors  
February 2018

These bylaws may be amended by a three-fourths vote of the honor society members present and voting at any meeting of the honor society. Proposed amendments shall be in the hands of the honor society secretary at least forty-five (45) days before the date of the meeting and shall be appended to the call to the meeting sent thirty (30) days prior to the meeting.

### **Section 2. Amendments without Notice**

These bylaws may be amended by unanimous vote of the members present and voting at any scheduled meeting without previous notice.

### **Section 3. Honor Society Bylaws Approval**

Bylaws shall be sent to Headquarters and reviewed according to policies set by the International Governance Committee.

### **Section 4. Sigma Theta Tau International Bylaws Amendments**

Any amendments to the Sigma Theta Tau International Bylaws approved by the House of Delegates or editorial changes approved by the Sigma Theta Tau International Board of Directors that are also applicable to the honor societies shall be incorporated into the honor society bylaws.

## **ARTICLE XIV. DISSOLUTION**

The process for dissolution of an honor society shall be as follows:

### **Section 1. Initial Action**

- a. Honor society officers contact Sigma Theta Tau International Headquarters to discuss the process of honor society dissolution or other potential options available to the honor society.
- b. A resolution for dissolution of the honor society shall be presented at a regular meeting and must be signed by a majority of active (voting) members present at the meeting.
- c. Honor society officers call a special meeting of the honor society to vote on the resolution for dissolution of the honor society. Notice of the special meeting must be provided at least thirty (30) days in advance.
- d. All active members shall be provided the opportunity to vote by ballot, which may be delivered by electronic means. Dissolution of the honor society shall occur if three-fourths of voting members support the resolution.

### **Section 2. If Honor Society Approves Dissolution**

The honor society officers shall notify Sigma Theta Tau International Headquarters of the honor society's decision to take the necessary steps to conclude the affairs of the honor society in accordance with statutory requirements existing at the date such action is taken.

### **Section 3. Disposition of Honor Society Funds**

All cash and other assets remaining after the honor society's outstanding debts are paid should be returned to the Sigma Theta Tau International Foundation for Nursing or any other appropriate non-profit organization approved by the honor society Board of Directors. The recipient organization shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue law) or the governing law of that honor society's country.

Drafted by the SMNHS Governance Committee 7-2-18

Approved by the SMNHS \_9-11-18\_\_\_\_\_

## **6. Omega Omicron Goals/Chapter Strategic Plan**

Approved by the Sigma Theta Tau International Board of Directors  
February 2018

## Southwest Minnesota Nursing Honor Society

### Society Goals for 2016-2018

1. Continue working the society through the phases to apply to be a STTI chapter.
2. Hold the charter induction ceremony in the fall of 2016.
3. Hold induction ceremonies at least once per year.
4. Hold a minimum of two continuing education member meetings per year
5. Hold an annual membership meeting
6. Consider a sister chapter relationship for collaboration.
7. Host a Chapter Research day in the Spring of 2017 and 2018
8. Create a sustainability plan
9. Create an atmosphere of collaboration among nurses in Southwest Minnesota
10. Complete a community service project once per year.

**Strategic Plan: The Strategic Plan is a word landscape format document. See the Strategic Plan for the word format.**

### Southwest Minnesota Nursing Honor Society

#### 2016-18 Strategic Goals

Version Date August 8, 2017

Strategic Area	Society Goals	Action Items	Who is Responsible?	Who Can Help?	Timeline	What is the intended outcome?	Funding Needed
<b>Lead Locally</b>	Continue working the society through the phases to apply to be a STTI chapter.	Use STTI resources to move through the phases of a developing honor society.	President President Elect Past President (in 2018) Board of Directors	STTI	2016 through 2018	To progress as a developing honor society	Start up expenses (funded by SMSU Foundation) for \$2000
	Hold a minimum of two continuing education member meetings per year	Plan and implement November and February Educational Webinars	Program Committee	Board of Directors  Members	2016-2018	To provide educational opportunities for members and non members	None Held online as webinars
	Host a Chapter Research day in the Spring of 2017 and 2018	Plan and Implement a Spring Research/ Practice Day	Program Committee	Board of Directors  Members	Continuous planning from setting dates to evaluation	To provide educational opportunities for members and non members	About \$750 per year. 2017 funding via SMSU Foundation Grant.

	Create an atmosphere of collaboration among nurses in Southwest Minnesota	Promote collaboration in education meetings and conferences. Include posters to promote collaboration. Encourage sharing of ideas at annual meeting, conference, and education meetings. Participate in service projects together.	Board of Directors Members	Presenters at Education Meetings and Conferences	Ongoing planning for all meetings and conferences 2016-18	To increase collaboration and networking among nurses in Southwest Minnesota	None
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<b>Serve Locally</b>	Engage in community service project(s) annually.	Hold a Food Drive for the Communities of Marshall and Worthington in the Spring of 2017 and 18	Program Committee Board of Directors	Members Nurses in Southwest Minnesota Nursing Students in Southwest Minnesota	December 2016 through March 2017 Begin planning in August 2017 for 2017-18 service project	To provide service to the Southwest Minnesota Region	None
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<b>Chapter Operations, including Sustainability, Membership, and Recruitment</b>	Hold the charter induction ceremony in the fall of 2016.	Plan and implement the fall 2016 charter induction ceremony	Program Committee Counselor President	Board of Directors	Secure dates for induction in summer of 2016; Fall of 2016	To induct the charter members	Food, beverages, supplies funded through the SMSU Foundation Start up Grant
	Hold induction ceremonies at least once per year.	Plan and implement Spring 2017 and Spring 2018 Induction Ceremonies	Program Committee Counselor President	Board of Directors Members	Secure dates for induction in Summer of 2016 and 2017; Planning start in January for Spring 2017 induction and January 2018 for Spring 2018 induction.	To induct new members and their families/friends	Spring 2017 induction funded by the SMSU Foundation Start Up Grant  Need to fund Spring of 2018 ceremony
	Hold an annual membership meeting	Schedule annual meeting in conjunction with the Spring Conference	Program Committee President (the President prepares the agenda)	Board of Directors Members	Plan along with the Conference.	For member collaboration	None needed

	Consider a sister chapter relationship for collaboration.	The Board should discuss this possibility	Board of Directors	Board of Directors Members	Discuss for the 2017-18 year	Working with a sister chapter could increase networking and sharing of a project	Unknown but possibly none
	Create a sustainability plan	Write and submit Start Up Grant to SMSU Foundation	President	Board of Directors Members	Write and Submit by September 2016	To pay for <u>start up</u> expenses until we have our first fundraiser and member fees	None, but provided \$2000 for <u>start up</u> expenses
Member Fees		Counselor Treasurer	Board of Directors Members	Starting in October 2016 and ongoing	To provide some income for the Society expenses and development	Will generate funding	
Spring Conference		Program Committee Treasurer	Board of Directors Members	Spring revenue	To function as a fundraiser and generate revenue for Society	Will generate funding	

