

Sigma Theta Tau International

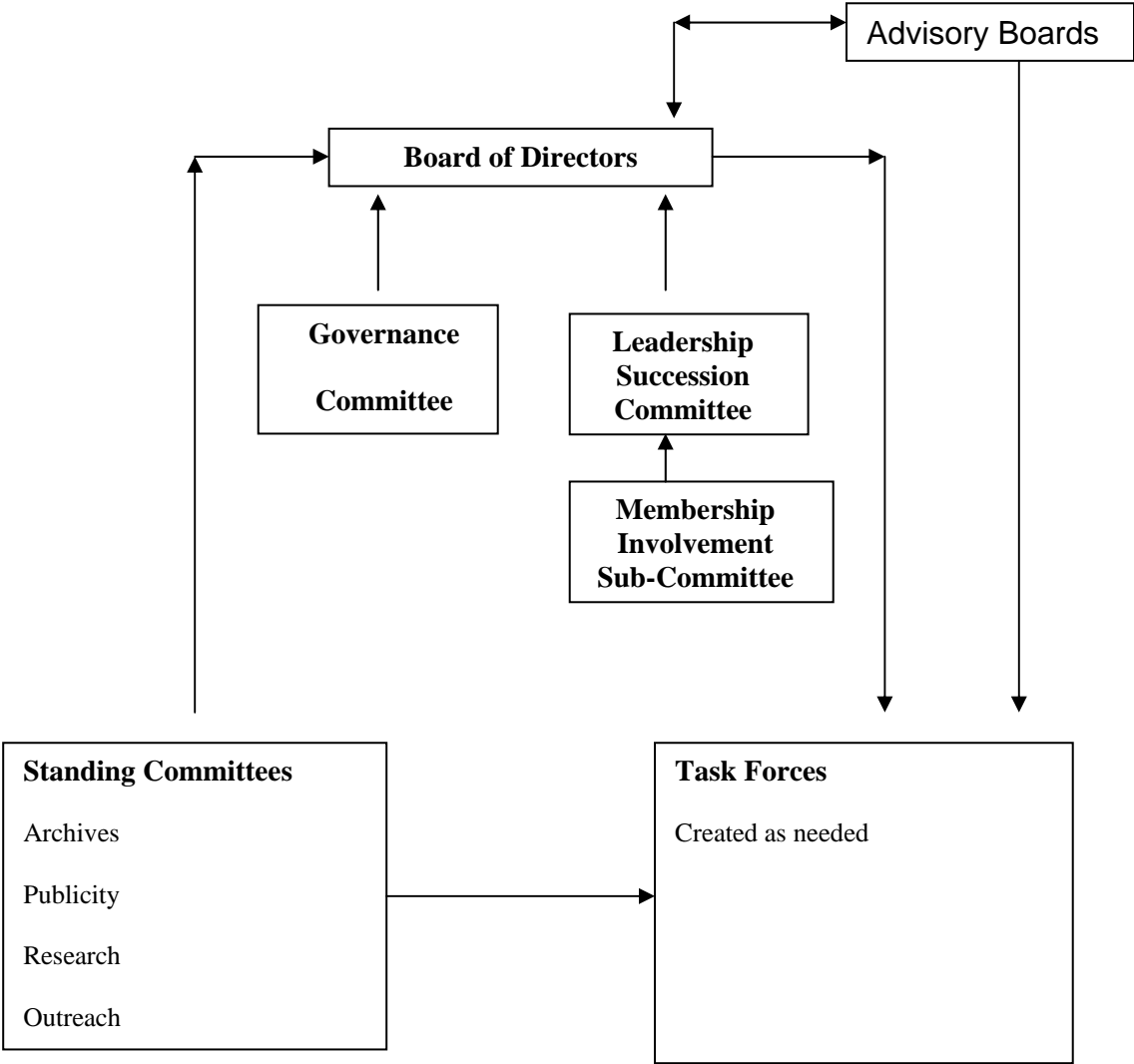
Beta Xi Chapter

Policy & Procedure Manual

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Beta Xi Organizational Chart



Board of Directors

President

I. Qualifications

- A. Active member in the Beta Xi Chapter.
- B. Consents to serve in the position and election by the majority vote of chapter members
- C. Experience as a former elected or appointed position in the Beta Xi Chapter.

II. Term of Office

- A. Two years beginning July 1st and ending June 30th of the second year.
- B. President-elect is served the year proceeding the term of office.
- C. Past-President is served the year following completion of the term of office.
- D. An elected officer may serve only three consecutive terms or six years on the Board of Directors.

