

**MICHIGAN SOCIETY OF GASTROENTEROLOGY NURSES AND ASSOCIATES
POLICY AND PROCEDURE MANUAL**

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POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
3/25/05
Reviewed Date

9/8/2018

Classification:
Membership

Subject:
Equal Opportunity / Nondiscrimination

Purpose: To ensure equal opportunity for all members in regard to membership and leadership mobility.

Procedure: I. Recruitment of membership and mobility decisions within leadership promotions in all categories will be made without regard to race, color, religion, sex, age, national origin, or handicap except where an actual occupational qualification exists.

II. All decisions for leadership opportunities will be based upon each individual candidate's qualifications.

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POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
03/17/2017
Reviewed Date
9/8/2018

Classification:
Membership

Subject:
Application

Purpose: To outline steps taken to apply for membership

Procedure: I. Obtain application from SGNA.

II. Submit completed form with appropriate dues to SGNA.

III. New member's name and address will be added to membership list by SGNA Headquarters. Member names and addresses will be acquired by the President and provided to MSGNA board members as needed to complete their assigned tasks – all members personal information is to be kept confidential.

IV. The new member will be welcomed by a letter from the MSGNA President announcement in the newsletter and will receive a membership packet from the Director at Large Membership.

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Procedure No.
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POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
1/22/03
Reviewed Date
9/8/2018

Classification:
Membership

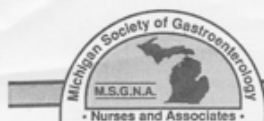
Subject:
Membership Packet Contents

Purpose: To list the contents of the “New Member Packet”

Procedure: I. New Member Packet should contain the following:

- A. Welcoming letter from MSGNA President
- B. Membership pin
- C. Copy of Bylaws and Policies and Procedures available upon request

II. The “New Member Packet” will be distributed by the Director at Large Membership.



Dear New Member,

Welcome to the Michigan Society of Gastroenterology Nurses and Associates (MSGNA), an organization that has provided members with valuable services since 1981.

Members receive both the MSGNA and SGNA newsletters: "The Pathfinder" (MSGNA), "The SGNA News", as well as the "Gastroenterology Nursing Journal". All have valuable information on educational opportunities, the latest technologies, and updates in the GI field. The MSGNA website www.msgna.org and the SGNA website www.sgna.org offer additional information regarding the Michigan region, national trends, Standards of Practice, educational and networking opportunities, and available scholarships.

The MSGNA sponsors two annual conferences and the SGNA has one national conference that provide members with the latest GI news and an excellent opportunity to network with colleagues. Members are eligible for reduced rates to all events.

Scholarships for tuition are available from both the local and national organizations. A poster contest is held annually, with the winners receiving the opportunity to take their poster to the SGNA National Course in May the following year.

***PLEASE NOTE:** Many hospital-based e-mail addresses will not accept or will not forward outside correspondences. It is imperative that the SGNA/MSGNA have your current personal e-mail address on file for you to receive communications, including on-line voting, educational courses, and registration. If you do not have a personal e-mail account, many free sources exist. Examples include hot mail.com or gmail.com.

The MSGNA has a close relationship with the American Board of Certification for Gastroenterology Nurses (ABCGN) and feels strongly that GI certification is an asset for GI nurses and encourages members to become certified.

Please feel free to contact any MSGNA Board of Directors if you need assistance.

Sincerely,

Patricia Yonkovit RN, CGRN

MSGNA President

Classification:
Membership

Subject:
Dues

Purpose: To define the amount of annual MSGNA dues.

- Procedure:**
- I. In addition to established SGNA dues, MSGNA membership dues will be payable annually in U.S. funds to SGNA, prior to January 1.
 - A. Membership renewal fees are \$15.00
 - B. New active membership fee is \$15.00

 - II. Increases in MSGNA dues will be announced to the general membership in writing six months prior to the effective date of such increases.

1/1/90

11/20/2009
Reviewed Date
9/8/2018

Classification:
Board of Directors - Elected (President,
President Elect, Past President, Secretary,
Treasurer and Directors at large)

Subject:
General Qualifications and
Responsibilities of Each Member

Qualifications:

- I. Elected by our MSGNA members according to Article VII of the MSGNA Bylaws and Procedures 21, 22, and 23.
- II. Must be an active member of the SGNA for two consecutive years.
- III. The term of office shall be for two years (except for President elect, President and Past President) and may be re-elected once for a maximum term of four years.

Responsibilities:

- I. Must attend scheduled Board meetings, and MSGNA Spring and Fall Educational Courses. Multi-regional and National Educational Course are optional.
- II. Come prepared to discuss Board meeting agenda.
- III. Keep all discussion leading up to a point of action or motion confidential and discuss only among the Board Members and guests present.
- IV. Must support all of the MSGNA By-laws, Policy and Procedures and Mission statement.
- V. Voting privileges on all issues addressed by the Board.

Benefits:

SGNA membership dues shall be waived during term of office.

- I. Regional educational course fees and expenses (Procedure 26: Reimbursements) shall be waived if the Board Member attends a minimum of three Board Meetings and one Regional Educational Course annually.
- II. Multi-Regional or SGNA Annual, educational course fees and expenses (Procedure 25: Reimbursements) may be waived for Board members who attend a minimum of three Board meetings and one Regional Educational Course annually. The number of Board members representing MSGNA at Multi-Regional or SGNA educational courses will be based on finance availability and Board approval.
- III. Immediate Past President is given an honorary lifetime membership to SGNA.

Classification:
Board of Directors - Appointed
(Newsletter/Website Editor, Vendor Coordinator
Program Chairperson)

Subject:
General Qualifications and
Responsibilities of Each Member

Qualifications: Appointed by the MSGNA President and approved by the Board.

Responsibilities:

- I. Must attend scheduled Board meetings and MSGNA Spring and Fall Educational Courses. Multi-regional and National Educational Course are optional.
- II. Come prepared to discuss Board meeting agenda.
- III. Keep all discussion leading up to a point of action or motion confidential and discuss only among the Board Members and guests present.
- IV. Must support all of the MSGNA By-laws, Policy and Procedures and Mission Statement.
- V. No voting privileges on any issues addressed by the Board.

Benefits:

- I SGNA membership dues shall be waived during term of office.
- II. Regional educational course fees and expenses (Procedure 26: Reimbursements) shall be waived if the Board Member attends a minimum of three Board Meetings and one Regional Educational Course annually.
- III. Multi-Regional or SGNA Annual educational course fees and expenses (Procedure #25: Reimbursements) may be waived for Board members who attend a minimum of three Board meetings and one Regional Educational Course annually. The number of Board Members representing MSGNA at Multi-Regional or SGNA Annual educational courses will be based on finance availability and Board approval.

Classification:
Board of Directors

Subject:
Board Meetings

Purpose: Guidelines for MSGNA Board Meetings

Guidelines:

- I. The MSGNA Board members will meet a minimum of four times annually.
- II. The site, date, and time of upcoming Board meetings will be discussed and arranged at the transition meeting.
- III. All discussions leading up to a point of action or motion is to be kept confidential and discussed only among the Board Members and guest present.
- IV. Board meetings will occur in conjunction with MSGNA educational courses when possible, but Board meetings will not occur concurrently with an educational course. Exceptions must be brought to the attention of the President and voted by the Board Members.
- V. President may call an emergency meeting of the Board to discuss crucial issues.
- VI. All items for the agenda should be submitted to the President **two weeks** prior to the scheduled meeting.
- VII. President will prepare and forward to Board Members an agenda for the upcoming meeting.
- VIII. The length of the Board meeting will be kept to a minimum. If an issue needs in-depth review or discussion, the President will defer it to the next meeting if at all or assign it to a task force for follow up.
- X. It is the responsibility of each Board Member to come prepared to discuss items on the agenda.