## 2016-18 Sustainability Plan

Sustainability Ideas and Goals	Outcomes
<p><b>Grant for Expenses to Start Up the Society and pay the first year of expenses.</b> Nancyruth Leibold will write a start-up grant to the SMSU Foundation for \$2000.</p>	<p>Obtained for \$2000 from the SMSU Foundation</p>
<p><b>Membership Fees</b> The Board will recruit members to the Charter Society. Membership Fees are \$50 per year. Membership retention goal is 80% per year. All members will help recruit members to the Society and retain them.</p>	<p>46 members recruited by June 30, 2018</p>
<p><b>Spring Summit</b> The Program Committee will host a Spring Summit (Research and Practice Conference) each year to provide education for the region and raise funds.</p>	<p>Funds raised 2017 Funds raised 2018 (\$540-180.86=359.14)</p>
<p><b>Silent Auction:</b> In Spring of 2018, a silent auction will be held to raise funds for the Society</p>	<p>The silent auction in the spring of 2018 raised \$144.00</p>
<p><b>Educational Webinars</b> This is our idea for a small fundraiser twice a year. We hit roadblocks on being able to collect monies via internet as we are under the State of Minnesota tax exempt status now and not able to open a paypal account.</p>	<p>Plan to start charging at educational webinars once we are accepted into Sigma.</p>
<p><b>Summer Series.</b> The summer series was initiated in 2018. The summer series is to focus on a certification content area to help prepare nurses to take an exam. The first year we focused on a Certified Nurse Educators (CNE) Prep Review course, since we had two CNEs in our membership that could lead the course.</p> <p>We offered an innovative approach to recruit new members with this offering. We set the pricing as</p> <p>\$50 for members \$100 for non-members Or</p>	<p>We had 17 attendees and raised \$1550. We also recruited 4 new members at this course!</p> <p>Will repeat the course in May of 2019 as a fundraiser!</p>

\$100 for attendees that also join as a member	
<b>Personal Donations</b> We have obtained an annual personal donation to offer a scholarship: The Berniece E. Morris Memorial Scholarship is offered once a year to a member that is continuing their education. This is funded per a private donation to the Society.	Funded in March 2018 for Recipient Lindsay Rohlik for \$300

## Omega Omicron

### 2018-20 Strategic Plans/Goals

Updated Spring 2020 after chartering of Omega Omicron

Strategic Area	Society Goals	Action Items	Who is Responsible?	Who Can Help?	Timeline	What is the intended outcome?	Funding Needed
<b>Lead Locally</b>	Continue working the society through the phases to apply to be a STTI chapter	Use STTI resources to move through the phases of a developing honor society.	President President Elect Past President Board of Directors	STTI Board of Directors Members	2018 through 2020	To progress as a developing honor society	Funding will continue through membership drives/fund raising events
	Hold a minimum of two continuing education member	Plan and implement fall and spring Educational	Program Committee	Board of Directors Members	2018-2020	To provide educational opportunities for	None Webinars will be online

Approved by the Sigma Theta Tau International Board of Directors  
February 2018



	meetings per year	Webinars				members and non members	
	Host a	Plan					
	Chapter Research day in the Spring of 2019 and 2020	and Implement a Spring Research/ Practice Day	Program Committee	Leaders & Presenters at meetings and conferences	Continuous planning from setting dates to evaluation	To provide educational opportunities for members and non members	About \$750 per year from SMNHS funds.
	Create an atmosphere of collaboration among nurses in Southwest Minnesota	Promote collaboration in all meetings & conferences. Include posters to promote collaboration. Encourage sharing of ideas at annual meetings, conferences, webinars, summer series and other meetings. Particip	Board of Directors Members		Ongoing planning for all meetings, webinars, summer series, and conferences 2018-20	To increase collaboration and networking among nurses in Southwest Minnesota	None

		ate in service projects together.					
<b>Serve Locally</b>	Engage in community service project(s) annually.	Hold a Food Drive for the Communities of Marshall and Worthington in the Spring of 2019 and 2020	Program Committee Board of Directors	Members Nurses in Southwest Minnesota Nursing Students in Southwest Minnesota	December 2018 through March 2020	To provide service to the Southwest Minnesota Region	None
<b>Chapter Operations, including Sustainability, Membership, and Recruitment</b>	Hold induction ceremonies at least once per year.	Plan and implement an online option for induction ceremonies	Program Committee Counselor President Program Committee	Board of Directors Board of Directors	Secure dates for induction in fall of 2018; spring and fall of 2019, and spring of 2020.	To induct the new members	Need to fund ceremonies with minimal costs expected.
	Hold an annual membership meeting	Schedule annual meeting in conjunction with the Spring Conferences	President Board of Directors Board of Directors Members	Members	Plan along with the Conference.	For member collaboration	Unknown but possibly none

	Consider a sister chapter relationship for collaboration.	The Board of Directors will continue to discuss opportunities for this.	President Board of Directors	Members	Discuss for the 2018-2020 period	Working with a sister chapter could increase networking and sharing of a project	None
	Create a sustainability plan	Member Fees Conference Fees Summer Series Fees	Program Committee Membership Committee	Leadership Succession Committee	Discuss for the 2018-2020 period, including additional money generating activities.  Actively recruit and retain members.	To function as a fundraiser and generate revenue for Society  Additional funding to send members to STTI conferences (leadership and biennium) and pay for Spring 2019 and Spring 2020 Conference	Will generate funding

## Chapter Mission, Vision, and Purpose

### Chapter Mission

The mission of the Omega Omicron Chapter is of advancing world health and celebrating nursing excellence in scholarship, leadership, and service.

### Chapter Vision

The Omega Omicron Chapter vision is to be the regional organization of choice for nursing excellence in scholarship, leadership, and service.

### Chapter Purpose

The purpose of the Omega Omicron Chapter is to provide a professional nursing organization for networking, scholarship, community service projects, and continuing education in Southwest Minnesota among nursing students, faculty, and nurses in the region.

## Omega Omicron

### Chapter Goals for 2018-2020

1. Continue working the society through the phases to apply to be a STTI chapter.
2. Hold induction ceremonies at least once per year throughout 2018-2020
3. Hold a minimum of two continuing education member meetings per year
4. Hold an annual membership meeting
5. Consider a sister chapter relationship for collaboration.
6. Host a Chapter Research day in the Spring of 2019 and 2020
7. Continue to expand a sustainability plan
8. Create an atmosphere of collaboration among nurses in Southwest Minnesota
9. Engage in community service project(s) annually.

***The Omega Omicron Chapter is a group of nurses who qualify to be future members of the Honor Society of Nursing, Sigma Theta Tau International (STTI) and who have organized together with the intent to form a chapter of STTI. Membership within the Omega Omicron Chapter signifies that one is a leader in his or her profession and has demonstrated excellence or has demonstrated the potential for excellence and leadership.***

## 2018-20 Sustainability Plan

Sustainability Ideas and Goals	Outcomes
<p><b>Membership Fees</b> The Board will recruit members to the Charter Society. Membership Fees are \$50 per year. Membership retention goal is 80% per year. All members will help recruit members to the Society and retain them.</p>	<p>___ members recruited by June 30, 2019</p> <p>___ members recruited by June 30, 2020</p>
<p><b>Spring Summit</b> The Program Committee will host a Spring Summit (Research and Practice Conference) each year to provide education for the region and raise funds.</p>	<p>Funds raised 2019: _____</p> <p>Funds raised 2020: _____</p>
<p><b>Silent Auction:</b> In Spring of 2018, a silent auction will be held to raise funds for the Society</p>	<p>The silent auction in the spring of 2019 raised _____.</p> <p>The silent auction in the spring of 2020 was postponed due to COVID-19.</p>
<p><b>Educational Webinars</b> This is our idea for a small fundraiser twice a year. We hit roadblocks on being able to collect monies via internet as we are under the State of Minnesota tax exempt status now and not able to open a paypal account.</p>	<p>Plan to start charging at educational webinars once we are accepted into Sigma.</p>
<p><b>Summer Series.</b> The summer series was initiated in 2018. The summer series is to focus on a certification content area to help prepare nurses to take an exam. The first and second year we focused on a Certified Nurse Educators (CNE) Prep Review course, since we started our with two CNEs in our membership, and had three CNE's by 2019 that could lead the course.</p> <p>We offered an innovative approach to recruit new members with this offering. We set the pricing as</p> <p>\$50 for members \$100 for non-members Or \$100 for attendees that also join as a member</p>	<p>We had 17 attendees in 2018 and raised \$1550. We also recruited 4 new members at this course!</p> <p>We had ___ attendees in 2019 and raised \$_____. We also recruited ___ new members at this course!</p>

<p><b>Personal Donations</b> We have obtained an annual personal donation to offer a scholarship: The Berniece E. Morris Memorial Scholarship is offered once a year to a member that is continuing their education. This is funded per a private donation to the Society.</p>	<p>Funded in March 2019 for recipient Laura Hoffman for \$300</p> <p>Funded in March 2020 for recipient _____ for _____</p>
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## 7. Annual Calendars of Chapter Events

The annual calendar is determined the spring before the annual year by the President with the Board of Directors. Once the calendar is determined, the Webmaster posts it on the Chapter website. Additional educational programs can be added by the Program Chair as necessary once speakers and programs are confirmed.

