

**Sigma Tau Delta Board of Directors**  
**MINUTES of the 91<sup>st</sup> MEETING**  
**March 27-28, 2019**  
**St. Louis, MO**

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VOTING MEMBERS PRESENT: President **Glen Brewster**; President Elect **Diane Steinberg**; Officer at Large **Terry Phelps**; Secretary/Treasurer **Shannin Schroeder**; Eastern Regent **Felicia Steele**; Far Western Regent **AmiJo Comeford**; High Plains Regent **Lexey Bartlett**; Midwestern Regent **Tim Helwig**; Southern Regent **Leigh Dillard**; Southwestern Regent **Kaine Ezell**; Student Advisor **DeAndra Miller**; Student Advisor **Kaitlyn Sass**

NON-VOTING MEMBERS PRESENT: Executive Director **William C. Johnson**; Director of Society Operations **Natasha McPartlin**; Director of Marketing and Technology **Elfi Gabriel**; NEHS Director **Dave Wendelin**; Managing Editor **Dan Colson**; Director of Social Media Strategies **Katie Mudd**; Eastern Student Representative **Abigail Shipley**; Far Western Student Representative **Louis Jameson**; High Plains Student Representative **Tristan Wilson**; Midwestern Student Representative **Mary Arnold**; Southern Student Representative **Brittany Barron**; Southwestern Student Representative **Kameron King**; Alumni Representative **Jessica Heller**

VOTING MEMBERS ABSENT: Immediate Past President **Carrie Fitzpatrick**

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**Wednesday, March 27**

President **Brewster** calls the meeting to order at 1:35 p.m.

- **Brewster** begins with introductions.
- **Brewster** makes some announcements regarding some health issues that might affect his role in leading the meeting.
- **Fitzpatrick** was unable to attend this meeting due to illness, but we continue with her planned Board development meeting. **Brewster** and **Steinberg** describe the purposes of the meeting, which will occur on Friday at 8:30 p.m.
- **Brewster** reminds the Board about Robert's Rules of Order; **Steinberg** has agreed again to serve as parliamentarian. Our special rules of order: for each motion, each person may speak once (barring special circumstances); the reports will take no longer than five minutes; and we will spend no more than ten minutes discussing motions. **Steele** and **Ezell** agree to serve as timekeepers.
- **Brewster** reminds the Board members who can vote.

**Old Business**

- **Steinberg moves, Dillard seconds, to accept the minutes.** With no revisions, **motion carries.**
- **Brewster** reminds us that the current strategic plan cycle is coming to an end.

**New Business**

**Executive Director's Report—Johnson** (written report submitted)

- **Johnson** will be discussing the state of the entire organization and notes that his report begins with a focus on excellence.
- While new membership has gone down, our numbers are generally holding steady, and NEHS is trending upwards.
- Our portfolio is doing well, as **Schroeder** will support.
- The journals are a wonderful example of the "best of the best." The new combined journal was an effort between **Colson** and **Gabriel**.
- Conventions consume an enormous amount of time. **Johnson** discusses the considerable planning that goes into conventions. Our 2020 Convention, under **Comeford**'s direction, will be in Las

Vegas. **Johnson** announces that the 2021 Convention will take place in Denver, CO at the Sheraton.

- We are working actively to increase the number of internships and to improve a relationship and create possible internships with NCTE.
- More alumni than ever will be attending this Convention.
- The website went through radical changes, particularly for NEHS.
- Our students this year have been working well, and with care, this year.
- As an organization, we are doing well. At the end of **Johnson's** report, he reminds us that 2024 will be our 100<sup>th</sup> year. We will want to look ahead to our centennial.

#### **Director of Society Operations Report—McPartlin** (written report submitted)

- **McPartlin** says that her last few months have focused on Convention. She is also responsible for new chapters, and she deals with the HR happenings in the Central Office.
- Namon Kent, the newest hire for the Central Office, is here for his first Convention.
- The chapter annual report summary will be coming out at the beginning of April. Roughly half of the chapters submitted the “required” annual report.
- We have three new charters as of today; **McPartlin** will be emphasizing recruiting. She has also been revising the system for applications for student leaderships—that streamlined process means we already have applications posted near registration.
- She has been looking at member benefits and has reached out to organizations doing this work.