Classification:
Board of Directors

Subject:
Officer Orientation

Purpose: Establish guidelines for smooth transition of the governing board.

- Procedure:**
- I. Officers elected in the fall will officially assume office January 1 of the following year.
 - II. The outgoing officers and Directors at large will orient the officers-elect and Directors at large-elect to their new responsibilities.
 - III. The outgoing officers will assist incoming board members with formulation of goals for the upcoming year.
 - IV. The transition process will be completed by January 1.
 - V. During the orientation and transition process all MSGNA records and equipment will be transferred to the officer-elect.

Classification:
Board of Directors

Subject:
Resignation of Board Members

Purpose: To define the procedure for resignation of board members.

- Procedure:**
- I. Any Board member wishing to resign must do so in writing to the President.
 - II. Resignation shall not relieve a member of the obligation to pay any assessments or other charges accrued before resignation.
 - III. Any vacancy on the Board shall be filled upon recommendation of the President and approval of two-thirds of the Board Members.
 - IV. Any officer filling a vacancy shall serve to complete the term until elections can be held.
 - V. The term vacated will not count as a full-term for the officer appointed to fill it. The officer will be allowed to serve two consecutive terms, if elected.

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POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
10/19/07
Reviewed Date
9/8/2018

Classification:
Board of Directors

Subject:
Disciplinary Actions

Purpose: To clarify reasons for disciplinary action against a board member and steps to be taken.

Responsibilities:

- I. All MSGNA Board members and appointed positions may be removed by the Board through a majority vote if, in their judgment, the best interest of the MSGNA will be served.
- II. The MSGNA board may eliminate a non-elective office created by the MSGNA Board at any time.
- III. All exceptions will be addressed by the President.

Reasons for Disciplinary Action:

- I. Failure to attend minimum number of Board meetings and MSGNA educational courses.
 - A. May miss only one Board meeting and one Educational course within a calendar year January – December.
 - B. Must come prepared to discuss Board meeting agenda
- II. When unable to attend a Board meeting, failure of a Board member to ask another Board member to present his/ her information at the meeting.
- III. Actively unsupportive of the MSGNA By-Laws, policy and procedures, and Mission Statement.
- IV. Failure to fulfill responsibilities listed in job description.
- V. Failure to maintain confidentiality on all Board discussion and actions.

President Actions:

- I. Verbal warning from the President at the direction of the MSGNA Board. Minutes are to reflect and document such discussion.
- II. Repeat offenses are to be brought to the Board by the President, for further discussion and action.
- III. Removal from office of any Board Member or non-elective office will be through a majority vote of the MSGNA Board.
- VI. The President will forward a letter of dismissal to that Board member.

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POLICY AND PROCEDURE MANUAL

Effective Date

Revision Date

1/1/90

11/20/2009

Reviewed Date

9/8/2018

Classification:
Job Description

Subject:
President-Elect

Qualifications:

- I. Must have served as Secretary, Treasurer, or Director at Large, or in an appointed position on the Board, prior to nomination as President-Elect.
- II. Is elected by MSGNA members according to Article VII of the MSGNA Bylaws and Procedures No. 20, 21, and 22.
- III. The term of office shall be for one year.

Responsibilities:

- I. Voting MSGNA Board Member:
 - A. Attend scheduled Board Meetings and MSGNA Spring and Fall Educational Courses. Multi-regional and National Educational Courses are optional.
 - B. Come prepared to discuss Board Meeting agenda.
 - C. All discussion leading up to a point of action or motion is to be kept confidential and discussed only among the Board members and guests present.
 - D. Must support all of the MSGNA By-laws, Policy and Procedures and Mission Statement.
 - E. Voting privileges on all issues addressed to the Board, but is without vote on standing and special committees.
- II. President-Elect must have:
 - A. Served previously as an officer on the MSGNA Board of Directors.
 - B. Become acting President and assume the responsibilities of this office in the event that the President is absent, disabled, or resigns, and automatically accedes at the end of term.
 - C. Perform such responsibilities as may be delegated by the President or by the Board of Directors.
 - D. Attend the SGNA Annual Course and serve as Alternate Delegate at the SGNA House of Delegates.
 - E. Attend the annual SGNA Leadership Conference if possible.
 - F. Be in charge of the MSGNA Scholarship Contest (Procedure No. 27).
 - 1. Review and revise Scholarship application and score sheet as needed.
 - G. Be in charge of the MSGNA Poster Reimbursement (Procedure No. 28).
 - 1. Ensure that the applicant(s) have submitted an abstract to SGNA and been approved.
 - 2. Assist the applicant with arrangements to be present at the SGNA Annual Course.

- H. Keep organized and communicate to the MSGNA Board members all pertinent data and information received from the SGNA.

I. Submit articles to the Newsletter Editor regarding any of the activities of the President Elect.

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POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
11/20/2009
Reviewed Date
9/8/2018

Classification:
Job Description

Subject:
President

- Qualifications:**
- I. must have served as Secretary, Treasurer, and Director at Large, or in an appointed position prior to nomination as President-Elect
 - II. Must have served as MSGNA President-Elect immediately prior to taking office.
 - III. The term of office shall be for one year.

Responsibilities:

- I. As a voting MSGNA Board Member:
 - A. Attend scheduled Board Meetings and MSGNA Spring and Fall Educational Courses. Represent MSGNA at the Multi-Regional Course and SGNA Annual Course.
 - B. Be prepared to discuss Board Meeting agenda.
 - C. All discussion leading up to a point of action or motion is to be kept confidential and discussed only among the Board members and guests present.
 - D. Must support all of the MSGNA By-laws, Policy and Procedures and Mission Statement
 - E. Voting privileges on all issues addressed to the Board, but is without vote on standing and special committees except the Committee on Nominations and Elections.
- II. President must be bonded if he/ she is an American citizen. If he/ she is not an American Citizen, the past president will remain bonded.
 - A. Served previously as an Officer on the MSGNA Board of Directors.
 - B. Shall have such authority and perform responsibilities in the management of MSGNA as provided in the By-laws, Policy and Procedures, Article of Incorporation, or as determined by resolution of Board members.
 - C. Develop leadership skills for Board members by teaching, delegating, and supporting.
 - D. Encourage MSGNA / SGNA membership.
 - E. Motivate the MSGNA members' participation in national programs and projects.
 - F. Develop leadership skills with MSGNA members by encouraging them to run for office on the regional level, appointing them to a regional committee and promoting SGNA participation.
 - G. In the absence of the MSGNA Treasurer, the President is authorized to sign checks if bonded.
 - H. Along with the Treasurer, maintain sound fiscal policies for the MSGNA.
 - I. Plan and conduct scheduled Board meetings a minimum of four times a year.

- J. May call an emergency meeting of the Board members to discuss critical issues.
- K. Forward an agenda to Board members, SEVEN DAYS prior to each Board meeting and General Business Meeting.
- L. Plan and conduct General Business meeting at each MSGNA educational course.

