

# ATA

ALPHA TAU DELTA

NATIONAL PROFESSIONAL NURSING

FRATERNITY

MEMBER MANUAL

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# **ALPHA TAU DELTA NATIONAL FRATERNITY FOR PROFESSIONAL NURSES**

## **MEMBER MANUAL**

### **INTRODUCTION**

Alpha Tau Delta National Fraternity for Professional Nurses (ATD) welcomes you as a member. Your qualities of scholarship and professional accomplishments make you a valued member.

It is important that you, as a member, have a thorough understanding of the meaning and structure of the fraternity. A professional fraternity is a non-gender specific organization dedicated to enhancing the mission of the profession. This member manual has been prepared to provide you with the history, traditions, and organizational information about Alpha Tau Delta. Fraternity affiliation is a privilege and a responsibility. This professional fraternity provides membership in an organization of nurses who share with you its ideals, purposes and leadership in nursing.

### **MISSION STATEMENT**

Alpha Tau Delta National Fraternity for Professional Nurses, is a professional nursing organization, committed to providing an intra fraternal spirit of cooperation by offering an opportunity for nurses to promote their personal and intellectual growth through education, networking, scholarships, guidance and a collective responsibility to the fraternity. Alpha Tau Delta seeks to achieve an environment that fosters excellence of individual performance, advancement of education, character enrichment and leadership.

## **HONOR CODE**

The Honor Code of ATD is based on the belief that each member can successfully take responsibility for establishing and maintaining a standard in social and academic life. It is founded on the principle of collective responsibility whereby each individual shares in a mutual concern for others within the ATD membership. In the social realm, it is expected that members show concern for others and deal with problems that may arise, within a spirit of mutual respect. In the academic area, the ATD Honor Code stipulates that each member strive for academic achievement and practice academic integrity. Members must maintain at least a 2.5 grade point average.

### **Social Honor Code expectations include:**

- ATD members will respect the dignity of all persons in regards to sex, age, gender, religion and race.
- ATD members will protect the health and safety of all human beings.
- ATD will not tolerate any form of abuse: physical, sexual, or mental.
- ATD will not tolerate any form of public or private harassment of members, which in any way may be personally degrading, embarrassing, or destructive to life, health, property, or which may bring dishonor to the reputation of the Fraternity.
- Under no circumstances shall members indulge in any form of hazing
- The ATD Fraternity strictly prohibits the selling, furnishing, or serving of alcoholic beverages to persons under the age of 21 at any ATD function.
- No ATD funds may be used to purchase alcohol or controlled substances.
- All ATD functions shall be free of controlled substances.

I hereby accept the ATD Honor Code, realizing that it is my responsibility to uphold the Honor Code and the attitude of personal and collective honor upon which it is based. In case of a breach of the Honor Code, I understand I will release ATD of all liability, and immediately relinquish my membership and all rights there after.

**MEMBER SIGNATURE/DATE**

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## **HISTORY**

Following World War I, women were given the right to vote. It was in this period of time that women began to enroll and attend the universities and colleges to study. Nursing was a new program on the college campus. Nursing students who were enrolled on the campus of the University of California at Berkeley believed that the nursing profession would reach its fullest development through an improved plan of education. After holding conferences with the Dean, the faculty of the University, and the Director of the School of Nursing, a Nurses' Sorority was founded on February 15, 1921 on the Berkeley campus. It was decided to name the new nurses' organization ALPHA TAU, and the first chapter was named ALPHA--THE LADY OF THE LAMP, after Florence Nightingale.

During the weeks that followed, the organizing committee decided that the nursing sorority should be designated as a fraternity since it was professional in nature.

Invitations were sent to eligible collegiate Schools of Nursing throughout the states to join ATD. The second chapter to be chartered was Beta, at the University of Minnesota in 1927, followed by Gamma at the University of California of Los Angeles in 1928.

Since new chapters were being founded on different campuses in different cities, a central office was established at Berkeley. The name was changed to ALPHA TAU DELTA in 1924. The Greek letter DELTA was added when it was learned that a male fraternity had prior claim to the name ALPHA TAU. ALPHA TAU DELTA and its insignia have been registered in the United States Patent Office, Washington, D.C. ALPHA TAU DELTA became the first nursing fraternity in the United States.

The first national publication, the T.P.R. of ATD, was published in 1931. Later the name was changed to "Cap'tions" of ALPHA TAU DELTA and was changed to The Pulse in 2000.

ATD's first National convention was held in 1932, in conjunction with the American Nurses Association Biennial Convention with six chapters participating. The fraternity has met in National conventions each Biennium from 1931 to the present time, except in 1944, during World War II or under exceptional circumstances.

In the early 1970's, ATD opened membership to male nursing students and the Articles of Incorporation of ATD were changed to reflect this decision.

In 1978 ALPHA TAU DELTA became a charter member of the Professional Fraternity Association. This association was the consolidation of the Professional Pan Hellenic Association founded in 1925 and the Professional Inter Fraternity Conference founded in 1928. PFA joins all professional fraternities together to encourage excellence in scholarship, advancement of professional and inter fraternity ethics, and cooperation among fraternities for the advancement of fraternal ideals.

The governing body of ALPHA TAU DELTA is it's Biennial National Convention. It is composed of elected delegates from each College and Alumni Chapters, delegates from the Member at Large group and the National Officers. ALPHA TAU DELTA operates under the Articles of Incorporation in California and the ATD National By-laws.

Each college chapter has a faculty advisor and their own officers. Chapters plan their own activities and programs. Many chapters join organizations with other professional fraternities and sponsor, co-sponsor several campus activities. These activities provide opportunities for members to share social and professional interests. Chapter officers are chosen in the spring for the following academic year. In 1992, the National ATD Board eliminated pledging and instead initiated a membership orientation period for prospective members. The ATD Professional Nursing Fraternity has initiated more than 10,000 students and graduates in nursing.

### **TRADITIONS OF ALPHA TAU DELTA**

- **Alpha** was chosen to represent the oneness of our Fraternity, its purpose and goals.
- **Tau** portrays the ideals of our fraternity and our faith in each other.
- **Delta** signifies the task before us, the coming together of minds, hearts and hands.
- Our Flower is the **yellow rose**, which represents delicacy and intimate close relationships for which we strive.
- Our Jewel is the **pearl**.
- Our Motto is "**United in Service**".

- Our colors are **yellow, white, blue and gold**, which express our warmth, sincerity, and sympathetic concern for others in need of our help.

### **Wearing of the pin**

1. Only members who are bound by the obligation of Initiation may wear the badge.
2. The badge or pin is worn in good taste.
3. It is positioned over the heart.
4. The chapter Greek insignia guard is pinned to the left and below the badge.

Social sorority/fraternity pins may be worn in line with the Professional fraternity pin.

An honor society pin is worn below the professional or Sorority pin.

### **DESCRIPTION OF PINS**

**ATD Badge** (the term which most refer to as fraternity pin) is a hammered gold Delta, upon which rests the Tau, with the Alpha on the outer surface. The badge may be a plain gold ATD insignia or one that is encrusted with pearls, the fraternity jewel. The jeweled badge is available in the Close Set Pearls or the Crown Set Pearls. Most members choose the plain gold badge when they join ATD.

**Recognition Pin** This pin is available in either a straight line or with staggered letters "ATD", with the "D" being the Delta "D" (All "D's" on the ATD jewelry have the triangular Delta "D"). These are available to all members in addition to the membership badge.