#### **Director of Marketing & Technology Report—Gabriel** (written report submitted)

- **Gabriel** knows the Board recognizes how much of her work goes to Convention.
- The time immediately after conventions is the point at which the Central Office (CO) is able to look at new ideas and currently numbers and statistics. Her other projects include working with GMerch. Our merchandise looks very good, and the student leaders will receive a voucher for discounted items. We have also reengineered how we sell merchandise, a change that eases the process of accounting. **Gabriel** explains how working with GMerch works. The Convention allows us to get feedback from students to know what people like.
- We launched the invite enrollment, a work in progress, which will be available in October; it will be improved soon and will also be available for NEHS.

#### **Director of Social Media Strategies—Mudd** (written report submitted)

- **Mudd** says the individual social media platforms continue to function at the same rate. Facebook currently sees the most activity. LinkedIn now sees us as a separate entity, and our company page is steadily growing.
- The majority of her time these past months has been in redesigning the societies' blogs. We now send out smaller mailings through Mail Chimp. We can pull more analytics this way. This allows announcements to reach advisors and members at more appropriate times. The look of the newsletter has improved greatly.
- Establishing a new convention app with **Gabriel** has been part of her work, too.

#### **National English Honor Society (NEHS) Director's Report & Constitutional Revisions—Wendelin** (written report submitted)

- **Wendelin** notes that the newsletter's increased mailings have required additional content.
- The 26,000 new members this past year is a big number; most impressive is the community work going on around the world.
- NEHS experienced a slight reduction in the numbers of added chapters last year.
- The size generates a considerable amount of income; giving that back through project grants and awards is important.
- NEHS is honoring two groups, Educators for Social Justice and We Stories; NEHS will also give grants to those organizations.
- New advisory council members will be at Convention. The group will be deciding on scholarship applicants while here.

- GMerch will allow schools quite a bit of flexibility, such as allowing students at high schools to buy NEHS shirts in their own school colors.
- The middle school initiative has no update as of yet; **Wendelin** still has a goal of adding middle school chapters.

#### **Editor's report—Colson** (report submitted)

- Rectangle submissions were up 20%, and the numbers for the Review were slightly down.
- The redesign of the journals has been fantastic.
- **Colson** mentions some internship program changes. The interns in previous years have been involved in the entire process. With InDesign, having too many hands in the process makes for too many mistakes. The internship will now be only a three-month internship summer program. Interns will help make decisions about what to publish and will help edit. **Steele** asks a question about the internship location; it is a remote internship, confirms **Colson**.

### **Committee Reports and Updates**

#### **Student Advisors, Student Leadership Committee Reports**

##### **Student Advisor Report—Miller and Sass** (report submitted)

- Student Advisors (SA) got started in summer, **Miller** says, and made convention plans before school started. They created a master plan for all student leaders at every moment of the Convention
- Working with Elfi, they also created a Student Advisor guide that parallels the Student Rep guide.
- **Sass** says the SAs are looking to find a single long-term service partner or perhaps a five-year partnership because finding a new service partner each year takes too much time.
- She also describes the new social media strategies.

##### **Alumni Representative—Heller** (report submitted)

- **Heller** explains that 2018 was the first time the Alumni Epsilon chapter solidified. They will be live-streaming the Convention, in an effort to involve new people.
- Alumni provided stipends for Convention attendance, both to life-long Deltas and to a new Deltan. They drew winners at random from among the strong applications.
- The alumni newsletter is building up some momentum.
- While they had a membership development initiative, all five alumni had to drop out. The information they gathered first will be invaluable and will help to involve future alumni development.
- **Heller** describes the alumni goal: switching from “What can I get from the Society?” to “What can I give to the Society?”

#### **Brewster calls for a break at 2:50; the meeting reconvenes at 3:12 p.m.**

##### **Eastern Regent—Steele** (report submitted)

- **Steele** mentions high points from her report: support of a regional conference, an attempt to improve attendance at the national conventions, and a future regional conference.
- *Mind Murals* may or may not be coming together.
- She received two additional Common Reader awards and hopes to give away all of her budget.
- The Region has two new chapters.
- She created postings about internship programs and Library of Congress internships.
- The rest of her time has been working with Convention.
- **Steinberg** asks about internships. Steele mentions networking, as well as promoting and exploring unofficial resources.