III. Responsibilities

- A. The President is the executive officer of the Chapter as stated in the Bylaws, serving as chief representative of the chapter in all Beta Xi programs and inter-chapter activities. Included responsibilities are:
 - 1. Prepare a calendar and agenda for all Board of Directors and general membership meetings as determined by the business of the chapter and headquarters.
 - 2. Conduct monthly meetings, assuring that the business, projects and activities of the Chapter, Region, and International is communicated to the Board of Directors and the membership.
 - 3. Delegate responsibilities to the Chapter Officers or committees.
 - 4. Sign off on all submitted expenses prior to funding from Treasurer.
 - 5. Insure that at least one business meeting and at least two scholarly programs are held during each fiscal year.
 - 6. Prepare and submit the Chapter Annual report to Headquarters in a timely manner of each year in office. These include chapter bylaws form, verification of fees report, chapter officer list, and delegate certification form.
 - 7. Prepare and submit Chapter news and information for the Chapter and Regional newsletters.
 - 8. Serve as a resource for the membership, the Board of Directors, and the Committees; participate in project and program planning, and implementation.
 - 9. Develop and maintain policies and procedures related to the position of President. Submit modifications or new policies and procedures to the Board of Directors for approval.
 - 10. Set up officer transition meeting.

IV. Monthly Timeline for Responsibilities

- A. July
New Chapter officers assume office on July 1st. Update and complete the Chapter Officer list to submit with the Annual Report.
Chapter Bylaws submission no longer required by International.
- B. August
Faculty Counselors receive induction information and prepare slate of inductees.
- C. September
The purpose of the first Board meeting is to vote on candidates for induction, plan for the coming year's activities, and complete plans for the Tri-state Consortium Brunch participation. A general membership meeting follows the Board meeting.
- D. October
Conduct orientation session for new membership inductees.
Ensure completion of Fall newsletter.
- E. November
Conduct membership Induction Ceremony, including an invitation to the general membership meeting in December.
- F. December
General membership meeting.
- G. January
Annual retreat occurs to review strategic plan, and make changes to bylaws and policy and procedure manual.
Ensure completion of Winter newsletter.
- H. February
Return M-1 form to Headquarters listing Chapter Fees for membership renewal.
Call for nominations for new officer elections.
- I. March
Board Meeting to finalize April Business meeting and Spring Program.
Ballot presented to the Board of Directors by the Leadership Succession Committee.
- J. April
Ballot is mailed with Spring Newsletter.
Final votes are reported to President. Letters are sent to all new Board of Directors.
- K. May – June
Conduct Officer Transition meeting and Board meeting.
Prepare summer newsletter.

President-Elect

I. Qualifications

- A. Active member in the Beta Xi Chapter.
- B. Consents to serve in the position and election by the majority vote of chapter members.
- C. Experience as a former elected or appointed Beta Xi member in the Chapter.

II. Term of Office

- A. One year beginning July 1st and ending June 30th of the first year.
- B. President-elect is served the year proceeding the term of president.
- C. An elected officer may serve only three consecutive terms or six years on the Board of Directors.

III. Responsibilities

- A. Responsibilities include:
 - 1. Function as chair of committees as needed.
 - 2. Communicate to the public the purposes of the society.
 - 3. Under the guidance of the President, learn the chapter operations and facilitate the achievement of Chapter goals and the mission of Sigma Theta Tau International.
 - 4. Oversee the process for completing and submitting the Chapter Key Award.
 - 5. Function in the role of President, should the President miss a meeting or need to be away.
 - 6. Function in the role of President, as dictated by the bylaws, should the President no longer be able to do so.
 - 7. Provide other roles and functions as indicated by the President and the Board.
 - 8. Succeed to the Presidency.

Vice President

I. Qualifications

- A. Active member in the Beta Xi Chapter.
- B. Consents to serve in the position and election by the majority vote of chapter members.

II. Term of Office

- A. Two years beginning July 1st and ending June 30th of the second year.
- B. An elected officer may serve only three consecutive terms or six years on the Board of Directors.
- C. Should the office be vacated during the term, the Vice President is replaced by appointment of the Board of Directors.

III. Roles and Responsibilities

- A. Roles
 - 1. Assume responsibilities of the President's absence.
 - 2. Serves to coordinate chapter programs.
- B. Responsibilities
 - 1. Preside at meetings if the President is unavailable.
 - 2. As coordinator of chapter programming, plan Induction and the Spring Program Dinner Meeting. Also work with DNA, Omicron Gamma, and Tau Beta to plan the Research Conference as needed.

IV. Timeline

- A. Induction
 - Need to add
- B. Spring Dinner Meeting
 - 1. Date and location determined at the June Board meeting.
 - 2. Reserve a conference room at a hotel. Embassy Suites has been used for the past 3 years. Contact person is Argelis Harris (302-391-5107). Request a table for registration, a table for the silent auction, and a table for community member induction. Also, request a podium, microphone, and screen.
 - 3. The treasurer has to send a deposit check to the hotel to hold the reservation (typically \$500).
 - 4. Determine a topic and speaker for the event. Get suggestions from board members.
 - 5. Contact the speaker. A \$200-250 honorarium is customary.
 - 6. Send confirmation letter to speaker about the date, time, location, topic, and honorarium. Request an outline, objectives, and curriculum vita in the initial letter. Have the deadline be 3 months before the program. Follow-up at least 3 months before the program to get these materials.