**Lavalieres** These are available to all members. The letters "ATD" can be in either a straight line or staggered. It can be worn as a necklace suspended from a chain or as a charm dangle suspended from a bracelet.

**Crests** - Orientation pin or small lamp.

**Guards** for the badge are available in three styles: plain Gold clad, Close Set Pearl, and Crown Set Pearl. The Guard signifies the Chapter name. It consists of one, two or three letters and are attached to the badge with a gold chain.

**Dangles and Charms** Officer symbols for all Chapter Offices are available to the chapters.

**President's Keys:** The Chapter Past President's Key (or pin) has the gold ATD logo mounted on a black background. The bottom portion of the pin has a president's gavel. This is to be given to the chapter president at the end of the term by the chapter. Usually the outgoing president is presented with the Chapter Past President's Key at the completion of the installation of the incoming president. This pin recognizes his/her service to Alpha Tau Delta as president.

The Alumni Past President's key (or pin) is a square, turned on the points, with the ATD crest at the top, ATD engraved across the front of the pin and a gavel at the bottom point of the pin. It is a gold pin presented to the outgoing alumni chapter president by the incoming alumni chapter president. This pin also recognizes service to Alpha Tau Delta as an alumni member.

Chapter treasurers need to order their past president's pin early in the Spring so it is available for presentation at the close of the president's term.

**Honor Pin:** This pin is available to the chapters to present to individuals who have given outstanding service to Alpha Tau Delta. It is a round gold pin with the Florence Nightingale lamp at the top and the word "Honor" engraved on the open book in the center of the pin. It is available to both the collegiate and alumni chapters.

**Award Key:** This rectangular gold key has an open book near the top, which is outlined in white enamel. It is presented to a person who has contributed to his or her School of Nursing, University, College, or the Fraternity.

**The Yellow Rose Charm** is awarded by the National Board to the National Member of the Year.

### **Jewelry for National Officers**

**National Past President's Pin** This gold oval pin with the ATD logo in the center has the inscription "National Past President" on it. This is presented to the National President at the completion of his/her term.

**National Medallion** The Medallion is a decorated gold circle with the ATD logo in the center. It is given to national officers who have completed a two-year term as president, first vice-president, second vice-president, treasurer, editor, recording secretary, or corresponding secretary.

Wearing of all fraternity insignia jewelry must be in good taste.

### **ESTABLISHING NEW CHAPTERS**

Procedures for establishing a new Collegiate Chapter:

1. New chapters of Alpha Tau Delta may be installed on a campus where there is a National League of Nursing (NLN) Accredited Baccalaureate Program or higher degree nursing program.
2. Information about Alpha Tau Delta may be obtained by students and/or Administrators of the School of Nursing upon request to ATD's Central Office.
3. The Dean or Director of the School of Nursing shall sponsor students who request a "Petition for Charter" from Alpha Tau Delta National Fraternity and will sign the petition that is to be submitted to National ATD.
4. ***In accordance with by-laws, Article III, all students at the School of Nursing with a minimum academic grade point average of 2.5 on a 4.0 scale are eligible to become members.***
5. A petition is sent to the appointed or elected Chairperson of the Student Committee to obtain the signatures of prospective members who wish to establish a chapter of Alpha Tau Delta.
6. A minimum of ten (10)-qualified students are required to sign this petition. Students can then organize a New Chapter Committee and appoint a chair and select a faculty advisor.
7. The new chapter will write their own bylaws, using the national Bylaws as a guideline as well as the university requirements and the ideas of the committee.
8. Installation for the new chapter can be planned by National and the new Chapter Fraternity when all campus and fraternity requirements have been met and submitted- including the signed petition, charter fee and proposed chapter bylaws.
9. Prior to the installation of the chapter, all procedures, ritual ceremonies and national information will be sent to the chair of the committee of the new Chapter.
10. National installation equipment may be sent to the chair of the committee by the National Secretary. Certain articles for installation will become the property of the chapter on a cost basis. Other properties are returned to the Central Office of ATD.
11. A Charter with the name of the Chapter, with the signatures of the National President and the National Secretary is presented to the Chapter following the installation. Names for chapters are selected from the Greek alphabet in alphabetical order and assigned prior to installation. Alumni chapters carry the name of the college chapter followed by the letter Pi.
12. The Chapter is installed by a National Officer.- All members are initiated and officers are installed immediately following the Chapter installation.

## **ELIGIBILITY FOR MEMBERSHIP**

1. The Members of the Fraternity shall be persons of good character and scholastic ability who are students or graduates of a collegiate school of nursing which is accredited by the National League for Nursing.
2. There shall be no restrictions as to age, race, creed, disability, sex/gender, sexual orientation, or nationality.
3. Membership in Alpha Tau Delta shall be granted upon the completion of the rituals as adopted at the convention.
5. Membership shall not be completed until all National and Chapter dues have been paid and the initiation ceremony, completed.

## **DESCRIPTION OF MEMBERSHIP TYPES**

1. **College Active Members-** eligible students who have been inducted into the college chapter.
2. **College Interim Members-** students who are first semester/quarter status who have been accepted into a school of nursing with an active chapter but have not yet met the requirements of a College Active Member. (See Bylaws Article IV Section 1a). This membership status is exempt from voting rights, scholarships, and dues.
3. **Honorary Member-** a person distinguished by their contribution to the nursing profession, education, or the fraternity may be awarded honorary membership by majority vote of the chapter.
3. **Alumni Chapter Members-** professional nurses who have graduated from an NLN accredited school of nursing in a baccalaureate or higher degree nursing program.
4. **Alumni Honorary Member-** a person distinguished by their contribution to the nursing profession, education, or the fraternity may be awarded honorary membership by majority vote of the chapter.
6. **Alumni Life Members-** members are eligible for life membership after 10 (ten) consecutive years as alumni members or upon reaching age sixtytwo.
7. **Members-At-Large-** Professional Nurses may qualify for member at large status after they have completed their programs if they were a member of an ATD chapter when they were a student. They do not need to be re-installed and only need to pay fees to the National Board. Graduates of a college with an active chapter may apply to be a member at large, even if they did not belong as a student. However, they do need to contact the current president of that chapter to arrange to be installed. The

installation may take place over the phone, and the chapter may charge them their routine installation fee. She/he may then pay fees to National Board and assume all privileges as a Member-at Large.

## **INITIATION CEREMONY**

### **I. EQUIPMENT AND INSTRUCTIONS (See Table Diagram in Appendix)**

1. Table, long, with lace or plain cloth.
2. Banner - Alpha Tau Delta - center of table, lower edge of banner to extend to end of front of table.
3. Flowers - bowl of yellow, white, blue or gold flowers.
  - i. Yellow roses when available.
4. Candle holders - six glass or white china for table.
5. Candles - tall size two yellow, four white for above
  - ii. holders. Intermediate size - one white - to fit large pottery Florence Nightingale Lamp to be placed at left end of table facing inductees.
6. Matches.
7. Membership Roll Book and pen.
8. Member Manual for each inductee.
9. Orientation pin for each inductee to be exchanged for ATD membership badge/lavalier or charm (optional)
10. President's Ritual Book - containing orientation ceremony.
11. Yellow rose (or white if yellow unavailable)- may be given each new fraternity Member during orientation ceremony if Chapter so desires.

