

Procedure for a Chapter When Its School of Nursing is Closing

1. Contact headquarters and/or your regional coordinator and inform them of the closing date.
2. Headquarters/regional coordinator will outline options available to the chapter:
 - a. Become an alumni chapter
 - b. Join an existing chapter to form an at-large chapter
 - c. Dissolve as a chapter
3. Hold chapter board of directors meeting to discuss options/direction the group recommends.
4. Hold a chapter meeting to discuss options/future direction with chapter members.
5. Get consensus from members for future direction. According to the bylaws if the chapter is planning to dissolve:
 - a. A resolution for dissolution must be signed by a majority of active (voting) members present at the meeting
 - b. Chapter officers then call a special meeting of the chapter to vote on the resolution for dissolution of the chapter. Three-fourths of the active members present must vote to dissolve.
 - c. Another option is to conduct a mail ballot. If conducting a mail ballot, $\frac{3}{4}$ of the voting members must agree to the dissolution.
6. Next steps:
 - a. If dissolving:
 - i. Date dissolving
 - ii. Decide on asset allocation
 1. According to the chapter bylaws, "all cash and other assets remaining after the chapter's outstanding debts are paid should be returned to STTI headquarters or given to an appropriate nonprofit organization approved by the chapter board of directors. Or, if a majority of the dissolved chapter's members transfer to the same chapter, remaining funds may be contributed to that chapter.
 - iii. Return coat-of-arms and charter to headquarters
 - iv. Headquarters sends letters to members asking to which chapter the member would like to transfer (transfer fee waived)
 - v. Headquarters automatically transfers those not responding to the letter by a certain date. Transfer will be made to a chapter in the member's area of residence.
 - vi. Headquarters removes dissolved chapter from ASP, chapter information database; adds chapter to dissolved chapter database
 - vii. Headquarters informs all staff of change
 - viii. Staff should update chapter numbers in all promotional materials
 - b. If becoming an alumni chapter:
 - i. The chapter must agree to meet all of the requirements for a chapter in good standing with the exception of inducting members a minimum of one time annually.

- ii. Chapter should send a formal letter to the International Board of Directors through chapter services to inform them of the decision to become an alumni chapter.
 - iii. An alumni chapter will keep the same chapter name and number as it had as a regular chapter inducting students.
 - iv. A re-chartering ceremony is not necessary for a chapter changing to alumni status.
 - v. Headquarters notes alumni chapter status in database and other appropriate locations.
- c. If deciding to form (or join) an at-large chapter:
 - i. Request the “Merging Two Sigma Theta Tau International Chapters Application” from headquarters.
 - ii. The application and required documentation should be enough for the Governance Committee and Board to make a determination.