Submit the application for contact hours for the program. This has typically been done by a member employed by Christiana Care. Will need the outline, objectives, and curriculum vita at least 2 months before the program.

7. Confirm audio-visual needs with the speaker. If a powerpoint will be used, a faculty member can request to borrow the School of Nursing's LCD projector. Speaker may bring their own laptop. If one is needed, this may also be requested from the School of Nursing. (Bringing our own AV equipment will save money for the chapter.)
8. By February, prepare a brochure for publicity. It usually will be sent with the newsletter. Confer with board members about the cost for different types of participants. Select menu. This influences cost and should be on the brochure. Determine who will be in charge of silent auction. Determine who will do registration. It is easier for the person communicating with the hotel to get the registrations. Have a deadline be 7 days before the event. The hotel needs to have a final count for dinner 3 working days before the event; usually Thursday for a Monday dinner. (The trend is that most people respond in the last two weeks.)
9. Keep a record of the names, addresses, type of participant, cost, paid, and vegetarian requests if a sit down meal. Add the speaker's name to the list. Consult with Governance Committee to determine how many Nurse Leader Inductees will be attending (we cover registration for the new inductees only). Also, verify food preference of the speaker for dinner.
10. Request honorarium check from the treasurer.
11. Contact hotel the week before with a tentative count and give a final count 72 hours before the event. Usually, a few more seats will be set up for late walk-ins. Confirm request for a table for registration, a table for the silent auction, and a table for community member induction, a podium, microphone, and screen.
12. Ensure early arrival of person doing onsite registration. Set up AVs and introduce the speaker (or delegate). Make sure someone is coordinating the silent auction fundraiser.
13. Have the treasurer bring the checkbook to pay the hotel bill the night of the event.

Secretary

I. Qualifications

- A. Active member in the Beta Xi Chapter.
- B. Consents to serve in the position and election by the majority vote of chapter members.

II. Term of Office

- A. Two years beginning July 1st and ending June 30th of the second year.
- B. An elected officer may serve only three consecutive terms or six years on the Board of Directors.
- C. Should the office be vacated during the term, the Secretary is replaced by appointment of the Board of Directors.

III. Roles and Responsibilities

A. Role

- 1. The secretary shall prepare and distribute meeting minutes and correspondence.

B. Responsibilities

- 1. Record, type and distribute the minutes of each Board and General Meeting.
- 2. Keep official records of all meetings for the term of office and present to Archivist for storage.
- 3. Send all correspondence to award recipients, benefactors of gifts, any inquiries, and any others requested by the Board of Directors.
- 4. Update International mailing list with returned mailings, address changes, or other notification.
- 5. Search the University of Delaware Database for all addresses for which envelopes are returned to Beta Xi as undeliverable.
- 6. Communicate with International concerning letters, correspondence, and publicity.
- 7. Coordinate the writing and dissemination of all press releases.
- 8. Participate in the communication processes related to chapter objectives.

IV. Forms

- A. Outline of meeting minutes.

V. Outgoing Member Responsibility

- A. Following completion of office, the Secretary is encouraged to participate in committees, such as Archives, Publicity, or Membership.

Minutes of Meeting
Heading: Sigma Theta Tau International
Beta Xi Chapter
(Board or General Membership Meeting)
Date

The () Membership meeting of Beta Xi Chapter of Sigma Theta Tau International met in (place) at (time).

Members Present: Place names in alphabetical order.

Approval of Agenda: Agenda approved as circulated (or corrections made).

Approval of minutes of (date) meeting: Minutes approved as circulated, or approved with following corrections: *corrections italicized*. Page and item identified.

- I. President's Report
 - A. From STTI
 - B. From Region 12
- II. Treasurer's Report
- III. Committee Reports
 - A. Publicity
 - B. Research/Awards
 - C. Archives
 - D. Outreach
 - E. Leadership Succession
 - F. Governance
- IV. Task Forces
- V. Old Business:
- VI. New Business: Discussion: etc Action: etc
- VII. Adjournment:

Respectfully Submitted,

(Name)

Treasurer

Refer to Chapter Treasurer's Manual.

First Counselor

VI. Qualifications

- A. Active member in the Beta Xi Chapter.
- B. Consents to serve in the position and election by the majority vote of chapter members.

VII. Term of Office

- A. During the second year of the two year term the counselor is designated “First Counselor.” The second year of the term begins on July 1st and ends June 30th.
- B. An elected officer may serve only three consecutive terms or six years on the Board of Directors.
- C. Should the office be vacated during the term, the First Counselor is replaced by appointment of the Board of Directors.