### **II. INSTRUCTIONS FOR INITIATION CEREMONY.**

1. President of Chapter appoints Chapter Officers and Members to perform duties for initiation ceremony as follows:
  - a. Members to work with Custodian of Properties and to arrange equipment and supplies in room, and to setup the table for the service as described above.
  - b. Officers and Members to assist the President with the initiation ceremony.
  - c. Marshall or appointed members to attend to room and lighting.
  - d. Hostess Committee - to extend hospitality and perform duties as assigned before and after the service.

**NOTE:** It is customary for the President to preside at all services. But if unable to do so, the President may appoint another Officer to officiate at initiation, and installation ceremonies.

Initiation Ceremony continues:

(the President now reads)

"Because of the character of the nurse and the nurse's attention to the purposes and ideals of our organization, Alpha Tau Delta has grown strong and progressed throughout the years. There has been a unity of purpose"

To quote our Founders: "The task of being helpful to each other and accomplishing something worthwhile for our profession, is one that will require our conscientious and time-taking effort. Alpha Tau Delta emphasizes the finest ideals of the student and the nurse. If it makes us strive toward these ideals, ATD is worthwhile and deserves our enthusiastic and complete participation."

The Ideals of Alpha Tau Delta are:

1. To form a strong bond of union among students in the nursing profession;
2. To promote social and intellectual fellowship among its members;
3. To aid in the development of fraternal understanding and mutual helpfulness;
4. To cultivate a closer bond of friendship and the attainment of a higher and broader culture.
5. To foster, through the influence of intimate friendship, those principles that tend to elicit sensitivity of others.

"The promise you have made with us should remind you that your future work in nursing will always pay honor and tribute to those who have contributed so much to our education and experience. "The Lady of the Lamp", is an outward symbol of the light that never fails."

OPTIONAL- President reads a verse and chorus of the Alpha Tau Delta Hymn, (If available, someone could accompany the President on the piano.)

Alpha Tau Delta hail, all hail, we pledge ourselves to thee,  
Our loyalty will never fail, we serve humanity,  
Our task will ever be to strive for strength and unity.  
Our goal will be to keep alive the lamp of sympathy.  
Alpha Tau Delta hail, all hail, we dedicate ourselves to thee.  
Our acts of kindness, thoughts of love and deeds of charity,  
As servants of God bear the torch aloft for all to see.

With lighted lamp we lead the way to heal humanity.  
Let us with true sincerity together take the light,  
With humbleness and dignity in service unite.  
Let not the flame of sympathy go out in darkest night,  
But let it shine with clarity, to guide us to the right.

IV. The President then gives a chapter welcome to initiates as follows:

"We sincerely welcome you into our Nursing Fraternity and it is with pleasure that we accept you as Members of Alpha Tau Delta \_\_\_\_\_ Chapter.

The President will ask all members to extend a welcome to the new fraternity member.

"The Motto of Alpha Tau Delta - UNITED IN SERVICE - is symbolic of the 'Crusade Shield' with its arms of strength, which holds for us the Light of Fraternal love and services we have promised for all humanity"

(The assisting initiating officer now takes a place at the left end of the table, facing the initiating officer and picks up the large lamp to be lighted. The President walks to the right to light the candle of the large lamp from the small lamp and says:)

"This light which has been given to me - I desire to pass undimmed to others in Alpha Tau Delta."

(The assistant initiating officer continues to hold the large lamp from which each initiate will light the candle as the initiate comes forward to take the fraternity light.)

(The President reads the names of each initiate singly in small groups or if the initiating class is very large, addressing the group as a whole and the response may be made in unison.)

"\_\_\_\_\_ (name/names of initiate(s), will you take the light with us?"

"I, \_\_\_\_\_, will take the light with you." (If done singly, each initiate or small group of initiates shall step

forward, repeat the response and proceed.)

(If the group is large, the response should be made in unison, then each initiate steps forward to light the candle as the President calls the name.)

(Initiate steps to the left of the table, lights the candle from the large lamp as the President calls each name - and steps to the right to place the candle in the "Crusade Shield" - and steps to the right and signs the membership book and is given their membership manual. They then rejoin the initiates. For Honorary Members only - (the President reads):

"To you, the honorary members, we are asking you:

1. To help shape our direction and to increase our development.
2. To share in our activities and improve our relationships toward a field of cooperative endeavor with and between educators, administrators, the community, the school of nursing and our members thus, promote the highest advantages for our Fraternity.
3. To guide and direct the hand that works, the heart that loves, and to stimulate the will to think, to teach, that all may enjoy the goodness of life."

## **INSTALLATION OF CHAPTER OFFICERS**

Preparation for Installation of Officers: Table set-up is similar to the initiation ceremony, with the exception being the Officer Installation Book would replace the Membership Roll Book and there would be no Member Manuals or orientation pins.

The newly elected Officers are grouped in a semi-circle facing the President.

I. The President reads the ceremony as follows:

1. Purposes:

"It is the purpose of Alpha Tau Delta to perfect a closer unity and more efficient body to perform a task. Our task of being helpful to each other and accomplishing something worthwhile for our profession and organization, is one that will require conscientious effort of each of us."

2. Chapter Members present are grouped in a semi-circle back of Officers to be installed, and will respond affirmatively to the President's question:

"Will you, as Members of Alpha Tau Delta, pledge your loyal support to the profession, to the Fraternity, and to the Officers of \_\_\_\_\_ Chapter?"

- II. Each Officer to be installed will hold a small Florence Nightingale lamp with unlighted candle. (This is at the discretion of the individual chapters).

1. The President then reads individually the name of each elected officer to be installed in the Chapter office:  
**"The following members are to be installed as officers of \_\_\_\_\_ Chapter of Alpha Tau Delta":**
  - a. \_\_\_\_\_ to be installed as President
  - b. \_\_\_\_\_ to be installed as Vice President
  - c. \_\_\_\_\_ to be installed as Recording Secretary
  - d. \_\_\_\_\_ to be installed as Corresponding Secretary
  - e. \_\_\_\_\_ to be installed as Treasurer
  - f. \_\_\_\_\_ to be installed as Custodian of Pins
  - g. \_\_\_\_\_ to be installed as Marshall
  - h. \_\_\_\_\_ to be installed as Historian and Editor
  - i. \_\_\_\_\_ to be installed as Custodian of Properties
  - j. \_\_\_\_\_ any other office as is needed to conduct the business of the Chapter."

2. The format and time for presentation of the Past President's key should be up to the individual Chapter (Optional).

Suggested format:

Presentation of Past President's key to Outgoing President:

a. " \_\_\_\_\_ Chapter has appreciated the leadership that you have given us during the past year (or years) and wish to present to you, our outgoing President, an Alpha Tau Delta Key as a symbol of our appreciation. \_\_\_\_\_, please accept our sincere thanks and best wishes for continued success and activity in the nursing profession and Alpha Tau Delta.

b. The immediate Past President then gives a personal

response and thanks the membership for the key.

3. Hostess Committee gives members the opportunity to extend congratulations to their new officers.

Alumni Chapter Officers Installation is performed similarly to the Installation of Chapter Officers.

1. \*See Sample Sign Up Sheet Attached in A;;ending

Transfer Ceremony for Members from Active College Chapter to Alumni Chapter.

Name of Transferring Graduated member (or members)

Name \_\_\_\_\_

Welcome to \_\_\_\_\_ Pi, Alumni Chapter of Alpha Tau Delta.