Typically, the Board of Directors meet once a month in January, February, April, May, September, and November. Other business is held via email as needed. Past calendars show examples of previous calendars.

### Southwest Minnesota Nursing Honor Society

#### 2016-17 Calendar

May 2016	Board of Director Meeting, May 9 at 6 pm web conference
June 2016	Board of Director Meeting, June 20 at 6 pm web conference
July 2016	Board of Director Meeting, July 11 at 6 pm web conference (go to 2 <sup>nd</sup> Monday of each month, no meeting December or October 2016, but will conduct Society business as needed via email)
August 2016	Board of Director Meeting, August 8 at 6:15 pm web conference
September 2016	Board of Director Meeting, September 12 at 6:15 pm web conference
October 2016	No Board of Director Meeting, Society business via email
November 2016	Induction Ceremony, Thursday, November 3 <sup>rd</sup> , ceremony time: 6:15; pm; Room Available at 5:45 pm at SMSU campus  Board of Director Meeting, November 14 at 6:15 pm web conference Membership Meeting with Webinar Education Offering to start at 7 pm
December 2016	No Board of Directors Meeting As necessary, Society business will be conducted via email
January 2017	Board of Director Meeting, January 9 at 6:15 pm web conference
February 2017	Board of Director Meeting, February 13 at 6:15 pm web conference  Membership Meeting with Education Offering at 7 pm Feb 13,
March 2017	Board of Director Meeting, via email for urgent matters this month  Spring Induction Ceremony, March 28, 2017 at 6 pm at SMSU Campus; ceremony starts at 6:15 pm

	Spring 2017 Research/Practice Conference March 29, 8 am to 12:30 pm at SMSU campus  Annual Membership Meeting, March 29 1-2 at SMSU campus
April 2017	Board of Director Meeting, April 10 at 6:15 pm web conference Annual Meeting,
May 2017	Board of Director Meeting, May 8 at 6:15 pm web conference
June 2017	Society business via email
July 2017	Society business via email

### **Southwest Minnesota Nursing Honor Society**

#### **2017-18 Calendar**

	Board Meetings (2 <sup>nd</sup> Monday of each month, no meeting December or October or March, but will conduct Society business as needed via email)
August 2017	Board of Director Meeting, August 14 at 6:15 pm web conference
September 2017	Board of Director Meeting, September 11 at 6:15 pm web conference
October 2017	No Board of Director Meeting, Society business via email
November 2017	Board of Director Meeting, November 13 at 6:15 pm web conference Membership Meeting with Webinar Education Offering to start at 7 pm
December 2017	No Board of Directors Meeting As necessary, Society business will be conducted via email
January 2018	Board of Director Meeting, January 8 at 6:15 pm web conference
February 2018	Board of Director Meeting, February 12 at 6:15 pm web conference  Membership Meeting with Webinar Education Offering at 7 pm Feb 12,
March 2018	Board of Director Meeting, via email for urgent matters this month  Spring Induction Ceremony, at 6 pm at SMSU Campus; ceremony starts at 6:15 pm March 15 <sup>th</sup> (gather and socialize at 6 pm in the Whipple Gallery, SMSU Campus) (date confirmed)  Spring 2018 Research/Practice Conference Wednesday, March 21, 2018, 8 am to 12:00 pm, Minnesota West, Worthington Campus, Commons



	Annual Membership Meeting, Wednesday, March 21, 2018 to follow the Spring conference
April 2018	Board of Director Meeting, April 9 at 6:15 pm web conference Annual Meeting,
May 2018	Board of Director Meeting, May 14 at 6:15 pm web conference
June 2018	Society business via email
July 2018	Society business via email

Approved by the Board of Directors, April 10, 2017

Updated 10/26/2017 with induction date

## Southwest Minnesota Nursing Honor Society

### 2018-19 Calendar

Board of Directors Meeting	September 10, 2018 – 6:15 PM	Via Adobe Connect
Board of Directors Meeting	November 12, 2018 – 6:15 PM	Via Adobe Connect
Induction	December 3, 2018 – 6:30 PM	
Webinar	December 3, 2018 – 7:00 PM (The Value of Nursing Certification)	Via Adobe Connect
Board of Directors Meeting	December 10, 2018 – 6:15 PM	Via Adobe Connect
Board of Directors Meeting	January 14, 2019 – 6:15 PM	Via Adobe Connect
Board of Directors Meeting	February 11, 2019 – 6:15 PM	Via Zoom
Webinar	February 11, 2019 – 7:00 PM (Bridging Student and Family-Centered Mental Health in School Systems)	Via Zoom
2019 Spring Summit	March 26, 2019	SMSU
Board of Directors Meeting	April 8, 2019 – 6:15 PM	Via Adobe Connect
Induction	April 8, 2019 – 7:00 PM	
Board of Directors Meeting	May 13, 2019 – 6:30 PM	Via Adobe Connect

## Omega Omicron Chapter

### 2019-20 Calendar

Board of Directors Meeting	September 9, 2019 – 6:30 PM	Via Adobe Connect
Board of Directors Meeting	November 11, 2019 – 6:30 PM	Via Adobe Connect
Webinar	November 11, 2019 to follow	Via Zoom
Board of Directors Meeting	December 9, 2019 – via email	Via email
Chartering Ceremony/Induction	December 10, 2019 – 6:45 PM	SMSU CC Upper Ballroom
Board of Directors Meeting	January 13, 2020 – 6:30 PM	Via Adobe Connect
Board of Directors Meeting	February 10, 2020 – 6:30 PM	Via Adobe Connect
Webinar	February 10, 2020 to follow	Via Zoom
2020 Spring Summit	March 24, 2019 – 8:00 AM – 12:30 PM	SMSU CC Upper Ballroom
Annual Meeting	April 7, 2020 – 6:30 PM (Tues)	Via Adobe Connect
Induction	April 7, 2020 – 7:00 PM (Tues)	Via Adobe Connect
Board of Directors Meeting	May 12, 2020 – 6:30 PM (Tues)	Via Adobe Connect

## 8. List of Officer Position and Descriptions of Related Position

### Board of Directors and Committee Roles

**President:** Serves as the chief representative of the Chapter. This position administers Chapter business and coordinates all Board of Directors meetings. The President can serve as an ex-officio member of committees, with the exception of the Leadership Succession Committee. It is also the responsibility of the president to ensure that required reports such as the Chapter Annual Report.

#### Duties

- Ensure chapter is meeting goals, requirements and suggested tasks to apply for chapter status. (Task force may be created to facilitate process and to complete application.)
- Act as the executive officer and administrator of all business of the developing chapter as stated in the chapter bylaws.
- Serve as chief representative of the chapter in inter-chapter activities.
- Ensure all chapter leaders are oriented to their positions. Arrange annual orientation/transition meeting for all newly installed officers and committee chairs. The purpose is to facilitate the transfer of duties and responsibilities and to formulate the goals of the chapter for the coming year. Plan for officer transitions.
- Prepare a calendar and agenda for all Board of Directors and general membership meetings with assistance as needed from the secretary.
- Finalize the committee appointments recommended by the Board of Directors for all committees, advisory councils or task forces.