VIII. Roles and Responsibilities

- A. Role
 - 1. The First Counselor serves as a member of the board.
 - 2. The First Counselor serves as the chair of the Governance Committee.
- B. Responsibilities
 - 1. Serve as a liaison between the board and the Governance Committee.
 - 2. Ensure completion of responsibilities charged to the Governance Committee (see Governance Committee, page # for details).

Committees

Governance Committee

- I. Purpose:** The Governance Committee shall oversee bylaws compliance, make recommendations for bylaws changes and oversee member and chapter eligibility issues.

- II. Membership**
 - A. The Governance Committee shall consist of at least three elected or appointed members and the elected counselors. Term of office shall be two years.
 - B. The First Counselor (the counselor in the second term of office) will chair the committee and serve on the Board of Directors.

- III. Responsibilities:**
 - A. Bylaws**
 - 1. Presents a report to the business meetings of the Board of Directors and an annual report to the membership at the annual (business) meeting.
 - 2. Prepares, reviews, and makes recommendations regarding policies corresponding to its area of responsibility for Board of Director approval.
 - 3. Submit amendments in accordance with Article XIV. Amendments to Bylaws.
 - 4. Consider, edit, and/or correlate such amendments as it may originate and are as referred to it.
 - 5. Insure that current Chapter Bylaws forms received from Sigma Theta Tau International is maintained and utilized by the chapter.
 - 6. Work in collaboration with President to insure chapter bylaws information is submitted to Sigma Theta Tau International for review in a timely manner.
 - 7. Oversee at the direction of the BOD, the creation and update of the guidelines for interpretation of bylaws used to guide the management of the chapter's activities.

 - B. Induction**
 - 1. Update and print program.
 - 2. Order flowers for speakers and inductees. Pick up flowers and ensure prompt arrival for ceremony.
 - 3. Set-up for induction.
 - 4. Provide appropriate music during induction.

 - C. Eligibility**
 - A. *Procedure for selection of candidates for membership*
 - 1. Requirements of Eligibility
 - a. Baccalaureate Students:
 - 1) Traditional and Accelerated students have completed at least one-half of the required nursing component of the baccalaureate curriculum. BRN students have completed all

- 300 level courses.
 - 2) Students have at least a 3.0 on a 4.0 scale.
 - 3) Students are in the top 35% of their class.
 - 4) Exceptions may be made at the discretion of the chapter's governance committee following the guidelines adopted by the International Board of Directors.
 - b. Graduate Students:
 - 1) have successfully completed 9 credit hours (1/4 of program).
 - 2) must have a grade point average (GPA) of 3.5 or above.
 - 3) Exceptions may be made at the discretion of the chapter's governance committee following the guidelines adopted by the International Board of Directors.
 - c. Nurse Leader:
 - 1) Candidates must be 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. Each candidate should have two letters of endorsement – one letter should be from a Sigma member.
2. Selection of Candidates
- a. Traditional Baccalaureate Program:
 - 1) In June, obtain a student class rank list from the advisement center of all students who have completed the junior level courses.
 - 2) Calculate the top 35% by counting the total number of students and multiplying by 0.35.
 - 3) Based on the number obtained, start with the top student to the number of students included in the 35%.
 - 4) Note the GPA of the last student included in the 35%.
 - b. BRN Program:
 - 1) In June, obtain a student class rank list from the Office of Special Programs of all students who have completed all 300 level courses.
 - 2) Calculate the top 35% by counting the total number of students who have completed all of 300 level courses and multiply by 0.35.
 - 3) Based on the number obtained, start with the top student to the number of students included in the 35%.
 - 4) Note the GPA of the last student included in the 35%.
 - 5) Check list of current Beta Xi members to make sure that candidates are not currently members.
 - c. Accelerated Program: Separate
 - 1) In June, obtain a list of all graduate students who have completed 9 credits and have a GPA of 3.5 or above.
 - 2) Check list of current Beta Xi members to make sure that

- candidates are not currently members.
- d. Nurse Leaders
 - 1) Nurse leaders can be solicited and inducted at any point in the year, according to International.
 - 2) Nurse leaders can be inducted either at the fall induction or at the spring dinner meeting.
3. Notification of Candidates
 - a. By early August, send letters inviting eligible candidates to apply for membership. Adapt letter for basic students basic students, BRN students, and graduate students.
 - c. With the letter, include membership intent form, 2 copies of the endorsement for membership form, a current list of faculty members of Sigma Theta Tau, and Sigma Theta Tau International Fact Sheet. The membership intent form is specific to category of inductee (undergrad, graduate, community leader).
 - d. With the Beta Xi Board, determine the deadline date for return of all application information (usually in time for September meeting)
 4. Review of Candidates
 - a. After review of all applications and endorsement forms, counselors will prepare a list of eligible candidates.
 - b. Counselors will present list of candidates to Beta Xi Board at a September board meeting. The board will determine by majority vote who to invite for membership.