The Alumni Chapter of Alpha Tau Delta is destined to build for the future of our Fraternity.

1. Purpose of the Alumni Chapter is to maintain a close bond between college and alumni chapters; uphold the standards of our profession; recognize and affirm the importance of friendship, fellowship, loyalty, understanding, and cooperation for professional leadership.
2. Aid in programs which provide financial support, adequate in amount and sufficiently elastic to offer opportunities for further study in nursing for the college, university and alumni member.
3. Provides for group deliberation on social and professional responsibilities, which affect the membership through projects selected for National and Chapter Activities.

**Alpha Tau Delta will rise in "stature" only as the leaders of our Fraternity can and will motivate the Chapter and its membership to assist and aid in the work of the Fraternity, and further the 'status' of our organization.**

In this, our promise of loyalty to Alpha Tau Delta, will you repeat after me:

**"As a graduate and active Member (or as graduate or doctoral nurses and active Members) of ALPHA TAU DELTA I(we) promise my (our) loyalty and support to our Alumni Chapter and to the**

Fraternity. I(we) acknowledge my (our) responsibilities and will discharge these obligations to the best of my (our) ability.

---

SIGNATURE/DATE

## **COLLEGE CHAPTER MEMBERSHIP - CLASSIFICATIONS**

### **A. Members**

**Active Members:** students accepted in the school of nursing where a Chapter is located, who have earned sufficient credits to represent at least one full quarter or semester of work and who have maintained a scholastic average, prior to initiation to membership of at least 2.5 on a 4.0 scale or in accordance with the Chapter, college, or university regulations, if their requirements are higher.

**Interim Members:** students who are first semester/quarter status who have been accepted into a school of nursing with an active chapter but have not yet met the requirements of a College Active Member. (See Bylaws Article IV Section 1a). This membership status is exempt from voting rights, scholarships, and dues.

**Honorary Members:** a person distinguished by their contribution to the nursing profession, education, or the fraternity may be awarded honorary membership by a majority vote of the Chapter.

**Voting Rights** - with the exception of Interim Members and Honorary Members, all Members in good standing may vote in the transaction of Chapter business.

## **COLLEGE CHAPTER OFFICERS/BOARD**

**BOARD OF DIRECTORS:** Each chapter shall have a Board of Directors, which shall consist of the officers committee and chair, and the Faculty Advisor.

### **OFFICERS:**

A. Officers shall include: President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Custodian of Pins, Marshall, Custodian of Chapter Properties, Historian and Editor. Any of these, with the exception of the President, may be combined.

B. Officers selection: officers shall be elected and installed in accordance with chapter bylaws. The duties of each officer shall parallel the duties of the college chapter officers. Alumni officers shall keep in close touch with the college Chapter and assist them in every way possible and work cooperatively in the promotion of Chapter programs or projects. Alumni Chapter Secretary and Treasurer will submit reports to the National Corresponding Secretary by **May 15**.

1. Each Chapter shall have the power to regulate the manner of the election of its Officers, to prescribe their tenure of office (shall be for at least one year), and the manner of filling vacancies therein.
2. Officers shall answer all communications from National Officers within 10 days of being received.
3. Each Chapter should have their own Chapter Bylaws, consistent with the National Bylaws.
4. Each Chapter Officer shall maintain a procedure records which are Chapter property and becomes a permanent record.
5. Each Officer shall prepare and submit an annual report form, one copy to be kept in the permanent records and one copy to be sent to the National Corresponding Secretary by **May 15**.
6. All Officers are expected to be present at business meetings.

#### **OFFICERS' DUTIES:**

#### **CHAPTER PRESIDENT SHALL:**

1. Conduct and supervise affairs of the Chapter, according to the National and Chapter bylaws.
2. Appoint committees to facilitate the regular and special activities of the Chapter and act as Ex-Officio of all committees.
3. Delegate authority to the Vice President, or other Chapter officers as needed.
4. Fill all vacancies in the Chapter offices as they occur according to Chapter Bylaws.
5. Appoint a qualified person to serve as Parliamentarian in the absence of the Vice President.
6. Ensure that all the officer reports are sent to the National Corresponding Secretary by **May 15**.
7. Present Honorary Membership applications to Chapter members for their consideration and vote and submit copies to the Central Office.
8. Administer the Oath of the Fraternity to the initiates, and honorary members and the Officers in the Chapter.
9. Confer with the Alumni Chapter President at frequent intervals to better coordinate efforts in programming and to improve communications.

10. Present the immediate Past President with a President's Key, at the same time, if applicable, give recognition to Chapter Officers and Members.
11. Examine the books of the Chapter Treasurer with the other officers of the Chapter.
12. Keep the Chapter in close touch with all National projects and stimulate interest in Founders Day (**FEBRUARY 15**).
13. Send a letter of congratulations to new Chapters being formed in ATD.
14. Give assistance to school authorities in worthy campus projects.
15. Inform the Chapter Advisor, of events, changes, problems of the chapter, and correspondence with National Officers.
16. See that all Officers are carrying out their duties.
17. See that all new members understand the aims and ideals of ATD.
18. See that ATD is properly publicized on campus.
19. Prepare and submit a written Annual Report. This report should include a list of activities and duties, committee chairperson reports and should be submitted by **May 15**. Send one copy to the National Corresponding Secretary and keep one copy in the procedure book.

**CHAPTER VICE-PRESIDENT SHALL:**

1. Perform all duties of the President in the President's absence from Chapter meetings or from campus.
2. Work with Alumni Chapter Officers to assist with joint Chapter programs.
3. Assist the Marshall with member orientation.
4. Be responsible for obtaining and distributing scholarship applications to all members including advising them of the due date of the scholarships.
5. Be responsible for spearheading the nominations for Chapter Member of the Year and Faculty Advisor of the Year.
6. Assist the Social Committee Chairperson with affairs and functions.
7. Assist the President with National programs and projects. Serve as Chairperson of the Public Relations Committee.
8. Serve as Chapter Parliamentarian at business meetings, following Sturgis's Standard Code of Parliamentary Procedures.
9. Order Member Manuals, Membership Cards, and Membership Certificates as needed from National Office.
10. Submit an Annual Report by May 15, send one copy to the National Corresponding Secretary and keep one copy in the chapter permanent records.

**CHAPTER RECORDING SECRETARY SHALL:**

1. Record the minutes of all business meetings.
2. Keep a complete roster of all Members of the Chapter, including Honorary Members, together with complete addresses (current, permanent and e-mail). Send a copy to ATD's Central Office by **November 15**.
3. Send a complete roster (current and permanent addresses, e-mail and phone numbers), of current officers and graduation dates to ATD's Central Office
4. Provide demographic information of chapter members and officers to the other chapter officers as needed. Complete (upon receiving permission from the member) two (2) change of address forms for each senior upon graduation. Send one copy to the Central Office and the other to the Alumni Chapter (if applicable).
5. Order supplies as needed from ATD's Central Office.
6. Perform the duties of the President in the absence of the V.P.

#### **CHAPTER CORRESPONDING SECRETARY SHALL:**

1. Be in charge of all Chapter correspondence, making a report at each meeting.
2. Order and distribute ""The Pulse" if not mailed directly to members, in the absence of an Editor.
3. Notify all chapter members of the time and place of meetings at least two (2) weeks in advance.
4. Notify all Chapter Officers of their election to office, also notify all Chairpersons of Committee appointments.
5. Notify all candidates on the ballot of election results.
6. Send news for publications to the ""Pulse"" Editor by **October 10, January 10, and March 10**.