- Delegate responsibilities not addressed by the chapter bylaws to the chapter officers or committees.
- Communicate the business, projects and activities of the Board of Directors to the membership.
- Ensure at least one business meeting and at least two programs or events that support the purposes and goals of the chapter are held during each fiscal year.
- Meet with the head of the nursing program at the beginning of the school year to get the chapter meetings on the school's master calendar.
- Talk with the heads of major service agencies in the community and ask to get the chapter's meeting dates on the agency's master calendars.
- Develop and maintain policies and procedures related to the position of president. Submit modifications or new policies and procedures to the board of directors for approval.
- Serves as an ex-officio member of all committees except the Leadership Succession Committee.
- Uses Robert Rules to lead meetings <http://www.robertsrules.com/>

**President-Elect:** The primary function of the President-Elect (two-year term) is to shadow the current president and observe Chapter operations until the end of the term, at which time the President-Elect succeeds into the role as president (two-year term) (four-year commitment).

#### **Duties**

- Promote the purposes of the Chapter
- Shadow the president in order to successfully transition into the role.
- Chair or serve on committees or task forces as determined by the president.
- Observe cycles, processes, forms, tasks, and activities in the Chapter as part of preparation for Presidency.

**Vice President** (who also serves on the Program Committee) Performs various responsibilities on behalf of the Chapter. This position performs the duties of the president in the president's absence. The Vice President also facilitates achievement of goals and oversees at least two Chapter programs each year. The Vice President often oversees the membership engagement efforts and serves on committees as needed.

#### **Duties**

- Perform the duties of the president in the president's absence. Be chair of committees, as needed. *In the absence of the president, the vice-president assumes the role of president over the president-elect.*
- Succeed into the office of president and serve until the next election in the event that the president vacates his/her officer during the two-year term.
- Prepare an annual report to the Chapter membership regarding the vice-president's responsibilities and activities.
- Assist with the planning of Chapter programs ensuring that at least two programs or events that support the Chapter's purposes and goals are held each year. May serve on the Program Committee

- Develop and maintain policies and procedures related to the position of vice president. Submit modifications or new policies and procedures to the board of directors for approval.

**Faculty Counselor:** (who also serves as the Governance Committee Chair during their second year of the term) The counselor is responsible for selecting candidates based on membership eligibility criteria determined by the Chapter bylaws and the exception guidelines chosen by the Governance Committee. The counselor is also responsible for sending membership invitations and managing the induction process.

#### **Duties**

- May serve as the chair of the Governance Committee.
- Lead the procedure for determining membership eligibility and inducting members.
- Develop strategies for publicizing and informing students and nursing leaders of membership eligibility criteria. May work in conjunction with the Membership Involvement Committee or the Publicity Committee, if applicable.
- Secure necessary data from the official records of students to determine eligibility status. The counselor should work with the Registrar's office to obtain this information.
- Notify students of their eligibility status and send out the appropriate membership application materials.
- Develop and maintain policies and procedures related to the position of counselor. Submit modifications or new policies and procedures to the board of directors for approval.

**Secretary:** The Chapter secretary is responsible for recording and distributing meetings minutes, along with preparing and distributing Chapter correspondence. Secretaries can chair and/or serve on committees as needed.

#### **Duties**

- Record and write the minutes for each Board of Directors and business meeting.
- Distribute minutes to all members of the Board of Directors with the assistance of the Nursing Administrative Assistant.
- Keep an official record book of the minutes of all Board of Directors and business meetings to present to the succeeding secretary. (Will use online storage)
- Prepare an annual report to the Chapter membership.
- Order/create all stationery, forms and mailing labels for the Chapter.
- Email/mail chapter correspondence with the assistance of the Nursing Administrative Assistant.
- Serve on committees as needed.
- Develop and maintain policies and procedures related to the position of secretary. Submit modifications or new policies and procedures to the board of directors for approval.

**Treasurer:** The treasurer's responsibility is to manage Chapter funds. This includes preparing the annual budget and developing or maintaining fiscal policies and procedures. The treasurer is required to present financial information to the Board of Directors at each meeting and works with the President to complete the financial section of the annual report.

### **Duties**

Be custodian of the Chapter funds with the assistance of the Nursing Administrative Assistant.

- Prepare and present a current financial report to the board of directors at each meeting.
- Prepare and submit an annual budget to the board of directors with appropriate committees, advisory council, or task forces.
- Work with an accountant on a formal or informal external biennial audit.
- Write checks needed for expenses.
- Develop and maintain fiscal policies and procedures in collaboration with the appropriate committee. Submit new policies or modifications of existing policies to the board of directors for approval.

**The Leadership Succession Chair:** is responsible for recruiting nominees for Chapter leadership, preparing the election ballot and notifying candidates of election results. The Leadership Succession Committee, under the direction of the Chair, takes responsibility for overseeing the execution of Chapter elections.

### **Duties**

- Form and lead The Leadership Succession committee (at least three members)
- Call and lead a minimum of one to two committee meeting per year (online is fine)
- Organize the nominations call for future leaders to serve on the Board of Directors
- Compile the ballot
- Total the ballot votes and announce ballot winners

**Leadership Succession Committee Member:** The role of the Leadership Succession Committee Member is to participate with other committee members and the chair to seek and organize the nominations for future leaders to serve on the Board of Directors. In addition, the Leadership Succession Committee compiles the ballot. The committee will include you and two members. This committee should meet one to two times per year.

**Governance Committee:** The Governance Committee is chaired by the SMSU Faculty Counselor. The committee should anticipate meeting twice a year to review any concerns. The main role of the committee is to maintain the Chapter Bylaws, which have been created by the Steering Committee and are pending approval by the Board of Directors.

Though the Governance Committee is not a part of the executive board structure, the Chapter bylaws clearly state the Governance Committee is a required committee with at least 3-4 members. The members of this committee may be elected or appointed. Once all of the members have been selected for this committee, then the president is responsible for appointing the chair. The Governance Committee is responsible for bylaws adoption and amendments each biennium and works with the counselor(s) to support all phases of the induction process.

### **Duties**

- Oversee Chapter membership eligibility issues.

- Lead the bylaws amendment process by considering, reviewing, editing and/or correlating amendments each biennium.
- Update the Chapter's bylaws to comply with changes made to the international bylaws by utilizing the new Chapter bylaws template created and updated by STTI headquarters (updated template is typically available in January of even-numbered years). Adopt updated bylaws each biennium.
- Develop and maintain policies and procedures related to the position of governance chair. Submit modifications or new policies and procedures to the board of directors for approval.

**Awards Committee Chair:** Oversees the development, review and revision of criteria and funding for recognition awards and scholarships distributed by the Chapter. Additionally, oversee the recruitment, selection and communications processes associated with Chapter and international awards.

**Duties**

- Request budget monies each year for activities.
- Update award due dates and applications each year for awards.
- Lead the judging of award applications and announce recipients to the Board of Directors and the Chapter.
- Obtain and present awards at a Chapter Program to recipients.

**Archivist:** Collect and preserve items of historical significance for the Chapter by filing meeting minutes, oversee the collection and preservation of documents, statistics and other contributions. Archivists may also develop or maintain the written history of the Chapter. (Note: A written history of the Chapter is required to be submitted at the time of application for chapter status.) May be appointed and hold a long-term position.

**Duties**

- Oversee the filing and/or preservation of committee meeting minutes.
- Manage the collection and preservation of statistics, documents, individual contributions and other information of historical significance for the honor society/chapter.
- Oversee the process of developing and maintaining a written history of the Chapter, which is annually reviewed and updated.
- Develop and maintain policies and procedures related to the position of archivist. Submit modifications or new policies and procedures to the board of directors for approval.

**Program Chair:** Leads the development of the Annual Conference, and two educational webinars each year. Serves as the Director of the Annual Research/Practice Conference.