##### **Eastern Student Representative [SR]—Shipley** (report submitted)

- **Shipley** notes that working on *Mind Murals* has been very stressful. Nearly 100 submissions, now waiting on judges.

**Far Western Regent—Comeford** (report submitted)

- **Comeford** notes a few things from her report, including the best use of social media.
- Far West has increased numbers of participants at Convention from last year.
- The Region has added a chapter from Utah.
- They had a hard time finding a host for a regional conference. There is an interested chapter in Oregon.
- She highlights the Pepperdine chapter's efforts to remember a student who died from gun violence. She believes they have active chapters, even when they have less representation at Convention. Thanks the CO for reaching out to those chapters affected by wildfires in S CA and elsewhere.

**Far Western SR—Jameson** (report submitted)

- **Jameson** adds that they will be looking at Slack, a new social media platform.

**High Plains Regent—Bartlett** (report submitted)

- **Bartlett** has little to add beyond the report; Fort Hayes will be hosting the regional conference in the fall. Sarah Smarsh will be a visiting speaker and the conference will be built around her visit.

**High Plains SR—Wilson** (report submitted)

- The regional conference had little inter-regional conference, says **Wilson**.

**Midwestern Regent—Helwig** (report submitted)

- **Helwig** comments that they had a fifth-annual Regional conference. Notes that five CR applications came in after his report was submitted

**Midwestern SR—Arnold** (report submitted)

- **Arnold** had no additional information beyond her report.

**Southern Regent—Dillard** (report submitted)

- **Dillard** is working with those hosting regional conference.
- Georgia Tech offers some very interesting opportunities for the organization, since they don't look like a traditional department.
- Discussion ensues about students getting to Las Vegas next year.
- **Dillard** is continuing to give out Common Reader awards.

**Southern SR—Barron** (report submitted)

- **Barron** has nothing additional to add.

**Southwestern Regent—Ezell** (report submitted)

- **Ezell** mentioned in his report that he is attempting to create a regional journal. He may create a template that can allow other chapters to take on editorship. Input from CO during the idea stage was helpful. **Ezell** hopes to have a regional journal template by the end of May.
- A chapter in Arlington, TX has interest in a regional conference. He hopes to talk to this advisor at Convention.

**Southwestern SR—King**

- **King** encouraged more members to submit to the journals at the national and regional levels. He highlights alumnus Micah Dean Hicks' reading on his campus.

**Taskforce Updates****Virtual Chapters—Heller**

- **Heller** says we are ahead of the curve compared to other honor societies. The reasons for joining tend to be very different. We will continue to have issues with virtual chapters, but the auto-enrollment will be a huge plus. The taskforce says there is not much more that we can do to stay ahead of the game.
- **Brewster** tried to do additional compilation of information from other honor societies. A couple of other societies make reference to virtual chapters. He also compiled information about alumni. **Brewster** notes that taskforces are meant to focus on specific challenges. He will be asking whether the taskforce work is done.
- The organization will be adding more on alumni and adult students as we look at this taskforce. He comments on charges and foci for other taskforces.

#### **Video-Based Library of Speakers—Helwig**

- **Helwig** says the taskforce has run its course. Readings and interviews saved into a library have possibility but mostly difficulties.
- **Arnold** found a videography based around a hundred-year celebration.
- Not only are there issues of whether speakers would let us preserve their speeches, but interviews with students, while engaging, are already done in social media.
- For whom would we video record convention workshops? The taskforce is not sure.
- The taskforce says it is not viable at this time to create an archive of convention speakers.