- M. Set annual goals for MSGNA and present them at the January meeting.
- N. Represent the MSGNA to other regional societies, vendors, and other health care professionals.
- O. Be attuned and responsive to the needs of the membership through meetings, networking, and The Pathfinder.
- P. Correspond with SGNA.
- Q. Attend the SGNA Annual Course as MSGNA representative and Delegate at the SGNA House of Delegates.
 - 1. In the event that either the President or President Elect are unable to attend the SGNA Annual Course as Delegate and Alternate Delegate, appoint an Alternate Delegate from the MSGNA Board of Directors.
- R. In the event the President is unable to attend the Multi-Regional Course, delegate another Board member to attend and represent MSGNA.
- S. Appoint when necessary with approval by the Board;
 - 1. Newsletter/Website Editor
 - 2. Program Chairperson
 - 3. Vendor Coordinator
- T. Assign each Director at Large one of the following groups of responsibilities:
 - 1. Bylaws and Policy and Procedure Chair, Coalition of MI Organizations Nurses (COMON) Representative
 - 2. Membership Chair
- U. Assess roles of committees and revise with the Board as necessary.
- V. Conduct orientation of newly elected or appointed Board members at the transition meeting.
 - 1. Within thirty days of termination of office, the President shall deliver all records to his/ her successor.
- W. Maintain log of all meetings, minutes, and correspondence to pass on to the next President.
- X. Prior to leaving office, annually complete SGNA data sheets and updated Bylaws and submit to SGNA by January 1 for rechartering.
- Y. Submit articles to the Newsletter Editor with MSGNA updates.

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POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
11/20/2009
Reviewed Date
9/8/2018

Classification:
Job Description

Subject:
Immediate Past President

- Qualifications:**
- I. Must have served as MSGNA President immediately prior to taking office.
 - II. The term of office is one year.

Responsibilities:

- I. Voting MSGNA Board Member:
 - A. Attend scheduled Board Meetings and MSGNA Spring and Fall Educational Courses. Multi-regional and National Educational Courses are optional.
 - B. Come prepared to discuss Board Meeting agenda.
 - C. All discussion leading up to a point of action or motion is to be kept confidential and discussed only among the Board members and guests present.
 - D. Must support all of the MSGNA By-laws, Policy and Procedures and Mission Statement.
 - E. Has voting privileges on all issues addressed to the Board.

- II. As Immediate Past President
 - A. Serve as an Officer on the MSGNA Board of Directors.
 - B. Serve as historical advisor to the MSGNA Board members.
 - E. Chair the MSGNA Nominations and Elections Committee.
 - 1. Structure committee goals and objectives.
 - 2. Delegate committee business to appropriate committee members.
 - 3. Supervise the nominations and elections procedures according to established guidelines (Procedures No. 21, 22, 23).
 - 4. Maintain a log of all meetings of the committee and any related correspondence.
 - 5. Communicate with the general membership at business meetings on behalf of the committee.

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POLICY AND PROCEDURE MANUAL	Effective Date	Revision Date
	1/1/90	11/20/2009
		Reviewed Date
		<u>9/8/2018</u>
Classification: Job Description	Subject: Secretary	

- Qualifications:**
- I. An active member of MSGNA for two consecutive years.
 - II. Is elected by MSGNA members according to Article VII of the MSGNA Bylaws and Procedures 21, 22, 23.

- III. The term of office shall be for two years and may be re-elected once for a maximum term of four years.
- IV. Must be proficient with using a computer.

Responsibilities:

- I. Voting MSGNA Board Member:
 - A. Attend scheduled Board Meetings and MSGNA Spring and Fall Educational Courses. Multi-regional and National Educational Courses are optional.
 - B. Come prepared to discuss Board Meeting agenda.
 - C. All discussion leading up to a point of action or motion is to be kept confidential and discussed only among the Board members and guests present.
 - D. Must support all of the MSGNA By-laws, policy and procedures, and Mission Statement.
 - E. Voting privileges.

- II. As Secretary:
 - A. Serve as an Officer on the MSGNA Board of Directors.
 - B. In the event of the President and President Elect's absence from MSGNA Board or General Meeting the Secretary shall preside over the meeting.
 - C. Write and send correspondence deemed necessary by the MSGNA Board.
 - D. Maintain the following records for the MSGNA Board:
 - 1. Current and past board member information
 - 2. Attendance records of all board members
 - 3. MSGNA By-Laws and Policy and Procedures
 - 4. MSGNA charter certificates from SGNA
 - 5. List of MSGNA scholarship winners
 - 6. MSGNA correspondences for each board members respectively and back up on disk or flash drive.
 - 7. All MSGNA Board and General Meeting minutes.

- E. After conferring with the MSGNA President and/or Program Education Chairperson, send out notifications to MSGNA Board members regarding each Board Meeting. This information must include the following:
 - 1. Site (with directions as needed)
 - 2. Date
 - 3. Time
 - 4. Phone number of the meeting place

- F. Record the minutes at MSGNA Board Meetings and MSGNA General meetings.

- G. Type the minutes from MSGNA Board Meeting and forward to each Board member two weeks after each meeting. This will enable each Board member to review them prior to the next meeting.
- H. Type the minutes from the MSGNA General Meeting and within two weeks forward them to each Board member and the Newsletter editor for publication in next issue.
- I. Follow these guidelines when recording minutes from MSGNA Board Meetings and General Meetings (because the minutes could be subpoenaed if there should be a court case and anything reflected in the minutes can be used in court):
 - 1. Minutes should be as brief as possible.
 - 2. Minutes should not contain discussions, but should contain primary resolutions, decisions, and actions of the Board.
 - 3. Minutes should contain summaries of committee reports. The text of committee reports is only entered in the minutes by an order of the Board when the report is deemed very important or when it shows the history of an important decision or action.

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POLICY AND PROCEDURE MANUAL	Effective Date	Revision Date
	1/1/90	11/20/2009
		Reviewed Date
		<u>9/8/2018</u>

Classification: Job Description	Subject: Treasurer
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Qualifications:

- I. Must be an active member of MSGNA for two years.
- II. Is elected by MSGNA members according to Article VII of the MSGNA Bylaws and Procedures 21, 21, 23.

- III. The term of office shall be for two years and may be reelected once for a maximum term of four years.
- IV. Must be proficient with using a computer and have knowledge of Quicken.

Responsibilities:

- I. As a voting MSGNA Board Member:
 - A. Attend scheduled Board Meetings and MSGNA Spring and Fall Educational Courses. Multi-regional and National Educational Courses are optional.
 - B. Come prepared to discuss Board Meeting agenda.
 - C. All discussion leading up to a point of action or motion is to be kept confidential and discussed only among the Board members and guests present.
 - D. Must support all of the MSGNA By-laws, policy and procedures and Mission Statement.
 - E. Voting privileges on all issues addressed to the Board.

- II. Treasurer must be an United States of American citizen, and is a bonded position.
 - A. Serve as an Officer on the MSGNA Board of Directors.
 - B. Is responsible for MSGNA finances.
 - C. Establish and maintain bank account and signature cards.
 - D. Maintain financial records for the MSGNA, utilizing Quicken Financial software.
 - E. Assist the Board in all financial affairs.
 - F. Review, update and revise the reimbursement policy (Procedure 26) for the MSGNA Board members.
 - G. Review, updates and offers recommendations on financial matters to the Board.
 - H. Submit line-by-line financial reports to the MSGNA Board member's quarterly and have available to MSGNA members upon request.
 - I. Develop an annual proposed budget to be presented at the fall meeting for approval by the Board.

