

Sigma Theta Tau International
Honor Society of Nursing, Incorporated
2017-2019 Biennium
Honor Society Bylaws
Form

Effective November 2017 - December 2019

Honor Society Name:

Institution(s) of Higher Education and

Practice Setting(s):

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ARTICLE III. STATUS

Section 1. Nonprofit Organization

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. [\(Guidelines available\)](#)
- 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. [\(Guidelines available\)](#)
 - e) Exceptions – Exceptions may be made at the discretion of the honor society’s governance committee following the guidelines

ARTICLE I. NAME

The name of this honor society of nursing is the _____ (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.

adopted by the International Board of Directors. ([Guidelines available](#))

- 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. ([Guidelines available](#))
 - 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. ([Guidelines available](#))
- 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. ([Guidelines available](#))

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 three-fourths vote for revocation by those present. ([Guidelines available](#))

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.

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. ([Information available](#))
- 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. ([Information available](#))
- 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.) ([Information available](#))
- d. The secretary shall prepare and distribute meeting minutes and correspondence. ([Information available](#))
- 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. ([Information available](#))
- 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. ([Information available](#))

ARTICLE VIII. ELECTIONS

Section 1. Elections

Elections shall be held annually by ballot, by mail, or electronic means. ([Guidelines available](#))

Section 2. Positions

Only active regular members of the honor society can be considered for elected officer of 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.
- 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. ([Information available](#))
- 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. ([Information available](#))
- 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

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. ([Organizational bylaws available](#))

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.

Highlighted sections indicate areas where honor societies are to fill in the blanks with their honor society's specific information or where honor societies may make changes to the bylaws template based on the operation of their honor society.