**Duties**

- Obtain speakers for the Annual Conference and two educational webinars each year
- Request Board of Director permission for any funds before promised or spent
- Leads the planning of the Annual Conference and two educational webinars each year, which includes compiling the Conference and Webinar flyers, budgets (with BOD), publicity, location, food/beverages, evaluations, and brochures.

## Membership Committee Chair

The committee associated with the membership chair promotes membership renewal, engagement, and involvement; oversees mentoring programs; plan and implement membership orientation events and promote the Chapter to the current and future membership.

### Duties

- Oversee the promotion of membership renewal and membership involvement.
- Manage the process of involving members in committee membership.
- Promote leadership development.
- Oversee the development and maintenance of a new member mentoring program.
- Plan and implement an orientation for new inductees and multiple and transfer members.
- Create member interest inventories to assess member needs and interests. Share results with board and committees as needed.
- Ensure members are aware of their responsibility to keep Chapter informed of their current contact information so members may receive correspondences and benefits.
- Develop and maintain policies and procedures related to the position of membership involvement chair. Submit modifications or new policies and procedures to the board of directors for approval.
- The Chair compiles a committee each year and reports the committee roster to the Board of Directors.
- The Membership Committee is responsible for retention of members. The Goal is to retain 80% of members each year.
- The Membership Committee is responsible for updating the membership roster member dates at least monthly.
- The Membership Committee is responsible for encouraging members to renew their membership 1-2-3 months prior to renewal time.

## Newsletter Committee Chair

The committee associated with the newsletter chair publishes a professional newsletter twice per year with the Chapter news.

### Duties

- Oversee the proofreading, editing, and publishing of the newsletter twice per year.
- Manage the process of involving members in the newsletter committee.
- Oversee the recruitment of committee members each year to serve.
- Call for stories to be submitted for the newsletter
- Ensure the newsletter is published twice per year.
- Ensure the newsletter is emailed to all members.
- Send the newsletter to the Webmaster to be published on the website.

Approved by Board of Directors 11/13/2018

## 9. Plan for Staggering Officer Positions

### Final Plan for Staggering Officers

#### Board of Directors and Committees

#### Omega Omicron Chapter

**Purpose:** So that not all Officers/Leaders leave the board at the same time.

Officer/Leader	Charter Term to July 2018	Staggered Term	Subsequent Pattern
President	To 2018		New July even years
President-Elect	To 2018		New July even years
Vice President	To 2019	To 2019	New July odd years
Secretary	To 2018		New July even years
Treasurer	To 2019	To 2019	New July odd years
Counselor (must be SMSU faculty)	To 2018		New July even years
Governance Committee Chair (this is the counselor)	To 2018		New July Even years
Leadership Succession Committee	To 2019	To 2019	New July odd years
WebMaster	Appointed not Elected		
Archivist	Appointed not Elected		
Awards Committee	To 2019	To 2019	New July odd years
Program Chair	To 2018 Appointed to start and then Elected		New July even years
Membership Chair	To 2019		New July odd years



	Appointed to start and then elected		
Newsletter Chair	To 2019 Appointed to start and then elected	6/30/2019	New July odd years

Approved by the Board of Directors June 25, 2018

## 10. Election Policies and Procedures

**Policy:** The Leadership Succession Chair and Committee should review the bylaws for the process of elections. Below is a timeline to follow.

### Guidelines for Chapter Elections

The selection of chapter officers is one of the most significant activities of the chapter. The Leadership Succession Committee's job begins at the time of its election. Its task is to assess the goals and needs of the chapter with the assistance of the Board of Directors and the members. **See Current Bylaws for Details about the election rules!**

### Procedure Timeline:

Time Period	Activity
August to November	Publicize the Call for Nominations in the newsletters, website, member emails and other member contacts
December to January	Confirm nominations and obtain biographies for ballot
January 20th	Final Ballot Prepared and Proofed
January 25 <sup>th</sup>	Final Ballot entered into Survey Monkey or other vote collection format
February 1 to March 10	Voting Occurs
March 11	Final Election Tally
March 12	Election Results Communicated to Members via email and announced at Annual Meeting

## 11. Annual Meeting Policy and Procedure

**Policy:** The Annual Membership Meeting is held once per year. **May be held in conjunction with other event or via webinar.** Since our members are spread out over a large rural area, it is best to hold both on the same day back to back to capture members at the same locale for two meetings.

**Procedure:**

1. The President runs the meeting.
2. The President is responsible for the agenda.
3. The Secretary is responsible for taking minutes (or a designee).
4. All members are invited to attend.
5. There is no charge to attend the Annual Membership Meeting.
6. Each officer and leader should report as necessary.
7. Members should have input and provide comments or ideas as desired.

## 12. Financial Policy and Procedure

The Omega Omicron Chapter has a budget template used to approve and plan for expenses each year. The budget is presented at the first Board of Directors Meeting by the Treasurer but at the Board of Directors Meeting, changes and additions can be made with board approval.

No member of the Chapter is to ever spend money that will be requested to be reimbursed without previous Board of Director approval. All expenses must be approved by the Board of Directors before the money is promised or spent.

The Chapter has an account that is tax exempt through the State of Minnesota via Southwest Minnesota State University. LeeAnn Teig is our administrative assistant that coordinates our financial records. All income/expenses must follow the SMSU policy and procedures. LeeAnn Teig is our expert on the SMSU policies we must follow. **All bills should be paid from this account until depleted and then close account.**

## **13. Finance and Budget Policy and Procedure**

### **Policy**

The Omega Omicron Chapter has a budget template used to approve and plan for expenses each year. The budget is presented at the first Board of Directors Meeting by the Treasurer but at the Board of Directors Meeting, changes and additions can be made with board approval.

No member of the Chapter is to ever spend money that will be requested to be reimbursed without previous Board of Director approval. All expenses must be approved by the Board of Directors before the money is promised or spent.

The Chapter has an account that is tax exempt through the State of Minnesota via Southwest Minnesota State University. LeeAnn Teig is our administrative assistant that coordinates our financial records. All income/expenses must follow the SMSU policy and procedures. LeeAnn Teig is our expert on the SMSU policies we must follow. Once we spend the monies in the SMSU account, the account will cease and Omega Omicron will use the Wells Fargo account for all business.

### **Finance and Budget Evaluation Policy:**

At the end of academic year Board of Directors meeting, the treasurer will submit the current standings of our financial account(s). The treasurer leads an evaluative discussion of the budget for the year. Did we stay on budget? Do we need to consider special items for the next year?

Procedure for completing the financial section of the Chapter Annual Report (once approved and chartered as a chapter): The chapter is responsible for fundraising to support a minimum reimbursement of \$1000.00 per person for 2 delegates to attend the Delegate Assembly every two years. Should funds be available, the delegates will be reimbursed up to \$2000.00 each. This is to be presented and approved with the amounts determined with the budget voting process at the first Board of Director meeting each year (academic year).

### **Procedure**

The Treasurer submits a proposed budget at the first Board of Directors Meeting. The Budget template is used for this presentation. The budget is discussed, any changes and additions can be made but must be voted on at first Board of Director Meeting.

### **Audit Procedure**

The Omega Omicron financial account at SMSU is audited as part of the State of Minnesota audit process at SMSU. We follow all SMSU/State of Minnesota finance

policies and have tax exempt status. Once this account is depleted, this account will cease.

Omega Omicron currently has an account at Wells Fargo Bank in Marshall, MN. The treasurer updates must occur with the change of treasurers. The Wells Fargo account is audited by Chapter Officers as per follows:

An internal review by three board members: President and Vice President, in collaboration with the treasurer, is completed every year in June prior to the end of any officer terms. The review is documented in a note with date, names of officers, account balances and how the officers verified the account balances. The documented review is presented to the Board of Directors at the first meeting in the following year (usually August or September). Should there be a discrepancy in the balances be more than \$5.00 the entire Board of Directors should be notified immediately (within 24 hours) upon completing the review.