- J. Contract with a Certified Public Accountant (CPA) for review of financial records as necessary and submit all records in a timely manner within three months after the end of the fiscal year.

- K. Present the financial report at the next scheduled Board Meeting and forward the information to the Newsletter Editor to be published in the newsletter for the MSGNA members.
- L. Assist the Program Chair and Educational Course Chairperson with preparing a course budget.
- M. Submit the final financial report from each Educational Course to the Board.

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Qualifications:

- I. Member of MSGNA for two years.
- II. Is elected by MSGNA members according to Article VII of the MSGNA

Bylaws and Procedures 21, 22, 23

III. The term of office shall be for two years and may be reelected once for a maximum term of four years

Responsibilities:

- I. Voting MSGNA Board Member:
 - A. Attend scheduled Board Meetings and MSGNA Spring and Fall Educational Courses. Multi-regional and National Educational Courses are optional.
 - B. Come prepared to discuss Board Meeting agenda.
 - C. All discussion leading up to a point of action or motion is to be kept confidential and discussed only among the Board members and guests present.
 - D. Must support all of the MSGNA By-laws, Policy and Procedures and philosophies.
 - E. Has voting privileges on all issues addressed to the Board.

- II. As a Director at Large;
 - A. The President of the MSGNA Board will assign the following responsibilities to one of the elected Directors at Large:
 - 1. Chair the Bylaws Committee:
 - a. Familiarize him/herself with the Articles and Bylaws so that he/she may give appropriate counsel during Board and membership meetings
 - b. Report committee's activities at each Board Meeting.
 - c. Structure committee goals and objectives.
 - d. Delegate committee business to appropriate committee members.
 - e. Oversee the Board's biannual evaluation of the Bylaws for accuracy and pertinence to the MSGNA and SGNA.
 - f. Assure that any amendments to the Bylaws are prepared according to Roberts Rules and are brought before the general membership for vote.
 - g. Bring discrepancies discovered in the Bylaws to the attention of the Board.

- h. Maintain Bylaws up to date and accurate.
- i. Assist in the direction of the bylaws to reflect MSGNA's growth.
- j. Communicate with the general membership at the business meetings on behalf of the committee.
- k. As a voting member of the Board, it is the responsibility of the chair of bylaws to aim at improving the MSGNA for members at large.

2. Chair the Policy and Procedures Committee:
 - a. Familiarize him/herself with the Policies and Procedures so that he/she may give appropriate counsel during Board meetings.
 - b. Report committee's activities at each Board Meeting.
 - c. Structure committee goals and objectives.
 - d. Delegate committee business to appropriate committee members.
 - e. Oversee the Board's biannual evaluation of the Policy and Procedures.
 - f. Bring any discrepancies in the Policy and Procedures or with the Bylaws to the attention of the Board.
 - g. Use approved protocol when writing or revising policies as described in Procedure 30.
 - h. Assist in the direction of the Policy and Procedures to reflect MSGNA's growth.
 - h. Communicate with the general membership at the business meetings on behalf of the committee.
 - i. As a voting member of the Board, it is the responsibility of the chair of Policy and Procedures to aim at improving the MSGNA for members at large.

3. COMON (Coalition of Michigan Organizations of Nursing) Representative
 - a. Represent MSGNA at COMON meetings and conferences.
 - b. Participate in and be knowledgeable of legislative and other issues affecting nurses.
 - c. Report the activities of COMON at each Board Meeting.

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NURSES AND ASSOCIATES

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Procedure No.
17

POLICY AND PROCEDURE MANUAL

Effective Date
5/1/91

Revision Date
11/20/2009
Reviewed Date
9/8/2018

Classification:
Job Description

Subject:
Director at Large: Membership

Qualifications:

- I. Must be an active member of MSGNA for two years.
- II. Is elected by our MSGNA members according to Article VII of the MSGNA Bylaws and Procedures No. 21, 22, 23.
- III. The term of office shall be for two years and may be reelected once for a maximum term of four years.

Responsibilities:

- I. Voting MSGNA Board Member:
 - A. Attend scheduled Board Meetings and MSGNA Spring and Fall Educational Courses. Multi-regional and National Educational Courses are optional.
 - B. Come prepared to discuss Board Meeting agenda.
 - C. All discussion leading up to a point of action or motion is to be kept confidential and discussed only among the Board members and guests present.
 - D. Must support all of the MSGNA By-laws, Policy and Procedures and Mission Statement.

- II. Director at Large;
 - A. President of the MSGNA Board will appoint one of the elected directors to be responsible for the MSGNA Membership.
 - 1. Membership Director Duties:
 - a. Promote SGNA/MSGNA membership to GI nurses and associates.
 - b. Develop goals each year for the committee.
 - c. Search for creative ways to obtain new potential members and present ideas to the MSGNA board.
 - d. Network with new members in every possible way (i.e. introducing
 - e. Develop and revise the membership packet for all new members which contains:
 - 1. Welcome letter from the MSGNA President
 - 2. MSGNA Membership pin

- 3. Copy of Bylaws and Policies and Procedures available upon request
- f. Maintain new membership records including names, addresses and join dates of members. This information may be obtained from SGNA. Update Website administrator quarterly.
- g. Submit articles to the Newsletter Editor regarding membership.
 - 1. New members
 - 2. Members' names that have reached milestones of 25 years, 15 years and 10 years.

h. Purchase supplies (MSGNA pins, envelopes, postage) as necessary and submit all reimbursements to the MSGNA treasurer.

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Procedure No.
18

POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
11/20/2009

Reviewed Date
9/8/2018

Classification:
Job Description

Subject:
Newsletter and Website Editor

Qualifications: Appointed by the MSGNA President and approved by the Board.

Responsibilities:

I. As a non-voting MSGNA Board Member:

- A. Attend scheduled Board meetings and MSGNA Spring and Fall Educational Courses. Multi-regional and National Educational Courses are optional.
- B. Come prepared to discuss Board meeting agenda.
- C. All discussion leading up to a point of action or motion is to be kept confidential and discussed only among the Board Members and guests present.
- D. Must support all of the MSGNA By-laws, Policy and Procedures and Mission Statement

II. As Newsletter Editor:

- A. Publish a newsletter for the MSGNA general membership three times yearly or more often at the discretion of the Editor.
- B. The newsletter will include articles of professional interest; MSGNA reports information on new members (provided by Membership Chairperson), upcoming event dates, SGNA news, and certification updates.
- C. Obtain articles for publication, encouraging member and officer participation.
- D. Approve articles submitted for publication. May request peer review of an article if deemed necessary.
- E. Publish a neat and orderly appearance of the Newsletter
- F. Maintain data on the MSGNA Board members (provided by the Secretary).

III. As Website Editor:

- A. Maintain the MSGNA website with current information by updating it twice yearly and more often as needed.

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Procedure No.
19

POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
11/17/2011

Reviewed Date
9/8/2018

Classification:
Job Description

Subject:
Program Chair

Qualifications:

Appointed by the MSGNA President and approved by the Board.