D. Exception Guidelines

1. Students in Basic Program

- a. Exception Clause
 - 1) GPA – students that a have a cumulative GPA <3.0 or an equivalent of this measure but have a nursing major GPA of 3.0 or higher. OR
 - 2) Class Rank – students that have a GPA average that is below the upper 35%. OR
 - 3) Curriculum - Students that fall slightly short of completing at least one-half of the required curriculum.
- b. Time Limitation Exception – Students in the basic program may be considered under the student criteria up to one-year following graduation.

2. Students in Graduate Program

- a. Exception Clause
 - 1) GPA – students that have a cumulative GPA slightly below 3.5. OR
 - 2) Curriculum – Students that fall slightly short of completing at least one quarter of the required curriculum.

b. Time Limitation Exception – Students in the graduate program may be considered under the student criteria up to one-year following.

3. Exception Limit – in any one induction period, exceptions may not exceed ten (10) percent of the total number of inductees.

Leadership Succession Committee

- I. **Purpose:** The mission of the Leadership Succession Committee is to develop members in organizational leadership roles across the span of their careers, 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 week prior to a scheduled election.

- II. **Membership**
 - A. The Leadership Succession Committee shall consist of four elected members.
 - B. Each elected committee member will be the designated point-person for a specific committee function (preparation of ballot; providing mentoring to new inductees; tutoring program coordinator and leadership internship coordinator; and liaison to Membership Involvement Subcommittee). All members, however, are expected to actively participate in all committee functions.
 - C. The members shall not be eligible for any elected office of the current ballot.

- III. **Responsibilities**
 - A. Preparation of Ballot – The Leadership Succession Committee will:
 1. Network with members throughout the year to identify potential candidates.
 2. Consult with Board of Directors regarding chapter needs to which nominees might have a willingness to contribute.
 3. Notify membership of open positions in a timely fashion. The following positions will be available each year.
 - a. President Elect – even years
 - b. Vice-President – odd years
 - c. Treasurer – odd years
 - d. Secretary – even years
 - e. Counselor – one position every year
 - f. Leadership Succession – even years (one member); odd years (two members)
 - g. Governance – even years (two members); odd years (one member)
 4. Identify at least two candidates for each open position.
 5. Identify candidates from a variety of practice settings.

 - B. Selection of Candidates
 1. Each candidate who is willing to run for office should provide written consent to be placed on the ballot by completing the Consent to Serve Form.
 2. Each candidate should receive a cover letter and a description of the office the candidate is running for.

3. Candidates should submit a brief biography summarizing their current position and area of practice, involvement in Sigma Theta Tau international, and other relevant achievements. The biography should be approximately six to eight sentences. The biographies should be compiled and edited by the chair of the Leadership Succession Committee.
 4. A draft of the biographies and the ballot should be presented to the Board of Directors for approval at least 4 weeks prior to sending the ballots to the membership (March). A majority vote approves the ballot.
- B. Distribution of the Ballot
1. Ballots and biographies are sent to the membership by late April. Members should have approximately 2 weeks to return the ballots. The ballot may be sent to members as an enclosure with a newsletter.
 2. Ballots are returned to one member of the Leadership Succession Committee.
- C. Officer Selection
1. Ballots are counted by at least two members of the Leadership Succession Committee no more than three days after the return deadline.
 2. The Leadership Succession Committee will notify the Board of Directors of the officers selected.
 3. Letters are sent to those candidates who were not elected within one week of the vote. These individuals are invited to participate in committee work and other activities of the chapter. Consider these individuals for future elections.
 4. Letters are sent to those candidates who were elected within one week of the vote. The letters will include their title, their term, and information regarding the officer induction meeting.
 5. Ballots should be destroyed with notification to the Board of Directors.

IV. Officer Induction

- A. Officer Transitional Meeting
1. Board members (current and outgoing) and committee members are invited to attend the officer transition meeting sometime in late May or early June. The Chapter President will conduct the meeting.
- B. Installation of new Officers
1. A formal installation ceremony of new officers will be performed.
 2. Each new officer and committee member will be provided the chapter bylaws and information pertaining to their position.
 3. During the meeting, new officers should be oriented to their position by outgoing and/or current officers.

V. Member Development and Mentoring

- A. Mentoring
1. Tutoring Program

- 2. Ambassador Program
- 3. Chiron Mentoring Program
- 4. Omada Board Mentoring Program
- B. Member Involvement Subcommittee
 - 1. Composition – Appointed by Board of Directors.
 - 2. Responsibilities
 - a. On a monthly basis, contact members who renewed, transferred in, or became inactive.
 - i. Contact can be made by phone, mail, or e-mail.
 - ii. Contact should include information tailored to the member's status as new renewal, new transfer, or newly inactive.
 - iii. New renewals are sent a survey to assess satisfaction with chapter services and programming, to encourage suggestions, and to foster renewed involvement.
 - iv. Membership data is collected and analyzed. In particular, the effectiveness of recapturing inactive members is obtained.
 - b. Provide updates to the Board, Committees, and general membership at all meetings.
- C. Member Recognition

VI. Outgoing Members of Leadership Succession Committee

- A. Should be available for intermittent consultation and mentoring as appropriate during the new officer's first year of the term.
- B. Should be invited to participate as needed in task forces.