#### **Constitution/By-Law/Policies/Procedures and Revisions—Steinberg**

- **Steinberg** has a series of motions (found in Appendix A) that will streamline the Constitution, expand bylaws, and tweak the policies and procedures.
- **Honors members policy motion:** Hearing no discussion, the **motion carries.**
- **Recommenders motion:** **Jameson** asks if there is harm in leaving the sentence in. **Steinberg** notes that the goal is to streamline. **Motion carries.**
- **Honors members motion** tweaking of language about titles of publications. **Motion carries.**
- **Grievance policy motion:** changes reflect actual titles we use to talk about people—Managing Editor—and includes a friendly amendment to continue streamlining language. **Motion carries**
- **President capitalized motion:** **Motion carries.**
- **Motion to change passive voice in grievance:** **Steele** asks whether other policies use the phrase “ad hoc.” Yes, the taskforce confirms. **Motion carries.**
- **Motion regarding grievance policy list of six things:** **Motion carries.**
- **Discretionary funds motion.** **Motion carries.**
- **Motion to change ugly sentence in discretionary funds.** **Motion carries.**
- **Written reports motion:** explains your discretionary funds. **Motion carries.**
- **Contracts policy motion:** **Motion carries.**
- **Procedure Three motion:** **Motion carries.**
- **Removing “international” treasurer motion:** Friendly amendment cuts “amounts of.” Discussion of current amount (\$10,000 or higher). **Motion carries.**
- **Conflict of interest motion:** **Motion carries.**
- **Executive Director motion:** ED is a Board affiliate. **Motion carries.**

#### **Convention Chair and Committee Processes—Bartlett**

- **Bartlett** notes that the taskforce has a plan for writing sections (based on a table of contents) of the handbook for convention chairs.
- The taskforce may not need to continue beyond the fall. Coordinating electronically will be sufficient.

### Taskforce on Retention and Recruitment—Miller

- **Miller** comments on different ways the members are utilizing their studies. They are catching people on Snapchat and archiving videos.
- The taskforce suggests live video Q & A sessions on numerous topics, so various NEHS chapters can watch. Various alumni can connect with members using the Q & A. Zoom shows questions to the speaker only.
- The taskforce explored using the Slack platform to create options for chatting between members and alumni, including channels for convention, etc.
- **Shipley** gets a thank you for introducing the group to these other platforms. **Sass** says we will start merging Slack accounts with Regents.
- **Comeford** says it is important that we face this enrollment issue head on. Where humanities have been cut, we want to find resources that can help us make these defenses in our own areas. Some of this work has been done. **Comeford** would like to see a banner on our website, one that takes members to other places. She references [studythehumanities.org](http://studythehumanities.org) and [humanitiesindicator.org](http://humanitiesindicator.org), which would give us access to research and toolkits for our use. Let's help our students step into these conversations.
- **Miller** wants to have these live sessions in addition. **Comeford** sees these targeted approaches working well together.
- **Comeford moves to ask the CO to add a banner or link to the website that would take students to an archive of resources and materials, letting students know why an English major is a good career choice. Steele seconds.** Discussion notes that we have a role in underscoring the value of the major, explaining what we consider of value. **Motion carries.**
- **Comeford** adds that we would want this to go to the top of the website. Advocacy for the discipline.

### Executive Committee—Brewster (report submitted)

- The Committee did not make any motions. According to **Brewster**, they talked about Board processes and Board development, brainstormed about recruiting, and discussed the succession plan for ED.
- The Committee talked about the lack of Convention elections.
- The Committee received an update on CO staff, where the 2020 Convention is going to be held, chapter growth, and development.
- Now we look ahead to our centennial. **Jameson** suggests having a Des Moines connection for the Centennial.
- **Brewster** thanks everyone for their efforts.

### Vice President's Report—Steinberg (report submitted)

- **Steinberg** adds that everything takes more time than you think it will.

### Secretary/Treasurer's Report--Schroeder (report submitted)

- **Schroeder** has no additional report.

### Officer at Large Report—Phelps (report submitted)

- **Phelps** reported on adult students (and the newly expanded definition of non-traditional students). Sources meant for colleges show how our organization could do work. Mentorships at the chapter level and a national publication are a means for getting such members active.
- Forgiveness of poor grades from much earlier school records is another topic for adult students.
- **Helwig** asks whether he can get to the report. **McPartlin** notes that the full report is available in the Exec Comm meeting information.
- **Johnson** talks about celebrating these members.
- **Phelps** adds that most adult students are opening a door to better jobs; ties into **Comeford's** comments regarding the website. Discussion ensues.