Responsibilities:

I. As a non-voting MSGNA Board member:

- A. Attend scheduled Board Meetings and MSGNA Spring and Fall

Educational Courses. Multi-regional and National Educational Courses are optional.

- B. Come prepared to discuss Board Meeting agenda.
 - C. All discussion leading up to a point of action or motion is to be kept confidential and discussed only among the Board members and guests present.
 - D. Must support all of the MSGNA By-laws, Policy and Procedures and Mission Statement.
- II. As Program Chair:
- A. Establish goals on a yearly basis in coordination with the MSGNA Board.
 - B. Maintain a log of all meetings of the Program/Education Committee and any related correspondence.
 - C. Delegate committee responsibilities to appropriate committee members.
 - D. Establish and maintain a file on speakers and topics for use by members in planning seminars, and establish and maintain a teaching and audiovisual resource file.
 - E. Update the MSGNA Educational Course Manual yearly with any changes for seminar planning.
 - F. Oversee the development and implementation of all MSGNA sponsored education offerings and ensures that all courses are approved for contact hours through an approved contact hour provider.
 - 1. Serve as a resource person for all Educational Course Chairpersons.
 - 2. Oversee the management of contact hour application, approval, and distribution.
 - 3. Assure that course agenda is appropriate for contact hours approval.
 - 4. Assure that the policy outlined for contact hours is followed.

- 5. With input from the Board of Directors assist the Educational Course Chairperson with preparing a budget for that course and developing the course with 10% of the budgetary guidelines.
- 6. Keep each contact hours application and approval letter on file, and if that is not possible, keep a record of who has the application and approval letter.
- 7. Follow-up with the Educational Course Chairperson (who will keep the original copy of the Contact Hours Certificate, Course Brochure, and attendees record) and receive copies of these three items and keep on file with the Secretary.

8. Follow-up with the Educational Course Chairperson on the course evaluation summary and present results to the Board of Directors at their next meeting.
 9. Ascertain that the Educational Course Chairperson submits the final budget to the MSGNA Treasurer within sixty (60) days of the conclusion of the course.
- G. Promote and encourage certification of MSGNA members as offered by the American Board of Certification for Gastroenterology Nurses (ABCGN).
1. Keep members informed of certification review courses and upcoming exam dates and locations.
 2. Promote MSGNA involvement in ABCGN certification and education through newsletter promotion and displays at MSGNA courses.
- H. Shall sit on the planning committee for the Multi-Regional Educational Course.

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NURSES AND ASSOCIATES

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27 _____ 20

POLICY AND PROCEDURE MANUAL

Effective Date
03/25/05

Revision Date
03/17/2017

Reviewed Date
9/8/2018

Classification:
Job Description

Subject:
Vendor Coordinator

Qualifications:

- I. Approved by the MSGNA Board and approved by the MSGNA President.
- II. Must be a member of MSGNA.
- III. Must be active in gastroenterology.
- IV. Must be outgoing and have a friendly personality.
- V. Must have good communication skills, both written and verbal.
- VI. Must have excellent telephone skills.
- VII. Must have access to a computer and have knowledge of database and word processing programs.

Responsibilities:

- I. Non-voting MSGNA Board member:
 - A. Attend scheduled Board meetings and MSGNA Spring and Fall Educational Courses. Multi-regional and National Educational Courses are optional.

- B. Come prepared to discuss Board meeting agenda.
 - C. All discussion leading up to a point of action or motion is to be kept confidential and discussed only among the Board Members and guests present.
 - D. Must support all of the MSGNA By-laws, policy and procedures and Mission Statement.
- II. As Vendor Coordinator:
- A. Develop and maintain a database of vendors and contacts.
 - B. Develop partnerships with vendors.
 - C. Write letters and make telephone calls requesting funds.
 - D. Make follow-up telephone calls, letters, and emails.
 - E. Notify vendors of upcoming conferences.
 - F. For conferences, map out the vendor area and direct them to their assigned area.
 - G. Provide vendors with IRS tax form W-9 and complete vendor required authorization forms as needed.
 - H. Work directly with the Treasurer, Education Chair and Conference Chair to communicate vendor needs and offerings such as sponsorships.
 - I. Reports directly to the BOD and decisions cannot be made without approval of the BOD.

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Page Procedure No.
28 21

POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
11/10/2012

Reviewed Date
9/8/2018

Classification:
Elections

Subject:
Nominations

Purpose: The purpose of this policy is to clarify protocol in seeking candidates for nominations to the MSGNA Board of Directors.

Procedure: I. Qualification of Potential Candidates:

A. All potential candidates seeking nomination must meet the following criteria:

1. Continuous MSGNA/SGNA membership for the past two years
- b. Have attended one MSGNA/SGNA conference in the past two years

B. Potential candidates must fill the following commitments and requirements:

1 President Elect:

- a. Total of a 3 year commitment
- b. Must have served on the MSGNA Board

2. Secretary:

a. Total of a 2 year commitment

3. Treasurer:

a. Total of a 2 year commitment plus one year as an appointed board member as an advisor to the incoming Treasurer.

b. Must be USA citizen due to Michigan bonding requirements

4. Director a Large (Policy & Procedure/COMON/Membership) 2 year positions

a. Total of a 2 year commitment

C. The Past President will review all nominations forms.

II. Procedure for nominations:

A. Nomination forms will be available and a call for nominations will be made in the February Newsletter, at the Spring Educational Conference, and on the MSGNA website. **See form APPENDIX 2 Nomination Form**

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B. In May the Past President will send an email to all MSGNA members asking for nominations and reminding them of the upcoming elections.

C. The Past President will then mail a letter all members who do not have an email address listed with SGNA and to all members whose email addresses are not valid, asking them to update their profile with SGNA.

D. Completed nomination forms must be received by the MSGNA Past President by June 1.

C. The Past President will email each potential candidate by June 15 the following:

1. Nomination letter and nomination verification form as an attachment. **See form APPENDIX 3 AND APPENDIX 4**

2. Candidates must return acceptance or decline of nomination electronically to the Past President by July 1.

APPENDIX 2

MSGNA NOMINATION FORM

Please print the following information:

Name of candidate & Title: _____
Address: _____
City: _____ Zip Code: _____
Phone Number(s): _____
Email _____

Positions open for MSGNA Board of Directors for term starting January **(year)**.

____ **President Elect** (total of a 3 year commitment)

____ **Secretary** (Total of a 2 year commitment)

____ **Treasurer** (Total of a 2 year commitment)

____ **Director at Large** (Total of a 2 year commitment) Membership

____ **Director at Large** (Total of a 2 year commitment)
Policy & Procedures; COMONS

1. President Elect, Secretary & Treasurer
2. President Elect, Director at large (2 positions)

Rotate each election: one year is #1 and the next year is #2.

All potential nomination, seeking candidates shall be a MSGNA/SGNA member in good standing for two years.

All nominations must be received or postmarked by the writer by June 1, **(year)**.

Past President Name

Address

Email

Phone

APPENDIX 3

Email Letter to be sent to nominees

(Date)

(Candidates Name)

(Address)

(City)

Dear **(Candidate Name)**:

I am pleased to inform you of your nomination for **(position)** on the MSGNA Board Directors effective January 1, **(year)**.