Sigma Theta Tau International Chapter Candidate Consent Form

*I understand that my name has been placed on the Beta Xi Chapter ballot for the office/committee of **(insert position/committee title)**, and, if elected, I will accept the position and fulfill the responsibilities of this office/committee.*

Signature: _____

Date: _____

Name and Credentials: _____

Home Address: _____

Home Phone: _____

Business Title: _____

Business Address: _____

Business Phone: _____

FAX Number: _____

E-Mail Address: _____

I prefer that mail be sent to my home office

**Please return this form by *(insert due date)* to:
*(insert name, address, phone, fax, e-mail of person collecting form)***

Archives

I. Purpose

The mission of Chapter Archives is to collect, preserve, index, and make available historical records and materials on the development of the Chapter.

II. Evaluation of Records

Chapter Archives contain paper, primary source material (not copyrighted), pictures, and artifacts.

Evaluation of records begins with preliminary examination and continues until the item is indexed and placed in repository or is rejected.

III. Retention of Records

A. General

1. Preserve records pertaining to the direction of the organization, those pertaining to policy, procedure and the like.
 - a. All records which are required to be kept by federal or state laws should be preserved.
 - b. All records which protect the legal rights of the organization, its employees or members should be preserved.
2. Transfer to the archives – The records should stay in the working files of the office, officer or committees as long as the records are active (referred to frequently). Usual transfer biennially.
3. Oversee the process of developing and maintaining a written history of the chapter, which is reviewed and updated on an annual basis. This should include a copy of the officer's annual reports.

B. Official Records

1. Constitution and bylaws in original and revised forms including preliminary drafts of the original and its revisions and a copy of the charters.
2. Minutes of all meetings with complete set of records attached.
3. Correspondence which gives information readily available in final entry.
4. Publicity and news releases.
5. Oral and written histories.

C. Financial Records

1. See Treasurer's Manual

- D. Records of Officers
 - 1. Correspondence, except routine.
 - 2. Papers, reports and records of the presidents, vice presidents, archivists and other officers.
 - 3. Any memorabilia which has historical value.

- E. Records of Committees
 - 1. Minutes and reports.
 - 2. Correspondence, except routine.
 - 3. Personnel records from any officer or committee.

- F. Publications
 - 1. Official publications,
 - 2. Photographs,
 - 3. Pamphlets,
 - 4. Brochures, etc.

IV. Disposal of Records

- A. The following will be discarded:
 - 1. Routine notices concerning meetings, etc.
 - 2. Routine correspondence, i.e. covering letters, accompanying statements, payments, and receipts.
 - 3. Financial – see Treasurer’s Manual.

Outreach Committee

I. Purpose

The mission of the Outreach Committee is to provide outreach to the broader community using the skills and talents of Beta Xi members. Through these various activities, the mission, vision, and purpose of Sigma Theta Tau is communicated to the healthcare community and the community at large.

II. Membership

The Outreach Committee chair will be appointed by the board. There is no limit on membership; all members are eligible to serve. The Outreach Committee may develop task forces to handle specific needs as they arise.

III. Functions/Activities

- A. Special Olympics – Beta Xi provides RN and student nurse volunteers to most events held at the University of Delaware campus.
- B. Memory Walk – Beta Xi sends a team or supports the Region 12 team in this yearly event.
- C. Holiday Outreach Program – Beta Xi sponsors a psychiatric facility each Christmas season, providing gifts to patients.
- D. Kids into Healthcare Careers – Beta Xi coordinates and/or provides assistance for various activities to promote nursing as a career choice such as the Girl Scout patch or school career days.

Publicity Committee

- I. Purpose:** The purpose of the Publicity Committee is to publicize the mission and vision of Beta Xi Chapter to the membership, to nurses, and to the campus and broader communities.

- II. Membership**
 - A.** The Publicity Committee shall consist of at least one appointed member. Additional members will be added based on interest level and requisite skills.

- III. Responsibilities**
 - A.** Publish newsletter at least three times per year.
 - 1.** Determine content for newsletter that highlights member and chapter accomplishments and announcements.
 - 2.** Solicit volunteers to contribute to newsletter.
 - 3.** Compile, design, and edit newsletter.
 - 4.** Submit completed newsletter to President for final approval. President will forward electronic copy of newsletter and active member labels (in excel format) to Brenda Sclavos who will forward them to university printing services.
 - B.** Solicit and submit articles for the Create the Future through Renewal email newsletter on a monthly basis.
 - C.** Serve as liaison to the webmaster.
 - 1.** Periodically review website content for applicability and timeliness.
 - 2.** Submit announcements, dates, and other information to the webmaster and ensure inclusion on website.
 - D.** Suggest and implement additional activities to increase the visibility of the chapter in area hospitals and in the local community.

