



## Chapter Bylaws Template Permitted Changes

Changes or additions can only be made in the sections specified below unless otherwise authorized by the International Governance Committee.

Bylaws Articles & Section	Description of Changes Required or Allowed	Helpful Links and Important Information
Header	Enter the chapter Greek Name, Institution(s) of Higher Education and Practices Settings (s), chapter number and region of the chapter.	<a href="#">Chapter Directory</a>
Article I: Name	Enter the name of the chapter and location(s).	<a href="#">Chapter Directory</a>
Article II: Purpose and Responsibilities	None	
Article III: Members Section 1. Membership Designations Section 2. Membership Fees Section 3. Membership Rights Section 4. Revocation of Membership	None	<a href="#">Sigma International Bylaws</a> <a href="#">Guidelines for Membership Eligibility</a> <a href="#">Guidelines for Membership Revocation</a> <a href="#">Guidelines for Rescinding an Invitation</a> <a href="#">Sigma Membership Exception Clauses</a> <a href="#">Nurse Leader Application Chapter Guidelines</a> <a href="#">Policy on Assessing Sigma Theta Tau Academic Achievement Excellence Standards</a> <a href="#">Guidelines for Evaluating Candidates from Other Schools of Nursing</a>
Article IV: Officers Section 1. Officers Section 2. Election and Term Office Section 3. Duties Section 4. Vacancies	<p>Section 1. – Chapters may choose to delete president-elect if the chapter does not elect one and indicate the titles of any additional officers. President, Vice President, Secretary, Treasurer, and Counselor are required positions.</p> <p>Section 3. – If the chapter does not elect a president-elect, then the chapter may eliminate Section 3.b. The general duties of any additional officers added in Section 1 may be added to this section after Counselor. The duties stated in the bylaws are to be general duties and not specific functions.</p>	<a href="#">Procedure for Updating Officers in the Chapter Management System</a> <a href="#">Guidelines for Chapter Elections</a>
Article V: Meetings Section 1. Regular Meetings Section 2. Special Meetings Section 3: Meeting Format Section 4. Sigma House of Delegates	None	

Bylaws Articles & Section	Description of Changes Required or Allowed	Helpful Links and Important Information
Article VI: Board of Directors Section 1: Composition and Authority Section 2. Election and Term of Office Section 3. Functions Section 4. Meetings Section 5. Removing a Director from Office	Section 3. – If the chapter has identified additional, general functions for the board of directors, they may be included under this section. However, this is to be only a general framework for their activities. Specific activities and procedures should be included in the chapter policy and procedure manual.	Specific activities and board procedures should be included in the chapter policy and procedure manual.  <a href="#">Sample Policy &amp; Procedures from Sigma</a>
Articles VII- Committees Section 1. Standing Committees Section 2. Board Advisory Councils Section 3. Task Forces	Section 1. – If the chapter has additional standing committee(s), list alphabetically. Include the committee mission, general function, and membership of the committee.	Specific activities and procedures for the committees should be included in the chapter policy and procedure manual.  <a href="#">Sample Policy &amp; Procedures from Sigma</a>
Article VIII – Parliamentary Authority	None	
Article IX – Dissolution Section 1. Initial Action Section 2. Special Meeting Section 3. Disposition of Chapter Funds Section 4. Options for Chapter Members Section 5. Reinstatement Following Dissolution	None	
Article X. Amendment Section 1. Amendments with Notice Section 2. Chapter Bylaws Approval Section 3. Sigma Theta Tau Bylaws Amendments	None	

Additional resources can be found in the [All Chapter Officer Workgroup](#) and in the [Policies, Procedures, and Guidelines for Chapters](#) document.