Board meetings are held in conjunction with the Spring and Fall Educational Courses. There are usually one or two other face to face meetings and an occasional teleconference meeting. There are many benefits to serving on the Board: mileage to and from meetings, tuition at the MSGNA Educational Courses, and reimbursement for one half of the cost of a hotel room at the regional courses. Serving on the board is also a great way to meet new people, to network with other GI professionals, and to develop as a professional.

Attached is the job description for **(position)** and the nomination verification form. Please complete the nomination verification, indicating your choice to accept or decline the nomination. If you accept your nomination, please write a brief essay (150 words or less) describing your qualifications for the position, your contributions to the MSGNA and SGNA as well as any goals you have for MSGNA in the future. Also attach a current photo of yourself. **Submit all information to me electronically.**

I must receive all required information by July 1, **(year)** for you to be eligible to run for **(position)**.

Would you be willing to be nominated in the future? Yes_____ No_____

Email the completed form and accompanying information no later than July 1, 20__ to:

(Name)

Past President

(Email)

(Phone number)

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NURSES AND ASSOCIATES

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Procedure No.
22

POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
11/15/12

Reviewed Date
9/8/2018

Classification:
Elections

Subject:
Balloting

Purpose: To establish guidelines for an orderly process of electronic balloting.

Procedure:

- I. The MSGNA Past President will submit an article describing the elections for the July Pathfinder.
- II. The MSGNA Past President will verify by July 15 that the website and elections administrator has the most up to date member list. The membership coordinator will update the website administrator quarterly.
- III. The Past President will electronically send to the website and elections coordinator: the name, photo, essay, and nominated position of the candidates.
- IV. The website and elections coordinator will prepare the MSGNA website for the elections by July 31.
- V. The Past President will email all voting MSGNA members by July 31 describing the election process. Reminder emails will also be sent out through the month of August by the Past President.

VI. The electronic elections will be open from 1201 August 1 with close of elections to be at the discretion of the BOD.

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NURSES AND ASSOCIATES

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Procedure No.

23

POLICY AND PROCEDURE MANUAL

Effective Date

1/1/90

Revision Date

11/15/2012

Reviewed Date

9/8/2018

Classification:
Elections

Subject:

Ballot Counting

Purpose: To provide for an orderly process of the ballot counting.

Procedures:

1. Ballots will be tallied by the MSGNA website and elections administrator.
2. After the close of the elections, the MSGNA website and elections administrator will report the elections results to the Past President.
3. The results of the ballots will be announced at the Fall General Business Meeting and published in the next Pathfinder.
4. At the General Business Meeting, a motion will be made by the Past President requesting destruction of all ballots.

5. The MSGNA website and elections administrator will destroy the electronic ballots and post the election results on the MSGNA website after the MSGNA General Business Meeting has taken place.

POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
03/17/2017
Reviewed Date
9/8/2018

Classification:
Finance

Subject:
MSGNA Funds

Purpose: To ensure security of the organization's funds.

Procedure: I. Bonding

- A. The positions of Treasurer and President shall be bonded.
- B. The cost of bonding to be borne by the MSGNA.
- C. The Bond certificate will be housed with the Treasurer.

II. Fiscal Year

- A. The fiscal year shall run from January 1 through December 31.

III. Checking Account

- A. The Treasurer and the President will be authorized to sign checks for the MSGNA.
- B. Checks will require only one of the above signatures.
- C. The Vendor Coordinator is authorized under the supervision of the BOD to deposit vendor payments into the MSGNA checking account.
- D. As a security measure, the banking statements will be reconciled by the Treasurer monthly and be available to the President for review.
- E. The Treasurer will be able to sign any checks written to herself or himself with the approval from the President .
- F. If possible, utilize the same bank as previous treasurer for continuity.

IV. Financial Review

- A. It shall be the responsibility of the Treasurer to contract with a Certified Public Accountant (CPA) to review the MSGNA's financial records annually within three months after the end of the fiscal year if necessary.
- B. It is the responsibility of the Treasurer to submit all necessary records in a timely manner to complete the review of financial records.
- C. The financial review will be presented to the Board for discussion.
- D. The report will then be published in the newsletter.
- E. For continuity and security, utilize the same CPA firm as previous treasurer if possible.

V. Financial Records

- A. Maintain financial records for the MSGNA utilizing Quick Books financial software on MSGNA lap top. Data will be backed up on a flash drive and passed on to the next treasurer.
- B. Maintain an ongoing actual budget to be compared to the proposed

budget and report to the Board at each BOD meeting.

C. Submit financial records to SGNA by January 31 of each year for Federal Income tax return. Maintain copies of all records sent.

D. The following regional financial records need to be kept for a minimum of 7 years:

1. Copy of annual budget (proposed and actual)
2. Treasurer's accounting books (bank statements, deposit slips, canceled checks, computer discs)
3. Cash receipt and disbursement records.
4. Checkbook to disburse funds as authorized.
5. Up-to-date roster of Regional Society members.
6. Tax reports (Form 990).
7. Federal Identification number.
8. Fund raising records (seminars).

VI. Reserve Funds

- A. Funds kept in reserve to assure fulfillment of obligations and to offset the effects of an operating reversal should equal (20-25%) of the operating budget.
- B. These funds may or may not be invested. This will be the decision of the Treasurer with input from the accountant and Board.
- C. The Treasurer will update the Board as to the state of these funds quarterly.

POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
10/19/07
Reviewed Date
9/8/2018

Classification:
Finance

Subject:
Capital Equipment

- Purposes:**
- I. To outline the steps to be taken prior to the purchase of capital equipment.
 - II. To define the cost of capital equipment.

- Procedure:**
- I. The purchase of any one item costing \$500 or more is considered capital equipment for this society.
 - II. The Officer or Board Member desiring such equipment is required to make a formal presentation to the Board to include:
 - A. Equipment desired
 - B. Need
 - C. Advantages
 - D. Disadvantages
 - E. How it would be used by the MSGNA
 - F. Three price quotes
 - III. The Board is required to examine all aspects of the request, maintaining their fiduciary responsibility to the membership.
 - IV. The Board will vote to approve all capital equipment purchase requests.

NURSES AND ASSOCIATES

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POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
7/17/2018
Reviewed Date
9/8/2018

Classification:
Finance

Subject:
Reimbursements

Purpose: To define expense categories and outline proper submission of reimbursement request forms.

Procedure:

- I. Request for reimbursement must be submitted on the approved MSGNA reimbursement form (APPENDIX 5) with original receipts. Reimbursements will only be made for receipts presented in standard currency. Program rewards or their cash equivalency will not be considered for reimbursement.
- II. All reimbursement forms and original receipts are forward to the Treasurer.
- III. The President as Delegate and the President Elect as Alternate Delegate are funded for all expenses incurred at the SGNA Annual Course. In the event that either the President or President Elect cannot attend the Annual Course, the President appoints an Alternate Delegate from the MSGNA Board of Directors. That person will then be considered for funding for all expenses incurred at the Annual Course.
- IV. Prior to the SGNA Annual Course the President and President Elect (or their alternate) shall submit a proposed budget to the Board for approval.
- V. Members who incur expenses solely for MSGNA business at the request of the Board shall be considered for reimbursement of these expenses.
- VI. The Board has the final decision if a dispute arises regarding reimbursement. The Treasurer will bring the disputed expenses to the Board.
- VII. Any questions concerning whether a reimbursement is justified should be directed to the Treasurer.
- VIII. The Treasurer shall have the authority to inquire about any reimbursements submitted.