Research and Awards Committee

I. Purpose

A. To stimulate research generation, dissemination, and utilization through the provision of financial support for research projects and research presentations.

B. To recognize and support students who demonstrate leadership potential, academic excellence, and a dedication to community service.

II. Membership

The Board of Directors appoints two members and a chair for a two year term. This committee can be reappointed as necessary

III. Funds

A. The Board of Directors shall designate money for the Research grant and travel award fund each fiscal year.

B. The Board of Directors shall designate money for the Awards and Scholarship Fund each fiscal year. Moreover, various fundraisers are held throughout the year to raise money for this fund.

IV. Research Grants

A. Administration of the Fund

The Board of Directors administers the fund upon recommendations from the Research Committee of the Chapter. The Research Committee is responsible for recommending to the Board policies and procedures governing the funds and reviewing and formulating recommendations on applications for allocations from the research fund. The Chair of the Research Committee responds to all requests for applications, disseminates copies of applications to committee members in a timely manner, and summarizes committee members' recommendations for funding in a letter to the President of the Chapter. The Chair of the Research Committee oversees meetings of the committee as necessary. The Chair becomes a member of the Research Committee for the year following the completion of the term as chair.

B. Project Scope and Priority

Top priority will be given to projects related to clinical nursing practice. If funds remain after allocations are made to projects related to clinical nursing practice, consideration will be given to applications for research projects related to other areas of nursing practice and applications for presentation of research findings at major nursing research conferences. When the number of applications in each category exceeds the funds available, priority will be given to those members who have assumed an active role in the chapter. A cap on the funds allotted per year has been

established and funding will not exceed this cap.

C. Eligibility for Research Funds

The following individuals are eligible to apply for a grant from the Research Fund:

1. Beta Xi members who have demonstrated active participation, such as attending a minimum of two Beta Xi Chapter activities within a one year period and participating in committee projects.
2. University of Delaware, Department of Nursing students:
 - a. Undergraduate nursing majors at the University of Delaware who have completed the equivalent of five semesters of full-time study with a grade point average (GPA) equal to or greater than the GPA required for eligibility for Sigma Theta Tau International, Beta Xi Chapter (3.0 on a 4-point scale).
 - b. Graduate students in nursing at the University of Delaware who have completed twelve credit hours of study with a GPA equal to or greater than 3.5 (on a 4-point scale).
 - c. If a board or committee member is involved, he or she should recuse themselves from the approval process. The president will appoint a third member to replace the research committee person. Board members and members of the research committee will be not be excluded from submitting for research funds and will be eligible for pursuit of funding. The member will recuse themselves from the voting process.

D. Amount of Grant from the Research Fund

1. Research Grant Projects

Each project application must be accompanied by a budget of estimated cost. The amount of money allocated to applicants will be based on the amount of money available, the number of applications judged by the Research Committee to be worthy of funding, and the availability of funding from sources other than Beta Xi Chapter. The Research Committee makes recommendations on the amount of allocation to the Board. The maximum amount to be awarded for a research project is \$1,000. Once a member has received grant funding he/she must wait three years before becoming eligible for research grant funding again. A maximum of four grants per year (two per submission deadline) will be awarded. The Research Chair will alert the board if additional qualified grant requests are submitted. The Board reserves the right to fund additional grant requests.
2. Travel Award

The purpose of the travel award is to disseminate findings at a research conference. Each funding request must be accompanied by a projected expense budget. The amount of money allocated will be based on the

amount of money available and the number of requests judged by the Research Committee to be appropriate. The Research Committee makes recommendations on the amount of funding to the Board. The maximum amount awarded to one individual is \$250.00. An individual may receive funding only once every two years. A maximum of four travel grants will be awarded per year. The Research Chair will alert the board if additional qualified travel requests are submitted. The Board reserves the right to fund additional travel requests.

E. Review Process

1. Announcements of the availability of research funds appear in chapter publications at least twice a year.
2. Application forms are available from the Sigma Theta Tau Beta Xi website located on the University of Delaware School of Nursing webpage. The Research Committee processes requests for funding as they are received. The application dates for research proposals are January 1st and August 1st. Applications for travel funds are accepted on a rolling basis throughout the year.
3. The Research Committee makes recommendations on approval of applications and amounts of funding to the Board.
4. The Chair of the Research Committee notifies applicants of the decisions of the Board. Copies of the letters are sent to the President and Treasurer.

