

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: H-1 Page: 1 of 2 Effective Date: 2/85 Revision Date: 1/92, 10/99, 5/01, 10/04, 10/08, 4/10, Review Date: 10/10, 11/12, 5/15 10/04, 10/06, 10/08, 4/10, 10/10, 11/12, 5/15
Subject: Regional Society Chartering	
Review Responsibility: Director of Regional Societies	

Policy Statement: “Regional Societies formed of persons active in the fields of gastroenterology and/or endoscopy nursing may be recognized by the Society. Each Regional Society must conform to guidelines approved by the Board of Directors.” (Bylaws Article 14.01)

Focus:

Primary: Regional Societies, Regional Society Committee, SGNA Members
Secondary: SGNA Board of Directors

Purpose:

To define the guidelines for obtaining and maintaining a Regional Society charter.

Initial Chartering Procedure:

1. A minimum of ten potential regional society members who are current SGNA members may apply to SGNA for a Regional Society charter.
 - 1.1 Regional groups desiring to form a Regional Society will contact SGNA Headquarters and submit the *Intent to Form a New Regional Society* form. This information will be reviewed by the Regional Societies Committee to determine if this new region has the potential for long-term success.
 - 1.2 Regional groups that are recommended by the Regional Societies Committee will be sent Regional Society chartering information from SGNA Headquarters.
2. Regional groups must be active for a minimum of six months and have provided a minimum total of six hours of education for their members prior to making application for charter.
3. Application for charter will be submitted to the Regional Societies Chair through SGNA Headquarters and will include the following:
 - 3.1 Name of the Regional Society which incorporates the name “Society of Gastroenterology Nurses and Associates”
 - 3.2 Name of at least ten regional members who are current SGNA members.
 - 3.3 Names of Regional Society officers, all current SGNA members.
 - 3.4 Names of a regional delegate and alternate to the House of Delegates, both being current SGNA members.

- 3.5 A copy of their current organizational Bylaws which comply with the current SGNA Bylaws.
- 3.6 Proof of at least six educational contact hours provided to the potential regional society members within the last twelve months.
- 3.7 Verification of one required general membership meetings to draft the regional bylaws and elect the Regional Officers.
4. The Regional Society application is reviewed by the Regional Societies Committee and the Director of Regional Societies. If all requirements are met, the recommendation to approve the regional for chartering will be presented to the SGNA Board for approval. The Board will consider each new Regional Society application at the next regularly scheduled Board meeting.
5. The Regional Societies Chair will notify the applying Regional Society when the application has been received and if it is approved.
6. A new Regional Society will receive its charter at the next Annual Course.
7. The Regional President will function as the liaison between the Regional Society and the SGNA via communication with the Regional Society Chair and the Divisional Coordinator. Regional President must have an e-mail address and check it in a timely manner.
8. The Regional Society will be responsible for its own actions and financial support.

Rechartering Procedure:

9. In order to maintain its charter, all Regional Societies will submit the following to SGNA Headquarters each year by the required deadline:
 - 9.1 Completed Data Sheet
 - 9.2 Organizational Bylaws (only if changes have been made)
 - 9.3 Proof of at least 6 hours of education instruction provided for members during the preceding year.
 - 9.4 Regional Income and Expense Report
10. Failure of a Regional Society to submit the required items by the deadline will result in a period of one year probation and loss of all rights and privileges including loss of seating on that year's House of Delegates.
 - 10.1 January 1: reminder sent to all Regional Societies who have not yet submitted required information (see #9) for charter renewal.
 - 10.2 January 15: Headquarters forwards all submitted information and list of delinquent Regional Societies to Regional Societies Committee.
 - 10.3 An e-mail is then sent to all delinquent Regional Societies by the Regional Societies Chair with notification of pending probationary status. This notification will be sent to all regional officers on file at Headquarters in case the current president is unreachable.
 - 10.4 At the Spring Board meeting, the Director of Regional Societies will present any delinquent Regional Societies for placement on probation for one year.
 - 10.5 The Regional Societies whose charters have been placed on probation at the Spring Board meeting will not be seated at the May House of Delegates.
 - 10.6 If a Regional Society on probation submits the required information at a later date, the charter may be renewed by the Board at any regular Board Meeting.