

Checklist: Are You Ready to Submit a Charter Amendment Application?

_____ Have you consulted regularly with STTI chapter development staff about the amendment process and requirements?

_____ Is the nursing program of the joining school accredited/approved via:

Check the nursing accreditation awarded:	Description of Nursing Program Accreditation or Approval
	ACEN = Accreditation Commission for Education in Nursing (formerly NLNAC = National League for Nursing Accrediting Commission)
	CCNE = Commission on Collegiate Nursing Education
	CASN = Canadian Association of Schools of Nursing
	Other = _____ Please contact STTI chapter development staff. This accrediting body may need pre-approval from the STTI Governance Committee to determine it is equivalent and appropriate to STTI standards.

_____ Has the honor society established and documented one of the approved equivalent measures of academic achievement listed below, if 4.0 grade point average method of assessment is not used?

Check the grading system used:	Grading System Description	Undergraduate Standard	Graduate Standard
	4.0 grade point average system	3.0 grade point average or higher	3.5 grade point average or higher
	Highly competent, competent, non-competent	Highly competent	Highly competent
	Honors degree classification: First-class honors Upper second-class honors Lower second-class honors Third-class honors	First-class honors or upper second-class honors	
	Grading scale of 0-20	Grade of 17 or higher	
	Grading scale of 1-5 (1=highest)	Grade of 1.0 to 1.75	Grade of 1.0 to 1.25
	Grading scale of 5-1 (5=highest)	Grade of 4.25 to 5.0	Grade of 4.75 to 5.0
	Percentage grading system	70% or higher	75% or higher
	Cumulative Average (CAV)	78 or higher	84 or higher
	Cumulative Satisfactory Academic Progress	90% Cumulative SAP or higher (highly competent)	90% Cumulative SAP or higher (highly competent)
	7.0 grade point average system	5.0 grade point average or higher	6.0 grade point average or higher

(If your method of assessment is not listed above, please contact STTI chapter development staff. Your method of assessment will need pre-approval from the STTI Governance Committee.)

_____ Letters of Support:

Joining School(s)- Do you have 2 letters of support from each joining school confirming support for the new school of nursing to be a part of a STTI chapter from:

- One letter from the school of nursing head (dean, department chair)
- One letter from a university administrator (president, chancellor, provost, vice president/chancellor of academic affairs)

School(s) Officially Affiliated with Chapter- Do you have 2 letters of support from each school officially affiliated with the established STTI chapter indicating their agreement for adding the new school(s) to the existing chapter?

- One letter from the school of nursing head (dean, department chair)
- One letter from a university administrator (president, chancellor, provost, vice president/chancellor of academic affairs)



Sigma Theta Tau International
Honor Society of Nursing®

Checklist: Are You Ready to Submit a Charter Amendment Application?

- _____ Have representatives of the joining school and the existing chapter's leaders met to discuss logistics, decided mutually to proceed with the collaboration, and outlined a plan for integrating participants from the new school into the chapter's activities and its leadership?
 - _____ Have representatives from the joining school participated & been included in chapter board meetings and the planning of chapter programs and events for more than 6 months? Is this documented in meeting minutes?
 - _____ Have the next 2 years of programs and events been planned/outlined? Do programs meet the mission & vision of STTI?
 - _____ Has a counselor from the joining school been appointed to the chapter board (required per bylaws)? Has a vice president from the joining school been appointed to the chapter board (highly recommended)?
 - _____ Has an approved procedure been outlined for the next chapter leader board ballot & election to ensure equal opportunity and representation of all schools at each election?
 - _____ Has an approved procedure been outlined to determine rotation of events on all campuses?
 - _____ Has a procedure been outlined for distribution/reimbursement of funds for events held on multiple campuses?

- _____ Did the chapter board vote and approve the addition of the joining school(s) of nursing? Was there a quorum of voting board members? Is this vote documented in the board's meeting minutes?

- _____ Were all active chapter members given at least 30 days notice to vote on the pending amendment?
Were ballots sent to all active chapter members?
Did $\frac{3}{4}$ **of the ballots returned** approve the addition of the joining school(s) of nursing?
Did you keep a copy of the notification and ballot to submit with the charter amendment application?
Is the vote documented in the board's meeting minutes or in the minutes of the annual membership meeting?

- _____ Have you drafted and approved proposed at-large chapter bylaws incorporating the new school(s) of nursing into the chapter (pending approval)? Are the bylaws based on the most current STTI template and have changes to the bylaws only been made in areas where changes are allowed unless otherwise approved by the international governance committee?

- _____ Has or will the joining school follow [STTI membership eligibility criteria](#) in all membership categories? Is the projected number of undergraduate inductees from the joining school consistent with the STTI membership eligibility criteria?



Sigma Theta Tau International
Honor Society of Nursing®