F. Responsibilities of Recipients of Research Funds

1. Funds for research projects are accepted with the following provisions:
 - a. The Research Committee exercises no direction or supervision over the details of the research project, but does require adherence to the original purpose and objectives as set forth in the application for funding.
 - b. One copy of the final report of the project is to be submitted to the Research Committee for retention in the files of the chapter. Recipients of funds for presentation at a research conference must provide the Research Committee with a summary of conference activities, not just compilation of materials. This report must be submitted within 6 months of receiving funding.
 - c. Monies allocated upon approval of grant from the Board of Directors. Original receipts will be handled by research chair and tallied for the treasurer.
 - d. Recipients shall acknowledge the chapter's support in any publications or oral presentations related to the funded project. Final publication will be given to Beta Xi Chapter.

- e. In the event of failure to complete the project by the date specified on the funding request, the total amount of funding will be returned. Funds will be returned to the general budget.
- f. The recipient shall submit a yearly progress report until the study is completed. Failure to submit a progress report may result in loss of funding.
- g. The recipient gives the chapter permission to print an abstract of the study or the report of the research conference in any publication of the chapter.
- h. The recipient of funds for research agrees to submit the study at the Annual Research Conference. This can be in either a poster or podium format.

G. Travel Policy for Beta Xi members to Biennial Convention and Chapter Leader Academy

- 1. For the Biennial Convention: Beta Xi will pay the full expenses for two delegates to this program and to represent our Chapter at the meetings. This includes conference registration, travel, hotel accommodations and meals @ \$35.00/day. Delegates may share a room or get two rooms. Rooms may need to be shared with additional chapter members who attend as needed.`
- 2. For the Biennial Convention: Additional chapter members may attend and receive conference registration. They may share the hotel rooms with the delegates. No travel or meals will be reimbursed. Preference will be given to those Chapter members who are to present a paper or poster and who are active in the Chapter efforts. The Board will determine the number of Chapter members who can attend based on number of requests and budgetary constraints. Additional hotel rooms may be paid for, again based on number of requests and budgetary constraints.
- 3. For the Chapter Leader Academy, two members of the chapter may attend and Beta Xi will pay the full expenses for two members to this program and to represent our Chapter at the meeting. The Board will determine if this is feasible based on number of requests and budgetary constraints.
- 4. The Treasurer and Finance Committee will consider this policy each year in establishing the chapter budget.
- 5. These policies preempt the ability for the chapter member to request other travel funds from the Research Committee.
- 6. For reimbursement, all expenses must be submitted to the Treasurer within 30 days of travel. Attending members should coordinate meeting attendance registrations in order to capitalize on group rates and to enable the Treasurer to submit a single registration mailing.
- 7. The Board can approve funding for extenuating circumstances.

V. Scholarships and Awards

A. The following scholarships/awards are administered each year:

1. A scholarship of \$750.00 to be used for tuition for a graduate course in nursing. The course must be taken within three years of graduation. Upon receipt of the transcript of the grade/class, a check will be sent to the recipient.
 - a. Criteria include:
 - 1) Must be a newly inducted traditional or accelerated student
 - 2) a cover page with identification information
 - 3) a summary of professional goals
 - 4) a one page essay on “The Importance of Research and Scholarship in Professional Nursing.”
 - b. Selection: Recommendation made by Research and Awards committee; Final vote by Board of Directors
3. An award of varying monetary value to each of two members of Beta Xi Chapter, an accelerated degree student and a traditional program nursing student.
 - a. Criteria include:

Students who best represent the vision and mission of the honor society and who excel by integrating scholarship, knowledge, and technology into professional nursing practice.
 - b. Selection: Students who are members of Beta Xi Chapter vote for the most qualified award recipient.

B. Scholarship and Awards Timeline

1. **January** - Honors Day Committee meets to discuss all business for Honors Day. This includes new awards, or changes in existing awards. Awards are announced in Winter class for accelerated students.
2. **February** - Notification and posting of Beta Xi awards throughout McDowell Hall by February 1st or the first week of the spring semester. Awards are announced in spring classes seniors.
3. **March** - Information on awards is published in the chapter newsletter before the due date, usually the first week of March.
4. **March** - Beta Xi members vote on recipients of undergraduate awards. Chair will solicit readers for the scholarship essays. Research and Awards Committee make recommendations to the Board of Directors for a final vote.
5. **March** - Recipients’ names provided to Dean’s Office. Dean’s office will notify recipients and send information to publications for inclusion in Honors Day Book. Research and Awards Committee to send letters to those who did not receive the award. Request photograph of award recipient for newsletter article.
6. **April** - Recipients’ names provided to Chapter Treasurer to write checks. Checks forwarded to Dean’s office. Prepare awards,

including check and information for sending thank you to Beta Xi Chapter.

- 7. May - Honors Day Ceremony.** Research and Awards Committee chair or designee in attendance. Take pictures and save brochure; forward to archivist.