#### **CHAPTER TREASURER SHALL:**

1. Have custody of all Chapter funds. Receive all moneys including fees, dues, or assessments.
2. Acknowledge moneys received by a receipt with the date, amount, cash or check and signature.
3. Keep standard book of accounts with itemized accounting of all moneys received and expended.
4. Deposit all moneys in a designated bank in accordance with the Bylaws or student activities organization.  
(Where there are definite university or college rules, which pertain to the finances of the Fraternity, and whose Fraternity financial bookkeeping system is under the supervision of the Campus Director of Student Activities, the college Chapter shall install that system and maintain the rules and regulations of that organization.)

5. Complete and send a copy of the Treasurer's Chapter Membership Report by **November 15 and May 15**. Send one copy to the National Treasurer, one copy to the ATD's Central Office and keep one copy in the Treasurer's officer permanent records.
6. Prepare an Annual Chapter budget with the help of the Board.
7. Send initiation fees when collected to the National Treasurer with the names listed on the Treasurer's Chapter Membership Report form by **November 15 and May 15**.
8. Make finance reports to the Chapter at each business meeting.
9. Prepare and send the Annual Report Finance Report by **May 15**. Send the report to the National Treasurer and keep one copy in the procedure book.
10. Pay all bills promptly. Turn the Treasurer's books over to be examined by the Chapter Board by the of each year and/or at the end of the treasurer's term.

#### **CHAPTER CUSTODIAN SHALL:**

1. Have custody of all ceremonial equipment of the Chapter and transport these properties to the appointed place for Chapter functions.
2. Check all Chapter equipment and supplies before and after all Chapter functions, being sure that everything is in readiness for stated occasions.
3. Keep a written inventory of Chapter properties to be checked out and signed in by incoming and outgoing officers.
4. List of properties includes a copy of Sturgis, Standard Code of Parliamentary Procedures.
5. Order/replace Chapter properties as needed from ATD's Central Office.
6. Order all official jewelry and other items for Chapter Members from the Central Office.
7. Order official order blanks for jewelry from the Central Office or copy order form in "The Pulse".
8. Keep an accurate account of the number of orientation pins and other jewelry belonging to the Chapter. Following initiation, check the number of pins that have not been returned and notify the Chapter President.

#### **CHAPTER MARSHALL SHALL:**

1. Accept the responsibility for the preparation of new Members for initiation, and installation of Chapter Officers. Assist the president with these ceremonies.
2. Notify the Chapter Custodian regarding the number of pins and manuals.
3. Assist with the initiation of Alumni Members and the installation of their Officers upon request.

4. Maintain order at all regular and special Chapter meetings.

#### **CHAPTER HISTORIAN SHALL:**

1. Collect, compile, and file all significant data pertaining to the Chapter. Keep a Chapter scrapbook with clippings and pictures of the Chapter Members events. The scrapbook is a permanent record of the Chapter.
2. Compile pertinent information regarding Chapter Members. Send one copy to the Central Office.
3. Notify Central Office of all Awards and Honors received by Chapter Members.

#### **CHAPTER EDITOR SHALL:**

1. Submit articles for publication to the "The Pulse " National Editor by **October 10, January 10 and March 10.**
2. Edit the Chapter publications and be responsible for preparation and distribution to all Chapter Members as specified in Chapter Bylaws.
3. Serve as Chair of the Publicity Committee.
4. Serve as a member of the public relations committee.
5. Order and distribute "The Pulse" to all members, including Honorary Members and Advisor, if "The Pulse" is not mailed directly to them.

#### **MATERIAL TO BE INCLUDED IN AN OFFICER PROCEDURE NOTEBOOK/RECORDS**

1. National Officer Roster
2. Complete National Chapter Roster.
3. Chapter Reminder Check List.
4. Correspondence, incoming and outgoing.
5. National ATD Bylaws and Chapter Bylaws.
6. Member manual.
7. National Rituals.
8. Minutes of Meetings.
9. Blank copy of specific office report form.
10. Copies of all reports you have made regarding your Office.
11. Chapter calendar of activities and events.
12. Resources utilized.
13. Chapter member Roster/Chapter Officer Roster

### **COLLEGE CHAPTER ADVISOR QUALIFICATIONS:**

1. The Advisor is selected by the Chapter in conjunction with the School of Nursing.
2. Must be a Member of the Faculty in the School of Nursing.
3. The advisor serves as a counselor, educator, consultant and mediator when needed.
4. Advisorship may be shared between two or more Faculty members in the School of Nursing.
5. As a Member, Advisors are required to pay dues. It is highly recommended that he/she join either the Alumni Chapter or as Member At Large. It is suggested that the Chapter pay for the Advisor's dues.

### **COLLEGE CHAPTER ADVISOR GUIDELINES:**

1. To guide, advise, and assist.
2. Consult with Officers and Members regarding plans for the year's campus activities, progress, publicity, etc.
3. Review and approve activities of the Chapter, asking for official approval from the university or college.
4. Advisor may assist with Chapter discussion, but has no formal vote.
5. Act as liaison between the Collegiate Chapter, Alumni, university/college and the National Board.
6. Participates in Chapter functions.
7. Strives to strengthen communications with faculty and campus officials.
8. Assist the Chapter in determining eligibility of prospective members.
9. Remain current with procedures, policies and Bylaws of ATD.
10. Comply with university/college and School of Nursing requirements.

### **PURPOSES OF THE ALUMNI CHAPTER:**

1. To increase the influences of Alpha Tau Delta by enlarging the membership and the interest in Alpha Tau Delta.
2. To establish an Alumni Chapter wherever there is a college chapter to give assistance financially, moral support and to work cooperatively with the College Chapter in every way possible.
3. To aid in developing and administering the policies of National Alpha Tau Delta.
4. Develop scholarship funds for Chapter Members.

5. Give guidance to Chapters and assist with advice as needed.
6. Assist Collegiate Chapter with installation fund-raisers and activities.
7. Maintain contact with both university and Advisor.
8. Alumni Chapter Members in good standing, upon written request to the President of their Chapter, may transfer to another Alumni Chapter.

## **MEMBER AT LARGE**

Members At Large are entitled to all rights and responsibilities of Membership as defined by National Bylaws. Professional Nurses may qualify for member at large status after they have completed their programs if they were a member of an ATD chapter when they were a student. They do not need to be re-installed and only need to pay fees to the National Board.

Graduates of a college with an active chapter may apply to be a member at large, even if they did not belong as a student. However, they do need to contact the current president of that chapter to arrange to be installed. The installation may take place over the phone, and the chapter may charge them their routine installation fee. She/he may then pay fees to National Board and assume all privileges as a Member-at Large.

## **OFFICER SELECTION**

### **COLLEGIATE**

1. May be from any class with present membership in the Chapter for at least 6 months or one (1) semester.
2. Suggested vote: **One to two months before end of school year**
3. Suggested term of office one (1) year.
4. Both outgoing and incoming officers take active role in training period for new officers.
5. Officer selection is by nomination (may be nominated for more than one office) written ballot or from the floor.
6. Officer elections are run according to chapter by-laws.
7. Selection of officers is by majority vote.
8. National Office to be notified of contact information of new officers within one (1) month of elections.
9. Officer must maintain a GPA of 2.5.