**Procedure for completing the financial section of the Chapter Annual Report:**

The Treasurer will complete the financial section of the Chapter Annual Report in collaboration with the President at the Chapter Sigma website. The Treasurer's report should first be presented to the Board of Directors prior to placing in the financial section of the Chapter Annual Report. The President will review the treasurer's report prior to submitting the Chapter Annual Report.

Update approved by Omega Omicron Board of Directors on November 11, 2021

## 14. Chapter Financial Calendar

(Received from Sigma February 2019)

Checks containing Membership Dues (Renewal and New Member Dues) (effective once STTI Chapter)

Three times per year, STTI returns membership dues to your chapter that were collected by headquarters. If your chapter does not participate in the [direct deposit \(ACH\) program](#), the check will be sent to the chapter treasurer to deposit in the chapter account.

- **September**
  - Check will include:
    - Membership dues **returned** to chapter
      - Renewing members from 1 March – 31 August
      - Newly inducted members from 1 March – 31 August
    - Chapter Services Fee is **deducted** from check
      - Each STTI chapter is assessed an annual fee that helps to ensure the consistent availability of high-quality products and chapter services. The chapter services fee is automatically deducted from this September check. For more information, see the [basic services](#) page.
    - Chapter Liability Insurance Fee is **deducted** from check
      - This policy provides payment in the event of a “liability” loss that caused injury or property damage. It protects the chapter against liabilities that arise from their daily operations, meetings and other officially sanctioned chapter events.
      - The cost to your chapter for this insurance is based on the number of active members in your chapter at the end of each fiscal year. [Read more](#)
- **November**
  - Check will include:
    - Membership dues **returned** to chapter
      - Renewing members from 1 September– 31 October
      - Newly inducted members from 1 September– 31 October
- **March**
  - Check will include:
    - Membership dues **returned** to chapter
      - From renewing members from 1 November – 28 February
      - From newly inducted members from 1 November – 28 February

## Checks containing Chapter Ceremony Fees

### □ **Monthly**

- Any chapter charging a ceremony fee (to cover dinners or special events) for induction, will receive an additional check of ceremony fees at the close of each month. New member chapter dues money will be returned to chapters in regularly scheduled chapter checks.
  - For example, a chapter holding an induction on 10 December and new candidates pay in October, November, and December. The chapter will receive a check with the ceremony fees collected in October at the end of November, the ceremony fees collected in November at the end of December, and the ceremony fees collected in December at the end of January.



## 8. Chapter Services Fee Grid

(Received from Sigma February 2019)

Each STTI chapter is charged an annual fee, which helps cover the cost of various services provided by STTI headquarters (once STTI Chapter). These services assist each chapter in efforts to recruit, engage and retain members. The fee is automatically deducted from a regularly scheduled chapter renewal fee disbursement, sent to each chapter by STTI headquarters. The below fee scale amounts will be removed from the September chapter check.

Member Count	High Income	Middle Income	Low Income
50 or fewer members	\$24	\$10	\$5
51-100 members	\$72	\$29	\$14
101-200 members	\$144	\$57	\$29
201-300 members	\$240	\$95	\$48
301-400 members	\$336	\$133	\$67
401-500 members	\$432	\$171	\$86
501-600 members	\$528	\$209	\$105
601-700 members	\$624	\$247	\$124
701-800 members	\$720	\$285	\$143
801-900 members	\$816	\$323	\$162
901-1,000 members	\$912	\$361	\$181
1,001+ members	\$960	\$380	\$190

### Frequently Asked Questions

Q: How is the number of active/dues-paying members determined?

A: The number of members for a year is determined by the number of active members in a chapter at the end of each fiscal year.

Q: When do chapters have to pay this fee?

A: All fees will be deducted from the renewal fee disbursement in September. Should the amount due exceed the amount to be paid to the chapter, an invoice will be issued.

Contact the Chapter Services with any questions, at 888.634.7575 (U.S./Canada toll free),  
+1.317.634.8171 (International) or [chapserv@stti.org](mailto:chapserv@stti.org). \*World Bank Country Categories by Income

## 16. Chapter General Liability Insurance

(Received from Sigma February 2019)

### (Non-North American Chapter Coverage)

This policy provides payment in the event of a premises “liability” loss that caused injury or property damage (once STTI Chapter). It protects the chapter against liabilities that arise from their daily operations, meetings and other officially sanctioned chapter events held at the university or chapter premises that **do not involve** events or potentially hazardous or dangerous activities such as;

- Walk/run events held in highly trafficked areas,
- Athletic Contest; rock climbing, swimming, skiing, etc.,
- Exhibition that you sponsor,
- Or the serving of alcoholic beverages.

This policy consists of the following coverage:

**Premises and Operations** - This coverage protects the chapter in the event of loss due to damage arising from ownership, maintenance, or any use of the insured premises or meeting facility.

**Contractual Liability** - This coverage protects the chapter when liability arises from obligations they have assumed under contract with others, **for the use of the insured premises or meeting facility**. It covers the liability of others, which they had assumed either knowingly or otherwise **excluding liquor**.

**Personal Injury** - This policy **excludes** coverage for any personal Injury or advertising Injury; “bodily injury” arising out of “person injury” or “advertising injury”. Examples of Personal Injury or Advertising Injury are as listed below:

- False Arrest, Detention, or Imprisonment
- Malicious Prosecution
- Wrongful Eviction or Entry by a Landlord
- Libel, Slander, or Disparagement of an Organization
- Invasion of Privacy through Spoken or Written Statements
- Unauthorized Use of an Idea in Advertising
- Infringement of Copyright, Product Image or Slogan in Advertising

**Medical Payments** - This coverage pays for medical expenses incurred by persons as a result of injury, due to an accident on the premises. The coverage pays to the established limit, regardless of who was at fault.

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Fire Damage Legal Liability - This coverage protects the chapter against financial loss, in the event your leased or rented real property is damaged due to fire or explosion caused by your operations. Payment is made when the chapter is legally held liable. There must be a contract in place.

Host Liquor Liability - This coverage protects against loss in an event arising from the serving of alcoholic beverages at a chapter function deemed incidental to your operations. **YOU CANNOT BE PROFITING FROM THE SALE OF THE BEVERAGES. This is strictly for members, any events outside the normal meeting facility or on facility premises with non-members, this coverage will not be applicable.**

## Chapter General Liability Coverage Limits

Bodily injury and Property Damage Liability Limit – per occurrence	US \$1,000,000.00
Bodily injury and Property Damage – aggregate	US \$2,000,000.00
Medical Payments	US \$25,000.00

## Coverage Includes:

- Premises and  
Operation
- Contractual Liability
- Host Liquor Liability

## 17. Program Policy and Procedure

The purpose of programs is to raise funds and to provide education.

Topic	Policy	Related Procedures
Educational Webinars	Two educational webinars are offered each academic year.	Publicity is important months in advance and a reminder prior to the webinar dates. Provide a certificate of attendance to attendees.
Annual Summit	One research/practice conference is held each academic year	May be in the spring. Consider other regional conferences when setting date. Publicity is extensive to members, regional nurses, area employers, regional nursing school faculty and students
Induction	At least one induction is held each academic year.	Induction planning is a joint effort by the Counselor, President, and Program Committee.
Annual Membership Meeting	The Annual Membership Meeting is held once per year. The President is responsible for the agenda.	Minutes are taken by the Secretary or designated substitute
Summer Series	A Summer Series event is held every summer as a fundraising and educational event.	The Summer Series is a joint fundraising and education effort among the President, Program Committee, and other Officers and Leaders as appropriate. The topic should be chosen based on membership needs and requests.
Financial Responsibility	Monies should be promised or spent as approved in advance by the Board of Directors for all program events.	An amount is included in the annual budget for programs. Any additional amounts require additional permission from the Board of Directors prior to incurring the expense.

