

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: A-3 Page: 1 of 1 Effective Date: 02/85 Revision Date: 10/89, 10/99, 2/02, 10/04, 10/08, 11/12, Review Date: 2,15 10/04, 10/06, 10/08, 10/10, 11/12, 2/15
Subject: Board Meetings/Reports of Actions	
Review Responsibility: Articles and Bylaws Committee	

Policy Statement:

Every member has access to business conducted during Board meetings.

Focus:

Primary: SGNA Board of Directors, SGNA Headquarters

Secondary: SGNA Members

Purpose:

To provide a system for reporting action taken at Board Meetings

Procedure:

1. Board meetings will be documented and minutes distributed appropriately.
 - 1.1 SGNA Headquarters will send minutes to Board members prior to the next Board meeting at which they will be approved. The Secretary will review the minutes for corrections.
- All members will be able to view approved minutes on the web-site.
2. Any SGNA member may attend Board meetings.
 - 2.1 Any SGNA member wishing to attend a Board meeting should petition the President prior to the meeting date.
 - 2.2 Members will be excused during any executive session of the Board.