### **Removal from office:**

1. Board to meet first to independently review performance and expectations of officer
2. 2/3 Vote of Board required to begin Formal Review/Removal process

3. Meet with officer first to review performance and expectations and discuss various options including resignation.
4. Need to provide officer with written list of expected duties
5. Recommend Faculty Advisor to meet with the Board and the officer separately to review situation and possibly mediate
6. Need to notify officer in writing, and national board and advisor to be cc'd on all correspondence- sent to the National President
7. Officer has one month to perform duties of office- including delinquent responsibilities
8. After one month-entire chapter board will meet to vote on the officer status
9. Anonymous ballot
10. Faculty advisor to tally votes
11. 2/3-majority vote required to remove officer

### **Alumni**

Officers shall be elected and installed in accordance with Chapter Bylaws. The duties of each officer shall parallel the duties of the college chapter officers. They may also combine the duties of more than one office, except president, if desired. Alumni officers shall communicate with the college chapter and assist them. The Alumni shall work cooperatively with the promotion of Chapter programs. Alumni Chapter Secretary and Treasurer will submit reports to the National Central Office by **May 15** and National Treasurer by **November 15**.

### **DUES AND FEES**

1. Initiation Fee- Each initiate member shall pay an initiation fee, the amount of which shall be determined by the National Board, which shall be paid to the National Treasurer by December 1.
2. Annual Dues - Members shall pay annual dues (National plus local dues) prior to initiation and annually thereafter by **November 15 and May 15**. Dues shall be determined by the National Board and the local chapter.
3. Members at large shall pay National dues to the National Treasurer.
4. Life Membership Fee - shall be determined by the National Board and local alumni chapter and shall be paid to the local chapter, who shall forward the dues to the National Treasurer. Member must be 62 years of age or older and must have been an alumni member of ATD for 10 consecutive years. Life members at large, will apply and pay dues directly through the national board after approval.
5. Delinquent members do not pay back dues, but must pay the reinstatement fee- which will be equivalent to the current initiation fee, the local chapter and National current dues to be reinstated and in "good standing".

## **TREASURER'S REPORT**

1. Forms are obtained from the National Central Office or from the website.
2. Reports are due semiannually: on **November 15 & May 15.**
3. List all members alphabetically (Last name, maiden name, first name)
4. List initiation dates for all new members.
5. List graduation dates for all senior members.
6. List Honorary Members, Advisors
7. Name, address, and phone number of local Chapter Treasurer must be on all reports.
8. Annual Finance Report includes:
  - a. Report of receipts and expenditures by the chapter listed on part II (back side of current report).
  - b. Report must be signed by the Treasurer or Finance Committee.

## **CONVENTION FEES**

1. Each chapter shall pay a convention registration fee to the National Treasurer for each delegate, alternate and guest attending the convention.
2. National will pay for reasonable travel fees of the Chapter's **one** elected Delegate. Delegates must submit his/her original receipts to be reimbursed.
3. All other expenses including hotel, food, entertainment and miscellaneous are the responsibility of the individual delegate and/or campus chapter.

## **CHAPTER MEETINGS AND PROGRAMS**

### Meetings

1. Each chapter shall have at least two business meetings, one professional or educational meeting, and one social function each academic year. These meetings may be combined as determined by the chapter.
2. The President shall have the power to postpone a regular meeting providing all members are notified in advance.
3. Special meetings may be held at the call of the President or at the written request of three members.
4. The recommended order of business for a regular meeting shall be:
  - a. **Call to order**

- b. **Quorum check (Chapter Bylaws should state number necessary for a quorum).**
- c. **Reading minutes of previous meeting.**
- d. **Correspondence ready by Corresponding Secretary.**
- e. **Reference to calendar of National obligations.**
- f. **Report of the National Board- if applicable**
- g. **Treasurer's report**
- h. **Report of other Officers and committees**
- j. **Old business**
- k. **New business**
- l. **Program, if any**
- m. **Announcements (including date and time of next meeting)**

## **WITHDRAWAL OF A CHAPTER**

A chapter desiring to withdraw from Alpha Tau Delta shall send the National President a petition asking for inactive status and give reasons for such a request. Such a petition shall be signed by three-fourths (3/4) of the members of the chapter. Chapter materials shall be returned within thirty (30) days to the National Treasurer , including all records, funds and properties.

## **CONSULTATION**

### **PURPOSES**

1. To provide an opportunity for the Chapter to evaluate its current situation, including administration and management, physical plant, goals and objectives and plans for the future.
2. To share ideas, observations, and proposals with chapters on administration, programs, activities, and solutions to common problems through a consultant with an outside but understanding and knowledgeable, point of view.
3. To provide a linkage between the chapter, National Board and the university community by contacting alumni, college and university leaders who can evaluate and support the chapter program.
4. To foster a better understanding of the National Fraternity through an exchange of ideas among chapters, identification of chapter concerns, and sharing of program and activities of the National Board through a consultant who is representative of the National Board.
5. Chapter consultations may be by invitation of the chapter, university, Advisor or as deemed necessary by the National Board.

## **AREAS OF EVALUATION**

1. Membership development and services
2. Relationships with and service to the university and local community.

3. Chapter goals, objectives, planning and evaluation.
4. Chapter organization.
5. Relation with resource people.
6. Financial management.
7. Relationships to and participation in the national fraternity.

## **CONSULTATION REPORT**

The consultant will prepare a written report as an integral part of the consultation program. The report should recognize strong points and areas of progress and achievement along with recommendations. The report should summarize the problems and shortcomings of the chapter. The Format of the report is left to the discretion of the consultation; it will include a summary statement of overall observations and suggested actions. The seven areas of interest outline above should be addressed either in general or by specific comments for each area.

## **OTHER REGULATIONS**

1. Chapter policy may not be dictated by the Dean or Director of the school.

## **NATIONAL CONVENTION**

1. The selection of college and alumni delegate(s) and alternate(s) shall take place in the spring in the year of convention, at least sixty (90) days before the opening of the convention.
2. selection shall take place at a regular meeting (seniors are not eligible).
3. Immediately after selection, the Corresponding Secretary of each chapter shall send the names, addressees, phone numbers and e-mail address of the delegate(s) and alternate(s) (with summer addresses) to the National President.

## **REGULATIONS FOR CONVENTION DELEGATES**

All business delegates shall conform to the following regulations:

1. Be active members in good standing of their chapter.
2. All delegates must complete the convention delegate registration form and submit this along with appropriate fees to the National Treasurer.
3. Give their entire time to the National Convention, shall attend all business meetings, programs and fulfill all committee appointments. If a delegate does not attend the complete convention the airfare moneys will not be reimbursed by the National Treasurer.
4. Bring a copy of the Chapter Bylaws to the National Convention.