## 18. Volunteer Recruitment Policy and Procedure

**Policy:** membership engagement in volunteer service is integral to developing leaders and the Chapter. This is a team effort to recruit volunteers in the Chapter.

**Procedures:** At the beginning of the chapter year, each Committee Chair should ask members to serve on the committee. Start with members who served the previous year to see if they want to stay on the committee. Encourage committee members who have served for several years to consider a place on the Chapter Ballot as a leader.

The President should assist Committee Chairs in recruiting members to their committees as needed.

All Committee Chairs should provide the President and Board of Directors an updated Committee list at Board of Director meetings throughout the year so the Directory can be kept up to date.

The Counselor should encourage serving on a committee with all new members upon entry into Chapter.

A directory of Chairs and committee members should be included in each policy and procedure manual and updated by the President.

All members are encouraged to participate in the Annual Service Project(s) through Chapter communications.

## 19. Procedures for Meetings

**Agenda:** The agenda is set by the President for Board of Director meetings. The President emails the agenda and a meeting reminder to the leadership team ideally the week prior to the meeting. All agendas and minutes should be sent to the archivist for records storage.

**Minutes:** The Secretary keeps minutes during the meeting and mails them to the leadership team within one week of the meeting. The President should include a review of the last meeting minutes at the next meeting and either call for approval or consensus. All agendas and minutes should be sent to the archivist for records storage.

**For Committee Minutes:** The Committee Chair should make up the agenda and send to committee members ideally one week prior to the meeting. The Committee Chair should keep minutes or ask a member to keep minutes. The Chair should include a review of the last meeting minutes at the next meeting and either call for approval or consensus. The committee minutes should be saved and sent to the archivist for storage.

## 20. Membership Recruitment Policy and Procedure

1. The Omega Omicron Chapter adheres to the bylaws regarding membership eligibility with STTI.
2. Membership Eligibility is consistent with the STTI procedure as follows:
3. The Counselor processes all prospective undergraduate members by obtaining GPAs from the University about nursing majors who have completed half of the curriculum or more. The follow criteria is applied:

### Requirements for Membership

#### Students in Basic Program (Undergraduate)

- Enrolled in a baccalaureate or equivalent nursing degree program
- Holds a cumulative GPA of a 3.0 or higher on a 4.0 scale (or equivalent)
- Ranked in the top 35% of class/cohort
- Completed ½ of nursing curriculum

The counselor is responsible to make a motion to the Board of Directors with the candidate names for a vote of approval.

1. The Counselor processes all prospective nurse leaders by obtaining their application. If they are a STTI member already, no further documentation is needed. If they are not a STTI member, then their CV or resume is required.

#### Nurse Leader

- A registered nurse, legally recognized to practice in his/her country
- Holds a minimum of a baccalaureate degree or equivalent in any field
- Demonstrates achievement in nursing
- See the Nurse Leader Application Form on our website in the Membership Area at <http://www.southwestmnnursinghonorsociety.com/>

The counselor is responsible to make a motion to the Board of Directors for a vote on the nurse leader joining the Chapter.

2. All members are encouraged to recruit colleagues to the Chapter.
3. Up to date information about membership, including the membership benefits and application form are found on the website at <http://www.southwestmnnursinghonorsociety.com/Membership.php>
4. Recruitment specials are approved by the Board of Directors on an individual case vote due to possible financial implications.



## 21. Membership Eligibility



### Omega Omicron Chapter

#### Membership Eligibility

##### RN to BSN Students must:

- have completed half of the nursing curriculum
- achieve academic excellence (GPA in top 35%)
- meet the expectation of academic integrity

##### Nurse Leaders:

- be legally recognized to practice nursing as an RN
- have a minimum of a baccalaureate degree or the equivalent in any field.
- demonstrate achievement in nursing (examples are leading a nursing project, serve as charge nurse, be active in the community)

#### Benefits of Membership in Omega Omicron Chapter

Chapter website/newsletter and Chapter newsletter  
 Honor Cords  
 Scholarships and Awards  
 Attend member meetings  
 Reduced rate or free continuing education for nurses  
 Copy of Chapter Bylaws (found on website)  
 Networking with Other Professional Nurses  
 Volunteer Service and Philanthropic Opportunities  
 Leadership Development Opportunities  
 Email Communications and Member Updates

#### Members who join Omega Omicron also receive Sigma International Benefits!

##### Sigma Member Benefits

Free continuing nursing education courses online  
 Reduced rate continuing nursing education courses online  
 Reflections on Nursing Leadership Publication  
 Journal of Nursing Scholarship Publication  
 Worldviews on Evidence-Based Nursing Publication  
 Virginia Henderson Global Nursing e-Repository  
 Sigma Newsletters  
 Career Advising, Mentoring, and Coaching

Sigma Job Board  
 Volunteer Opportunities  
 Professional Networking  
 Social Networking  
 Sigma Marketplace  
 Mercer Professional Liability Insurance Discount  
 Awards and Grants

Sigma provides a limited number of financial subsidies for those experiencing financial hardship. Learn more about the Edith Anderson Membership Subsidy online at [www.SigmaNursing.org/Membership](http://www.SigmaNursing.org/Membership). Omega Omicron chapter has its own subsidy—please contact the counselor for more information

Omega Omicron Counselor

## Membership Application

**Contact the current counselor for a request of membership. The counselor is responsible for setting up the online invitation to nursing students and nurse leaders.**

### Renewal Process

After induction, members must pay annual membership fees to be considered active and to receive member benefits from the honor society. If the honor society is approved to become a chapter, members are invited to become chartering members of the new chapter and STTI. STTI members must pay annual membership fees to receive STTI member benefits.

\*Note that developing honor societies must collect dues (induction fees and renewal fees) from their members until approval. If approved as an official chapter, STTI will collect all dues from members. Chapter dues will be sent to the chapter in the form of a chapter check. The chapter dues are returned to the chapter in regularly scheduled chapter disbursements. This will be explained during transitional trainings.

Definition of Active Members: **Active members** pay annual membership dues and are entitled to all benefits of being an active member.

Definition of Inactive Members: **Inactive members** have not paid annual membership dues and are not entitled to the benefits of being a member, such as conference rate reductions, or awards. Inactive Members are not able to serve on committees or the board of directors.

### **How Developing Honor Societies Conduct a Renewal Cycle**

- Members have a variety of membership due dates as noted on the Membership Roster.
- The Membership Committee is responsible for sending out emails approximately 3 months before membership renewal is due. The first renewal is sent three months prior to renewal date. If the membership is not renewed, the second renewal notice is sent out two months before membership renewal is due. If the membership is not renewed, the third renewal notice is sent out one month before the membership renewal is due.
- The email letter is accompanied by a membership renewal form.
- When members do not renew, a second email letter is sent to the member.
- Many groups have found it beneficial to promote the benefits of membership and upcoming events in their letter.
- Developing honor societies shall update and maintain their membership roster by tracking their active and inactive members as they receive membership renewal forms and payments.
- The Membership Committee is responsible for updating the membership roster member dates at least monthly.
- Repeat this cycle each year until the honor society is approved to become a chapter.

### **How Much Should the Renewal Fee Be?**

The renewal and induction fees are usually the honor society's/chapter's main source of income. The board of directors of the developing honor society shall determine the renewal and induction fees based on the group's annual expenses and budget needs. The Southwest Minnesota Nursing Honor Society Annual renewal fee is \$50. Once the Society is a STTI Chapter, the Board of Directors will set a new annual rate (usually \$25 to \$35 per year).