Expense Categories:

- I. Class I – Expendables
 - A. This includes postage, supplies, printing, copying, telephone calls, and contracted services.
 - B. All receipts should accompany reimbursement forms.
 - C. For reimbursements of telephone calls submit a copy of the telephone statement indicating such calls. This is to be accompanied by an explanation naming the person called and the reason for the call.
- II. Class II – Travel
 - A. Airfare
 1. Tourist Class only
 2. Special rates and promotional fares offered by airlines should be used whenever possible.

3. Advance payment for the full amount may be obtained upon request using the MSGNA reimbursement form. A copy of the ticket or an invoice from the travel agent must accompany this request.

B. Ground Transportation

1. Personal Automobile

a. Mileage to and from all scheduled meeting sites will be reimbursed at the Federal rate per mile. If the mileage would exceed the cost of the airfare the less expensive transportation will be used.

2. Taxi

a. All receipts for taxi service should accompany all reimbursement forms.

III. Class III – Room and Board Expenses

A. Accommodations

1. All MSGNA Board members or Board Representatives hotel stay will be reimbursed at one half the rates for a standard room.

a. The above reimbursement will include the quarterly board meeting when attended in conjunction with a MSGNA conference or if a board member has to drive more than 100 miles to attend the quarterly meeting.

2. In the event that it is feasible for only one person to stay in a room, MSGNA will reimburse 100% of a standard room rate.

3. Members may share a room during meetings to decrease expenses.

B. Food

1. The President and President Elect (or alternates) who attend the Annual Course, as representatives of MSGNA will receive an average of \$75.00 per day per diem for food and meals with encouragement to attend event sponsored meals when possible. Bar bills and personal items are not included.

C. Receipts for the above items must be submitted to the treasurer with 14 days to receive reimbursement.

Michigan Society of Gastroenterology Nurses and Associates, Inc.

Request for Reimbursement or Advance

_____ Reimbursement _____ Advance (detailed receipts to be submitted with travel expense summary within 30 days of travel.)

Reason: (i.e. BOD meeting, conference, committee expense, etc.):

Expendables:

Postage: _____ \$ _____
Supplies: _____ \$ _____
Telephone: _____ \$ _____
Other (describe): _____ \$ _____

Travel:

Hotel: Number of nights _____ @ \$ _____ \ 0.5 = \$ _____
Meals: _____ \$ _____
Air Fare: _____ \$ _____
*Ground Transportation: _____ miles X _____ per mile = \$ _____
Other (describe): _____ \$ _____
Total Expenses: \$ _____

*Mileage is based on current Federal rate per mile.

Note: Detailed receipts must accompany this form for reimbursement.

Position (i.e. Board Member or conference committee member) _____

Social Security Number: _____

Print Name: _____

Address: _____

City/State/Zip: _____

Daytime Phone: _____

Signature: _____

Date: _____

<p>For Treasurer's Use</p> <p>Date received: _____</p> <p>_____</p>
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POLICY AND PROCEDURE MANUAL	Effective Date 1/1/90	Revision Date 11/20/2009 Reviewed Date <u>9/8/2018</u>
Classification: Finance	Subject: Waiving of Fees and Dues	

Purpose: To define eligibility for waived dues and educational course fees.

- Procedure:**
- I. SGNA membership dues shall be waived for all honorary members and current Board members, both elected and appointed.
 - II. Regional educational course fees shall be waived for all current Board members, both elected and appointed. To be eligible for these fees to be waived the Board members must attend a minimum of three Board Meetings and one Regional Educational Course annually.
 - III. Multi-Regional and/ or SGNA Annual educational course fees will be paid at the discretion of the Board based upon budget. To be eligible for these fees to be paid, the Board members must attend a minimum of three Board meetings and one Regional Educational Course annually.
 - IV. Regional educational course fees shall be waived for the Educational Course Chairperson and planning committee members, not to exceed nine members total (including the Chairperson) for one and two day conferences. These same planning committee members shall have their SGNA dues paid for the calendar year following the conference or their next renewal date. The exception to this shall be that if the evaluation summary is not submitted to the program coordinator within sixty days of the conclusion of the educational course the committee members' SGNA dues shall not be paid.

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Procedure No.
28

POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
11/20/2009
Reviewed Date
9/8/2018

Classification:
Commissions

Subject:
Scholarship

Purpose: To establish guidelines for administration of scholarship fund. To define criteria for receiving a scholarship.

Policy: A maximum of 6 scholarships to the MSGNA fall educational course will be awarded at the discretion of the Board of Directors. Each scholarship will cover the expenses of 50% of two nights lodging in addition to course registration at the discretion of the Board.

- Procedure:**
- I. An announcement of the scholarship availability and application for same will be included in the Spring newsletter.
 - II. The demographic information on the application must be typed **or** clearly printed. **The essay part of the application must be typed. Any non-typed application will be rejected.**
 - III. The application will not be considered if received after the published deadline, which is June 1st.
 - IV. Board members will review applications and make selection for winners based on preset criteria (see attached). **Appendix 6**
 - V. All applicants will be notified of decision by mail at least 2 months prior to the fall education course.
 - VI. See attached sample application form. **Appendix 7/1-3**
 - VII. A member is not eligible to win a scholarship award in two consecutive years.

MSGNA SCHOLARSHIP

EVALUATION POINT SYSTEM

1. 1 point awarded for each current consecutive year as a member.	__ points	_____
2. CBGNA certified	15 points	_____
3. No points, but must be yes	_____	_____
4. Previous board member (MSGNA/SGNA)	10 points	_____
5. Nominated/Accepted	10 points	_____
6. Never nominated, but willing	5 points	_____
7. Committee/task Force	10 points	_____
8. Pathfinder articles	5 points	_____
9. Journal articles	10 points	_____
10. Chair/co-chair MSGNA conference	15 points	_____
11. Committee member for MSGNA conference	10 points	_____
12. Chair/co-chair SGNA or Multi-regional conference	15 points	_____
13. Committee member for SGNA or multi-regional conference	10 points	_____
14. Fall MSGNA (previous year)	10 points	_____
15. Spring MSGNA (current or previous year)	5 points	_____
16. Fall multi-regional (previous year)	5 points	_____
17. SGNA annual course (current or previous year)	5 points	_____

18 & 19 Tie-breaker questions to be determined by MSGNA Board of Directors, using blind voting.

The MSGNA Scholarship is designed to award two categories of MSGNA members an opportunity to participate in the MSGNA fall conference. The scholarship includes full payment of tuition and 50% payment of 2 nights' accommodations. All winners will be notified two months prior to the fall conference.

MSGNA Fall Conference
Date: _____
Location: _____

Forward completed applications to:

(MSGNA President-elect
Address
City, State, Zip Code)

The MSGNA Board of Directors will score all applications.

- Please follow the directions carefully.
- Answer all questions thoroughly.
- Each question must be completed.
- The last two questions are subjective and will be rated according to content not length. The answers **must** be typed.
- If another sheet of paper is required, please number your answer in reference to each question and include your name on each sheet of paper.

This application must be received no later than June 1, 200__.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (H) (____) _____ (W) (____) _____

Please indicate which scholarship you are applying for:

_____ MSGNA member 0 – 5 years _____ MSGNA member > 5 years

APPENDIX 7-1

MSGNA Scholarship Application

Name _____

1. Current consecutive years as SGNA/MSGNA member _____

2. CBGNA certified Yes _____ Year _____ No _____

3. Will you definitely be able to attend the MSGNA fall conference?

Yes _____ No _____

MSGNA Involvement

4. _____ Board Member

Date: _____ Office: _____

5. _____ Nominated and accepted nomination for board member.