- **Steinberg** asks for clarification on the issue of grade forgiveness. Further discussion on ways that chapters can welcome these students. We have the ability to use discretion and to take a humane view.
- **Phelps** adds a comment about maturity.

#### **Communications Committee—Comeford** (report submitted)

- **Comeford** says the Committee made changes on journal processes, social media changes, addressed the shift of the newsletter format, and discussed the new platform allowing analytics to be tracked. They received an update on the taskforce for advocacy.
- They (**Ezell, Comeford**, and another member) had an outstanding literary journal judging and processing experience. The way we judge print journals is odd. We judge PDF files and imagine them in print (especially difficult for artistic merit/layout). The Committee needs to think more about this judging. One suggestion is to identify fewer judges and to get hard copies to them, or to rethink rubric. We keep paper copies for displays or in an archive in the department. Discussion about the issue ensues. Comeford asks for feedback about moving back to paper copies.
- Another issue is that we judge paper and online copies together; we do offer the option of electronic journal awards. The Committee agrees we need to rethink how we judge these two different types of journal. We may separate the two awards into two separate categories.

#### **Convention Committee—Steele** (written report submitted)

- **Steele** notes that 1054 people have registered for Convention.
- The Committee has no desire to alter the length of the Convention. The Committee agreed to move to an abbreviated Convention program, with the bulk of the information in the app.
- She addresses the varied nature of the quality of roundtables.
- **The Committee moves that the roundtable expectations be revised to ensure equity of representation between regions, chapters, and types of chapters; to ensure quality and scholarly rigor of roundtables; to minimize repetition to within a three year cycle.** During discussion, **Steinberg** comments that it is hard to sync paper presentations with roundtables. **Schroeder** asks whether the work of the Committee to do this revision is coming over the summer, to be used for the 2020 Convention. Discussion covers how to catch repetitive roundtables. **Motion carries.**

**Brewster calls for a break at 5:01 p.m., and Steinberg reconvenes at 5:21.**

#### **Scholarships and Academic Awards Committee—Schroeder** (written report submitted)

- **MOTION: The committee moves to increase the amount of the Somerville Award to \$3000, and offer “up to three” awards.** Discussion includes the amount for the runner up. **Motion carries.**
- **Dillard** notes we didn't have to define what the access issues are for a possible access/accessibility scholarship. Such an award increases the number of awards, and the access challenges don't need to be defined by Region.
- **Johnson** shares a note from a student who sent a thank you for her Study Abroad scholarship.

#### **Service and Partnerships—Helwig** (written report submitted)

- **Helwig** notes the number of project grant applications are up, but we have had no internship applications for the spring round. The plan to create a workshop is a good one.
- The first development is a new internship opportunity for students. **Wendelin** notes that we have always had a goal of connecting more with NCTE. An internship sponsored by NCTE might be a solution. In consideration is an onsite journalist on hand at the national convention, publishing a daily digest. This would require joint NCTE and STD selection, a \$500 stipend, transportation, and housing, and it would be promoted from a resume-building perspective.
- The Committee's second development is fundraising rollover for the service project. **Sass** says students and Regents agree to work with the Dolly Parton Imagination Library for the next five

years. This committee getting involved allows the student leaders not to have to decide a service project each year.

**Schroeder moves to amend agenda to allow Student Leadership Committee to present next, as students will not all be present at morning Board meeting. Dillard seconds. Motion carries.**

**Student Leadership Committee—Miller and Sass** (written report submitted)

- **Miller** notes that most of the events are planned. Regarding details we haven't heard yet, she adds that the workshop continues being activity based, and student leadership has had a pretty good response about the workshop from the 2019 Convention. Its topics will include fundraising, recruiting, connecting with alumni, and leadership. The Friday night event is Game Night.
- **Miller** compliments the student leaders, and she points out that the highlighting of members and advisors has increased.
- **Steinberg** says the Board would like to hear whether the application process changes will improve the process for student leaders.

**Strategic Planning Committee—Steinberg** (written report submitted)

- **Steinberg** says the motion about changing the vision statement was tabled in the fall and remains tabled.
- **Steinberg** is excited about the new merchandising. **Schroeder** encourages students to look at the specific items for sale. What we offer is a good start, says **Miller**.
- There has been a discrepancy in the use of a title for the newest Board member; the correct title is "Board Officer at Large."
- There will be a new taskforce for creating English promotional materials.
- The Committee expects no radical departure for the process of creating the new strategic plan.

