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

<table>
<thead>
<tr>
<th>Bylaws Articles &amp; Section</th>
<th>Description of Changes Required or Allowed</th>
<th>Helpful Links and Important Information</th>
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</thead>
<tbody>
<tr>
<td>Header</td>
<td>Enter the chapter Greek Name, Institution(s) of Higher Education and Practices Settings (s), chapter number and region of the chapter.</td>
<td>Chapter Directory</td>
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<tr>
<td>Article I: Name</td>
<td>Enter the name of the chapter and location(s).</td>
<td>Chapter Directory</td>
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<tr>
<td>Article II: Purpose and Responsibilities</td>
<td>None</td>
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</tbody>
</table>
| Article III: Members      | None | Sigma International Bylaws  
Guidelines for Membership Eligibility  
Guidelines for Membership Revocation  
Guidelines for Rescinding an Invitation  
Sigma Membership Exception Clauses  
Nurse Leader Application Chapter Guidelines  
Policy on Assessing Sigma Theta Tau Academic Achievement Excellence Standards  
Guidelines for Evaluating Candidates from Other Schools of Nursing  |
| Article IV: Officers      | 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.  
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. | Procedure for Updating Officers in the Chapter Management System  
Guidelines for Chapter Elections  |
<p>| Article V: Meetings       | None |  |</p>
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| 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.  
Sample Policy & Procedures from Sigma |
| 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.  
Sample Policy & Procedures from Sigma |
| 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.