5. Bring names of representative graduating members and their respective chapters who qualify for a national office and who would be free to give their time and effort to such duties if elected or appointed.
9. Chapter representative may submit proposals for resolutions and legislation. prior to convention,.8. Be prepared to vote on National issues.
10. Submit nominations for National Officers on National Biography forms to Nomination Chairperson.
11. Make a complete written report of the National Convention to the Chapter, which they represent, such report to be filed with the minutes in the Chapter Secretary's Book.
12. Delegate(s) must continue to be active members for at least one year or three quarters after convention

## **SUGGESTED ORDER OF BUSINESS FOR BIENNIAL CONVENTION.**

### First Meeting

1. **Opening ceremony**
2. **Convention invocation**
3. **Minutes of previous convention can be read or posted).**
4. **Reports of National Officers (distributed or posted)**
5. **Assignments of committees &/or workshops**
6. **Announcements**

### Second Meeting

1. **Report of committees**
2. **Voting on National Officers**

### Final Meeting

1. **Conclude committees reports**
2. **Unfinished business**
3. **Announcements**
4. **Election of next convention site**
5. **Installation of officers**
6. **Closing ceremony**

## **CONVENTION COMMITTEES**

The National Council shall appoint convention committees as deemed necessary. Each committee will consist of a National Officer and at least two (2) other members. Each committee will make verbal and written report to the convention body.

### Suggested Committees:

1. Hostess - shall act as the social committee for the duration of the convention -- primary planners for lodging, food, meeting space, etc.
2. Awards - review and revise if necessary applications and mechanic for National Awards.

3. Bylaws - review National Bylaws and consider all proposals for amendment to the National Bylaws and submit their recommendations to the National Convention.
4. Finance - review the national budget presented to them by the National Treasurer. Act on any other financial matters which may be presented.
5. Public Relations/Publicity - handle the publicity of the convention, assist in putting together the post-convention edition of "The Pulse", present ideas for furthering the image of ATD.
7. Resolutions - review and/or propose resolutions which point the way toward the fulfillment of the Fraternity purposes and the attainment of the future aims and goals of ATD.
8. Legislative - review legislative issues presented to them by the chapters or National Officers and act upon them as necessary.
9. Ritual - review the ATD rituals and submit necessary amendments and revision to the National Convention.
10. Nominations - present nominations, post National Officer Biographies. Distribute and count ballots.
11. Forms and Technology- review and revise current forms and evaluate website and utilization of technology.
12. Member Manual- review member manual and make recommendations for updates

## **NATIONAL BOARD**

### QUALIFICATIONS (National Bylaws, Article V, Section I)

A candidate for a National Office must be a member in good standing of an alumni chapter or be a member in good standing of the member at large group..

### GENERAL POWERS (National Bylaws, Article IX, Section 2)

1. Grant or deny petitions for charters of new chapters.
2. Reinstate inactive chapters.
3. Declare chapters inactive.
4. Declare chapters therefrom and restore charters thereto.
5. Suspend charters and reinstate suspended chapters.
6. Select the Central Office of the Fraternity.
7. Select Scholarship Recipients and grant Awards.
8. Exercise such other executive and judicial powers as are inherent in such a board.

### GENERAL DUTIES (National Bylaws, Article IX, Section 1)

The National Board shall perform all duties ordinarily devolving upon directors of a Corporation.

1. Enforce the Bylaws of the Fraternity.
2. Enforce the enactments and resolutions adopted by the National Convention.
3. Designate the institutions in which the Fraternity funds shall be deposited.
4. Declare vacancies in the National Board and fill such vacancies.

### OATH OF OFFICE

Upon inauguration each member of the National Council shall take the Oath of Office. The Oath shall be administered by the immediate Past President or appointed delegate. If a newly elected member of the National Board is absent the Oath shall be administered by the President of the alumni chapter in which the newly elected officer is a member. Notice of the date of taking the Oath of office shall be sent to the National Recording Secretary by the President administering the oath of office.

### **NATIONAL OFFICER DUTIES**

#### **NATIONAL PRESIDENT**

1. Act as chief executive officer of Alpha Tau Delta.
2. Keep in touch with all Chapters through correspondence, keep informed of the chapters needing assistance.
3. Write President's letter (may submit letter in "The Pulse").
4. Supervise the compilations of all Fraternity publications such as the Member Manual and Bylaws. Act as ex officio to all committees.
5. Arrange for installation of new chapters of Alpha Tau Delta.
6. Sign all charters for newly installed chapters.
7. Visit Chapters or appoint another National Officer/Member who lives in close proximity to visit the Chapter.
8. Sign and endorse checks in the absence of the Treasurer.
9. Assign National Officers and chapter members to committees as needed.
10. Act as official representative to the Professional Fraternity Association or appoint another National Officer.
11. Appoint a qualified person to serve as Convention Coordinator.
12. Select tentative convention committees topics

13. Act as Program Committee Chair or appoint a National Officer as Chair then submit to National Officers and chapters a tentative agenda.
14. Hold Board meetings as deemed necessary.
15. Sign and authorize all special jewelry orders (such as award pins, insignia and keys). Present to the retiring President, the National Past President's Pin. Present any other awards that the national organization may wish to bestow.
16. Keep a copy of each letter sent from the office.
17. Maintain national officer procedure records.
18. Submit an annual written report by **May 15**.
19. Submit annual financial budget for office to National Treasurer.

### **NATIONAL FIRST VICE-PRESIDENT**

1. Succeed the office of Presidency in case of permanent vacancy and serve in that office until the next convention.
2. Act as Parliamentarian at business meeting and at conventions unless parliamentarian is employed for the convention. (Follow Sturgis's Standard Code of Parliamentary Procedure).
3. Assume all powers and duties during the President's absence.
4. Aid in the promotion of all Chapters.
5. Sign all checks in the absence of the Treasurer and President.
6. Be thoroughly informed of the policies and procedures of Alpha Tau Delta.
7. Act as the chairperson of the Awards Committee. See duties as Chair of the Awards Committee.
8. Keep a copy of each letter sent from the office.
9. Correspond with Chapters Officers as required to carry out national duties.
10. Prepare and submit annual report by **May 15**.
11. Maintain National Officer procedure records.
12. Submit annual Financial budget for office to National Treasurer.

### **DUTIES OF THE AWARD COMMITTEE CHAIR**

1. Send a letter of reminder and a copy of all the applications for the Awards to all college Chapter Presidents before **January 15th** of each year.
2. Send applications as per mail request.
3. Send a reminder regarding deadline of **April 15** to all Chapters and Advisors.
4. Review all applications received for consideration prior to the deadline (**April 15th**)
5. Notify applications of missing criteria.
6. Send copies of each application, including a rating sheet, to the awards committee. Please number each application, delete name, address and chapter

- name of the applicant or any identifying marks. The committee rating sheets are to be completed and returned to the First National Vice-President by **May 15**.
7. The Awards Committee shall include the National Board, and if possible two (2) students, and two (2) faculty members
  8. Compile the rating sheets when all have been returned.
  9. Final selection of recipients can be done at interim conference or at a pre-convention National Board meeting.
  10. Obtain checks for recipients from the National Treasurer.
  11. Send letters of congratulations and checks to the recipients.
  12. Notify all applicants of the Committee decision.
  13. Destroy all original applications and rating sheets yearly.
  14. Submit annual Financial budget for office to National Treasurer.
  15. Submit candidates for PFA Awards.

### **NATIONAL SECOND VICE-PRESIDENT**

1. Assume all duties during the absence of the First Vice-President (follow the duties of the First Vice-President in Sturgis-latest revision).
2. Succeed to the office of First Vice-President in case of a permanent vacancy and serve that office until next convention.
3. Aid in the promotion of all Chapters.
4. Be thoroughly informed of the policies and procedures of Alpha Tau Delta.
5. Arrange for installation of alumni chapters in cooperation with the National President.
6. Act as the chairperson of the Membership-At-Large Committee.
7. Keep a copy of each letter sent from the office.
8. Correspond with chapter officers as required to carry out national duties.
9. Prepare and submit annual report **May 15**.
10. Receive petitions from interested and eligible college members to form new Chapters and Alumni Chapters.
11. Keep National Officer, Colleges, and Alumni Chapter Officers advised of all such reports.
12. Submit annual Financial budget for office to National Treasurer.