**Regents Committee—Bartlett** (written report submitted)

- Regents talked about the new student leader application process. The Regents have already discussed with **McPartlin** some details they wanted to work out. If we continue with the new system, do we need to make changes to elections in the Constitution? We will be talking about that in the fall, **Steinberg** says; they're in the bylaws, which makes them easier to change.
- The advisor recommendation process may need streamlining; we might ask for a scale instead of a more open-ended process. The form will save the advisor time and will be fairly uniform.
- The question of recommendations does raise the issue of what to do if an advisor says they would not recommend a student. This, too, relates to the standards in the Constitution. If a student is not in good standing, we might withdraw that student's application.
- Regents are in the process of revising details in the Regents handbook (updating sections and adding details).
- Other conversations included the advisors having succession plans. Active chapters sometimes decline when an active advisor retires. Regents work specifically with the advisors; such a topic is something to consider for the future.

**Comeford moves, Steinberg seconds, to adjourn until Thursday, March 28.** At 6:00 p.m., **Brewster** adjourns until the morning.

**Thursday, March 28**

**Brewster calls the meeting to order at 9:15 a.m.**

**Brewster** reviews the most recent items on the agenda that the Board worked through on Wednesday.

**Budget Review and Approval**

- **Schroeder** reads Leslie Evans-Dunn's report.

- She begins a review of the EOY budget.

**Schroeder** requests a 10-minute break to correct an issue with the budget. Board members return and meeting reconvenes at 9:57 a.m.

### **Budget Review and Approval**

- **Schroeder** finishes working through the details of the budget as presented, with a correction to the income for 2018 EOY. Some discussion of the budget precedes the motion to approve.
- **After Comeford moves and Steinberg seconds to approve the budget, the motion carries.**

### **Other New Business**

- **Brewster** invites the Board to bring forward any additional items.
- **Steinberg** mentions the need for help for Convention chairs—specific help at the local level for graduate assistants? Student workers? **Bartlett** mentions the option for buying a course release. The handbook for convention chairs will address some of these issues and may make some recommendations; for **Bartlett**, asking the chair to train someone else might actually add an extra layer of work. Discussion ensues.

### **Announcements**

- **Johnson** reminds the Board to turn in their name placards.
- **Brewster** reminds all committee chairs of the two-week deadline for committee minutes.
- **Johnson** covers Board travel and reimbursement instructions. He recommends turning in the information within two weeks.
- **Steele** asks whether Board members are responsible for bringing people to attend the Carrie Fitzpatrick Board Development meeting on Friday night at 8:30 p.m.

**Schroeder moves, Steinberg seconds, to adjourn. Brewster adjourns at 10:30 a.m.**

Respectfully submitted,



Shannin Schroeder, ΣΤΔ Secretary/Treasurer

Draft completed on March 28, 2019

Revision submitted to Board for feedback on September 4, 2019

Revision submitted to Board for final approval on September 11, 2019

Approved by Board of Directors September 20, 2019

## Appendix A

## Task Force on Policies and Procedures

**Motions -- Honor Members Policy**

That the Honor Members Policy opening sentence in point 1 be changed from “Sigma Tau Delta recognizes individuals who have made special contributions to the organization by designating them Honor Members and publishing their names in *The Rectangle*.” to “**Sigma Tau Delta recognizes individuals who have made special contributions to the Society by designating them Honor Members and publishing their names in Society publications**”

That the sentence “Recommenders who will not be present at the Board meeting where the recommendation is considered should write a letter of support for the individual recommended” be dropped entirely.