## 22. Induction Planning

The Counselor, President, and Program Planning Committee work together as a team to plan induction ceremonies. Best practice is to start planning at least 12 weeks prior to the induction ceremony. The following items are required:

Planning Item	Responsible Person	Tips/Information/Description
Date	Set by President and Counselor	Set as early as possible; preferably 3-6 months in advance
Location	Set by President and Counselor	Set as early as possible; preferably 3-6 months in advance  Note: Induction may be held as a physical ceremony on campus or as a synchronous Webinar.  When on campus induction, the Counselor is responsible for Ordering beverages and food items for the induction ceremony, and for making the room reservation (Whipple Art Gallery is preferred)
Set up items for Inductions	President, Counselor, Program Chair, Vice President	When on campus inductions prepare and set up the following: <ul style="list-style-type: none"> <li>• <b>Minimum of one 8ft. long table</b> (for large inductions, multiple tables may be needed)</li> <li>• <b>Cloth table covering</b> – white or black</li> <li>• <b>Signature book and pens for inductee signatures</b></li> <li>• <b>Induction certificates and certificate holders</b> created and printed</li> <li>• <b>Flowers, pins, or honor cords</b></li> <li>• <b>Induction ceremony script</b> should be placed on the podium</li> <li>• <b>Projector</b> or presentation equipment if using ceremony slides</li> </ul> <p><u>OPTIONAL items include:</u></p> <ul style="list-style-type: none"> <li>• <b>Candles or candelabras</b></li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Flower arrangement</b></li> <li>• <b>Corsages and/or boutonnieres</b> for the dean(s) of the nursing program, SMNHS president/leaders, and/or special guests</li> </ul> <p>Stage Preparation</p> <ul style="list-style-type: none"> <li>• Set-up of the ceremony venue should be completed at least 2 hours prior to the ceremony start time.</li> <li>• Ensure that the stage is large enough for the participants to move about</li> <li>• The flow of traffic should be left to right when facing the stage</li> <li>• All presidors, presenters, and SMNHS leaders involved should be seated on the stage, or in the front row</li> <li>• Electric cords should be covered with tape to avoid the possibility of tripping</li> <li>• Certificates should be arranged in order of presentation (alphabetical order recommended)</li> <li>• Seats directly in front of, or besides, the stage should be reserved for inductees <ul style="list-style-type: none"> <li>➤ <i>Seat inductees in order in which they will be called (alphabetical order recommended)</i></li> </ul> </li> </ul> <p>Plan to have a brief “run through”/rehearsal for all presidors and SMNHS leaders involved in the ceremony</p> <p>For Induction Webinars, the following are required:</p> <ul style="list-style-type: none"> <li>• <b>Web Conference Room</b> with publicized link</li> <li>• <b>Script</b> available to President, Counselor, and Program Chair</li> </ul>
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## SMNHS POLICY AND PROCEDURE MANUAL

		<ul style="list-style-type: none"> <li>• <b>PowerPoint or another slide presentation</b> created to show during the Webinar induction</li> <li>• New member <b>BIO</b> presentation</li> <li>• Counselor will <b>email the membership certificates</b> to new members</li> <li>• The counselor places the names of the new members in pencil in the <b>membership book</b> and has the new members sign the book next time they are on campus</li> </ul> <p>The President, Counselor, and Program Chair should have a brief rehearsal of the induction prior to the actual induction</p>
Consider inviting SMSU President and Provost calendar works with date (as applicable)	President and Counselor	<p>This is optional as it is quite the feat to manage all the schedules. Best practice is to invite the SMSU President and Provost for on campus inductions. Anticipate they will make speeches at the beginning of the ceremony.</p>
Induction Program	Counselor	<p>Use template developed from STTI to prepare Induction Program</p> <p>Produce an Induction Program <i>This can include information about the goal of the SMNHS to apply to become a chapter of STTI. Information about STTI can be included, but it should be clear that the SMNHS is not yet affiliated with STTI, and not yet a chapter.</i></p>
Honor Cords	Counselor	Order honor cords for those who attend induction
Save the Dates prepared and sent to members	Program Chair Webmaster	<p>Save the dates publicity for induction—this is prepared by the Program Chair and emailed to members by Program Chair.</p> <p>The Program Chair send the Save the Date to the Webmaster to put on the Chapter Website</p>

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Inductee Bios	President and Counselor	Setting up inductee bios on online data collection method (for example Survey Monkey) Organizing RSVP and inductee bios for the ceremony
Preparing the ceremony script	President	The President uses the template from STTI that is adapted for the Chapter use
Reading of New Member BIOS at the Induction	President and Counselor	The President and Counselor will discuss how the reading of new member BIOS will be done.
Emcee in Charge of Induction	President	The President is in charge of leading the induction ceremony as the Master/Mistress of the Ceremony
Conducting the Ceremony	President, Counselor, Program Chair, Other Chapter Leaders and Officers	<p>Inductees should be greeted and asked to check-in upon arrival <i>This allows the SMNHS the option to add or delete inductee names, or add an "Absentee" slide to the presentation and script before the ceremony begins</i></p> <p>Volunteers should be on-hand to show inductees to their assigned seats</p> <p>As each inductee's name is called, they come forward to be inducted</p> <p>A designated SMNHS leader presents the membership certificate</p> <p>A designated SMNHS leader presents the flower, or honor cords, if applicable</p> <p>Each inductee signs the signature book prior to exiting the stage</p> <p>After the new members have been inducted into the SMNHS, all members extend congratulations to the new members</p>

STTI Induction Planning Document used as resource in preparing this document.

## 23. New Membership Process and New Membership Orientation

**Key Roles:** Counselor and Membership Committee

**Policy:** To foster membership in the Chapter and welcome all new members. An orientation is provided to all new members.

**Procedure:**

1. Counselor processes invitations to invitees.
2. Counselor welcomes new members with an email.
3. Counselor or Membership Committee sends new members a Welcome and the New Member Asynchronous Orientation Virtual Session and New Member Survey.

New Member Orientation Session:

<https://www.softchalkcloud.com/lesson/serve/kbzPENW4I5t98X/html>

4. Membership committee or Counselor compiles, analyzes, shares survey results with the Board of Directors. Be sure this is documented on the BOD meeting minutes.
5. Membership committee takes any appropriate actions, such as share data with program chair, counselor or other relevant members in the Chapter.



## 24. Renewal Process Policy and Procedure

### Policy

After induction, members must pay annual membership fees to be considered active and to receive member benefits from the Chapter. STTI members must pay annual membership fees to receive STTI member benefits.

As an official chapter, STTI collects all dues from members. Chapter dues will be sent to the chapter in the form of a chapter check. The chapter dues are returned to the chapter in regularly scheduled chapter disbursements. This will be explained during transitional trainings.

Definition of Active Members: **Active members** pay annual membership dues and are entitled to all benefits of being an active member.

Definition of Inactive Members: **Inactive members** have not paid annual membership dues and are not entitled to the benefits of being a member, such as conference rate reductions, or awards. Inactive Members are not able to serve on committees or the board of directors.

## 25. Society Communications Plan

**Society Logo:** The official logo of the Omega Omicron Chapter should be the only logo used. The current logo is



**Chapter Website:** Omega Omicron Chapter website

<http://www.southwestmnnursinghonorsociety.com/>

is maintained by the chapter webmaster through Yola. Membership information, newsletters, program documents, archives, and the annual calendar should be sent to the Webmaster in electronic format for posting to the website.

**SurveyMonkey:** Omega Omicron Chapter utilizes SurveyMonkey to send out electronic surveys to its active members for the purposes of member surveys, abstract submissions, and for election ballots. The chapter Webmaster is the point of contact for SurveyMonkey

**Chapter Calendar:** The Omega Omicron Chapter annual calendar of meetings and events is planned before the chapter year begins on July 1. Some dates are finalized as quickly as possible, such as program dates, pending location and speaker confirmation. The Chapter calendar is a convenient, one-page document that it can be viewed or printed from the Chapter Website at

<http://www.southwestmnnursinghonorsociety.com/Calendar-of-Events.php>

Further details on each event is available on the website