### **MEMBERSHIP CHAIRPERSON**

1. Send letters of congratulations to all graduating seniors.
2. Send Membership At Large applications and Alumni Member applications to all graduates.
3. Send a list of the graduates to each Alumni President.
4. Notify Members At Large of other members in their area.
5. Assist with coordination of alumni chapter development.
6. Maintain Member At Large roster.

7. Assist with reactivating and development of new Chapters.
8. Respond to all inquires for membership.
9. Correspond with Members-At-Large.
10. Submit annual financial budget for office to National Treasurer.
11. Prepare and submit annual report by **May 15**.

#### **NATIONAL RECORDING SECRETARY**

1. Records minutes of all business meetings and records minutes at Convention and Interim Conference.
2. Register all officers, delegates, member, and guests attending the national convention.
3. Send a copy of the convention minutes to Chapters, Chapter Advisor, and each National Officer. Maintains a permanent file of minutes.
4. Sign all charters for newly installed chapters.
5. Keep a copy of each letter sent from the office.
6. Correspond with chapter officers as required to carry out national duties.
7. Prepare and submit annual report by **May 15**.
8. Maintain National Officer permanent records
9. Assist with convention planning and committees.
10. Submit annual Financial budget for office to National Treasurer.

#### **NATIONAL CORRESPONDING SECRETARY**

1. Be responsible for the storage of all official national supplies chapter forms, organizational materials, and national properties.
2. Order and forward to each Chapter and the National Officers, as requested all official forms and supplies needed to carry on Fraternity business.
3. Order official Alpha Tau Delta stationery.
4. Keep a complete and up-to-date record of all membership and a list of chapter officers (college and alumni).
5. Keep a complete record of all official correspondence pertaining to the Fraternity.
6. Send one (1) copy of all officer rosters to each National Officer.
7. Distribute copies of materials from Professional Fraternity Association to National Officers.
8. Assist the Convention Chair.
9. Keep a copy of each letter sent from the office.
10. Correspond with chapter officers as required to carry out the national duties.
11. Prepare and submit an annual report by **May 15**.
12. Maintain Chapter Officer Roster, send one (1) copy to each National Officer and Chapter President.

13. Submit annual Financial budget for office to National Treasurer.

**NATIONAL TREASURER SHALL:**

1. Collect college and alumni chapter fees, dues and assessments and deposit all money in a designated bank within the area in which the Treasurer resides.
2. Keep standard book for account in which shall be entered and itemized all receipts and disbursements of the organization and have all books audited by a certified public accountant and at the end of each 2 year term. Send a copy of each audit to each National Officer.
3. Notify chapter and members when fees, dues and other assessments are due. Issue promptly receipts as indicated for all money received from the chapters, keeping accurate account of each chapter.
4. Pay all bills approved by two (2) National Officers promptly.
5. Keep a copy of each letter sent from the office.
6. Pay for National Convention expenses/airfare at close of event.
7. Send quarterly finance and membership reports to the National Officers.
8. Prepare and submit a proposed National budget annually.
9. Correspond with the chapters as required to carry out the national duties.
10. Verify that national dues have been paid by applicants for Awards and send verification to the National Vice-President or Award Committee Chair.
11. Submit a written annual report by **May 15**.
12. Maintain National Officer records
13. Act as chair of credentials committee (see convention committee).
14. Verify that all delegates, alternates and chapters are in good standing prior to opening of Convention..

**NATIONAL EDITOR:**

1. Provide for editing, typing, and printing of the publication.
2. Edit and publish (fall, winter, and late spring) issues of the national publication, "The Pulse" of Alpha Tau Delta as decided by the National Board.
3. Prepare a mailing list for publication which should include National Officers, all members including honorary members, advisors, Deans of the Nursing Schools, Library of Congress, Librarians of the national league approved Baccalaureate Degree Programs in Nursing, Professional Fraternity Association, editor of the Interfraternity Research and Advisory Council, Inc.
4. Be responsible for sending publications to those on the organization's mailing list.
5. Receive and prepare articles of information to be published in fraternity magazines.

6. Correspond with advertisers, publishers of national interfraternity magazines and editors of the university and college directories, and receive and exchange publications with members of the Professional Fraternity Association.
7. Keep a copy of each letter sent from the office.
8. Correspond with chapter officers as required to carry out the national duties.
9. Prepare and submit an annual written report by **May 15**.
10. Receive from chapters materials for publications by **October 10th, January 10th, and March 10th** each year.
11. Maintain files of all issues of "The Pulse".
12. Maintain National Officer Procedure records.
13. Submit annual Financial budget for office to National Treasurer.

## **PUBLICATIONS**

There are two (2) official publications of ATD: "The Pulse" and the President's Letter, and others as determined by the National Board.

Sturgis's Standard Code of Parliamentary Procedures, latest edition is the parliamentary authority for ATD.

## **NATIONAL AWARDS & GRANTS**

The Awards committee consists of the National Board, and if possible two (2) student delegates and two (2) faculty advisors, with the National First Vice-President serving as chair of the committee. The amount of grant may vary. Applications for all Award and Grants may be obtained from the National First Vice-President.

## **NATIONAL MEMBER OF THE YEAR**

Selection made by nomination and Chapter vote.

1. The award is given to the junior or senior undergraduate or graduate or doctoral student who has made the most contribution to the Chapter.
2. The Chapter is to send the Chapter Member Of The Year Candidate on the appropriate form to the First National Vice President by **April 15**. A National ATD Member of the Year will be selected from these candidates nominated by the Chapters.
3. Selection of the winner will be made by the Awards Committee.
4. Each chapter may present their winner with the Honors Pin.

5. National Board will present the one final winner with a special recognition plaque, \$100, or as determined by the National Board

**MIRIAM FAY FURLONG GRANT** is awarded to a selected ATD undergraduate member in good standing who will be a junior or senior next year based on merit and service to the organization.

**YELLOW ROSE AWARD** All National Member of the Year Candidate's submitted by each collegiate chapter receive a Yellow Rose charm.

**THE ALUMNI PRN GRANT** is awarded to a selected Alumni member or Member At Large, based on merit and service to the organization and who has been accepted into a graduate or doctoral program in a course of study to "enhance and further nursing service".

**ADVISOR OF THE YEAR** Each year a National Advisor of the Year is selected from nominees submitted by each collegiate chapter. The Faculty Advisor selected receives a special recognition plaque and is submitted as ATD's nomination for PFA's Faculty Advisor of the Year Award the subsequent year.

**THE AILEEN WALTNER AWARD OF EXCELLENCE**

The award is given to a Chapter President who has shown outstanding leadership, excellence and dedication to Alpha Tau Delta

1. The Chapter is to send a completed form nominating their President for the Aileen Waltner Award of Excellence to the First National Vice President by **April 15**.
2. A winner will be selected from these candidates nominated by the Chapters.
3. Selection of the winner will be made by the Awards Committee.
4. Each chapter may present their winner with the Honors Pin.
5. National Board will present the one final winner with a special recognition plaque, \$100, or as determined by the National Board

**For more information on Grants please contact:**

**The current First Vice President**