That procedure 2 be changed from “The Executive Director forwards the name of the new Honor Member to the Editor of *The Rectangle* for publication in subsequent issues of the journal.” to “**The Executive Director forwards the name of the new Honor Member to the Managing Editor of Publications for inclusion in Society publications.**”

**Motions -- Grievance Policy**

That the opening sentence be changed from “It is the policy of Sigma Tau Delta to follow standard fair employment practices and to address concerns swiftly and fairly. This policy covers the Board of Directors, the Executive Director, all employees, the Editor of Publications, Student Representatives, and all other paid or unpaid personnel.” to “**It is Sigma Tau Delta’s policy to follow standard fair employment practices and to address concerns swiftly and fairly. This policy covers the Board of Directors, the Executive Director, all employees, the Managing Editor, Student Representatives, the Alumni Representative, and all other paid or unpaid personnel.**”

That “President of the Board of Directors” be consistently capitalized in all policies and procedures.

That this section “When a formal complaint is filed, the President of the Board of Directors (or the President’s designee) will appoint a three member dispute committee. Members of the committee will speak (by phone or in person) to the involved parties. Within one week of the conversation, the dispute committee will give the employee and the Executive Director a written final response, identifying what relief, if any, will be granted. The letter shall also include a summary of the dispute committee’s reasoning. The committee’s written answer shall be binding.” be changed to “**When an employee files a formal complaint, the President of the Board of Directors (or the President’s designee) will appoint a three-member ad hoc dispute committee. Members of the committee will speak (by phone or in person) to the involved parties. Within one week of the conversation, the ad hoc dispute committee will give the employee and the Executive Director a written final response, identifying what action, if any, will be granted. The letter shall also include a summary of the dispute committee’s reasoning. The committee’s written answer shall be binding.**”

That the “X’s” in this document’s list be amended to 1, 2, 3, 4, 5, 6”

**Motions -- Discretionary Funds Policy**

That this opening sentence “Sigma Tau Delta provides discretionary funds to Board members and to the Executive Director. Discretionary funds are designed to cover expenses that are directly related to the international society’s activities and operations, but that are not covered by other budget allocations.” be changed to “**Sigma Tau Delta provides discretionary funds to selected Board members and to the Executive Director. Discretionary funds are designed to cover expenses directly related to Society activities and operations, but not covered by other budget allocations.**”

That procedure 3 be amended from “3. If the request is for direct payments to vendors, invoices and an explanation of how the funds were expended should be submitted.” to “**3. Requests for direct payments to vendors must include invoices and an explanation of expenditures.**”

That procedure 4 be amended from “4. If their regular, written reports to the Board, Board members and the Executive Director should specify the amount of discretionary funds expended, and for what the funds were used.” to “**4. In their written reports to the Board, Board members and the Executive Director should specify the amount and purpose of discretionary funds expended.**”

#### **Motions -- Contracts Policy**

That in procedure 2 “insuring” be corrected to “ensuring.”

That procedure 3 be changed from “3. Contracts relating to the Newsletter and The Rectangle must be signed by both the Executive Director and the Editor of Publications.” to “**3. Contracts relating to the Society Publications must be signed by both the Executive Director and the Managing Editor.**”

That procedure 4 be changed from “4. Contracts involving amounts of more than \$5000 must be signed by the Executive Director and by EITHER the International Treasurer OR the International President.” to “**4. Contracts involving amounts of more than \$5000 must be signed by the Executive Director and either the Secretary/Treasurer or the President of the Board of Directors.**”

#### **Motions -- Conflict of Interest Policy**

That the descriptive statement “For purposes of this policy and the following procedures, the term *personnel* should be understood to include members of the Board of Directors, the Executive Director, the Student Representatives, the Editor of Publications, all employees, and all others who hold official positions, salaried or unsalaried, with the organization. The procedures are intended to apply to arrangements, agreements, purchases, sales, and all other transactions in which Sigma Tau Delta is involved.” be changed to “**For purposes of this policy and the following procedures, the term *personnel* should be understood to include members of the Board of Directors, the Executive Director, the Student Representatives, the Alumni Representative, the Managing Editor, all employees, and all others who hold official positions, salaried or unsalaried, with the organization. The procedures apply to arrangements, agreements, purchases, sales, and all other transactions in which Sigma Tau Delta is involved.**”

That procedure D be tweaked from “Employees of Sigma Tau Delta may not simultaneously hold a non-salaried position with the Board (whether appointed or elected), nor may employees simultaneously serve as members of the Board.” to “**The Executive Director of Sigma Tau Delta is a Board Affiliate, but no employees of Sigma Tau Delta may serve as Board Members.**”