6. _____ Never nominated, but willing to serve.

7. _____ MSGNA/SGNA committee or task force member within the last 5 years.

Date: _____

8. _____ Written article for the *Pathfinder* within the last 5 years.

Date of article and topic: _____

9. _____ Written article for the *Gastroenterology Nursing Journal* within the last 5 years.

Date of article and topic: _____

10. _____ Chair/co-chair MSGNA conference. Date: _____

11. _____ Committee member MSGNA conference. Date: _____

12. _____ Chair/co-chair SGNA or multi-regional conference. Date: _____

13. _____ Committee member SGNA or multi-regional conference. Date: _____

Conference Attendance

14. Fall MSGNA (previous year) Date: _____

15. Spring MSGNA (current or previous year) Date: _____

16. Fall multi-regional (previous year) Date: _____

17. SGNA annual course (current or previous year) Date: _____

APPENDIX 7-2

MSGNA Scholarship Application

Name _____

QUESTIONS 18 AND 19 MUST BE TYPED

18. In what specific ways have you promoted the MSGNA?
(Use an extra sheet of paper if necessary.)

19. Briefly, describe the direction you would like the MSGNA to take in the future and how you would participate in this advancement.
(Use an extra sheet of paper if necessary.)

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Procedure No.
29

POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
11/17/2015
Reviewed Date
9/8/2018

Classification:

Subject:

Policy: Reimbursement criteria to reward MSGNA members who present a poster at the SGNA annual course.

- Procedure:**
- I. If the following criteria are not met, the poster will be disqualified:
 - A. MSGNA members in good standing for 1 year prior to display date are eligible to participate. Board members and current officers are excluded.
 - B. The poster shall have a Research, Educational, or Clinical theme.
 - C. An abstract of 200 words or less must be submitted to SGNA, following the criteria on the SGNA website, by the due date specified.
 - D. Once approved by SGNA, certificate of approval must be submitted to the MSGNA President Elect.
 - E. Reimbursement applicant will be expected to do the following:
 1. Send their abstract to SGNA by the due date.
 2. Follow SGNA guidelines for poster size, content, etc.
 3. Transport, set up, and break down the poster at the SGNA Annual Course.
 4. Attend the Annual Course. In the event that the winner is unable to attend, the monies must be returned to MSGNA via the current treasurer within 30 days of the SGNA Annual Course.
 5. The applicant must display & present the poster at the Fall MSGNA conference.
 - II. If more than one member contributes to the poster, the award will be divided equally.

- III. Monetary awards listed below will be based on the availability of funds, up to \$1500 per poster.
 - A. Early Bird Registration
 - B. Airfare/ Transportation

- C. Four nights lodging
- D. Food allowance- \$30.00 a day for up to five days
- E. 50% of the poster production and shipping costs
- F. The winner must present the treasurer with the letter of acceptance from SGNA to receive the award to attend the Annual Course.

IV. Receipts for the above must be submitted to the treasurer within 14 days to receive reimbursement.

*Award benefits are subject to change without notice.

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Procedure No.
30

POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
10/19/07
Reviewed Date
9/8/2018

Classification:
Commissions

Subject:
Formulation and/or Revision of Policies

Purpose: To establish the protocol for writing policies and procedures.

- Procedure:**
- I. The rough draft of the policy/procedure shall be written in the standardized format.
 - II. This draft shall be forwarded to the appropriate individual or committee for further review or revision. The resulting draft is to be returned within seven days.
 - III. Copies will be sent to the Board members for their review and will be then be submitted for approval by the Board.
 - IV. Once approved, the policy/procedure will be reproduced on the official form with instructions to update the policy manual and remove any existing revised policy where appropriate.
 - V. Deleted policies will be retained for seven years by committee chairperson.
 - VI. Data will be backed up on a flash drive.

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Procedure No.
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POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
4/20/96
Reviewed Date
9/8/2018

Classification:
MSGNA Correspondence/Communication

Subject:
Newsletter

Purpose: The MSGNA shall publish a newsletter for the general membership, which will include articles of professional interest, reports and notices concerning the work of the MSGNA and its committees.

Procedure: I. The newsletter will be published at least 3 times per year and more often at the discretion of the editor.

- A. Newsletter articles submitted for publication will be approved by the editor.
- B. Articles by board members must be submitted one month in advance
- C. Peer review of the article may be requested, as the editor deems necessary.

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Procedure No.
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POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revised Date
03/25/05

Classification:
MSGNA Correspondence/Communication

Subject:
Mailing

Reviewed Date
9/8/2018

Purpose: All correspondence of the MSGNA shall be done in the most expeditious manner feasible with every intention of conserving society funds.

Procedure: I. Mailings will be the responsibility of a selected Board member.

II. All postal mailings will be sent first class.

III. All mailings must be done in accordance with the steps required by the post office (handout explaining is available from the U.S. Postal Service).

IV. Mailings will be done in as timely a fashion as possible.

V. Any problem mailings shall be followed up by such Board member with the U.S. Postal Service.

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Procedure No.
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POLICY AND PROCEDURE MANUAL

Effective Date
02/23/2007

Revision Date
11/20/2009
Reviewed Date
9/8/2018

Classification:
Communication

Subject:
E-Mail Confirmations

Purpose: To insure receipt of e-mail correspondence and information

Procedure: All email correspondence between board members should be confirmed by the receiver, within **SEVEN** days, by sending a brief confirmation.

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Procedure No.
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POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
11/17/2013
Reviewed Date
9/8/2018

Classification:
Program

Subject:
Educational Course Fees

Purpose: To define criteria for setting course fees.

- Policy:**
- I. The Program Chair at the Board meeting prior to the scheduled course will present a budget stipulating conference fees for members to the Board.
 - II. The formula of cost per credit hour is:
\$15 multiplied by the number of contact hours
 - III. Board approval will be necessary to proceed.
 - IV. Vendor cost per table will be set by the board.

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Procedure No.
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POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
11/17/2011
Reviewed Date
9/8/2018

Classification:
Program

Subject:
Contact Hours

Purpose: To promote educational progress for MSGNA members through continuing education credits for all attendees of MSGNA educational courses.

Policy:

- I. All courses offered by the MSGNA will be approved for contact hours through an approved contact hour provider.

- II. All contact hour applications will be submitted to the American Board of Certification for Gastroenterology Nurses (ABCGN) for approval of GI Specific Credit Hours. All approved GI Specific Credit Hours will be noted on the Contact Hours Certificate.
- III. The course brochure will state that contact hours have been applied for.
- IV. The number of contact hour credits that the course has been approved for will be printed in the course syllabus.
- V. It is the responsibility of the Program Chair or Educational Course Chairperson to keep each contact hours application and approval letter on file, and if that is not possible, to keep a record of who has the application and approval letter.
- VI. At the end of each educational course it is the responsibility of the Educational Course Chairperson to keep the original copy of the Contact Hours Certificate, Course Brochure, and attendee's record. Copies of these three items are to be forwarded to the Program Chairperson kept on file by the secretary.
- VII. It is the responsibility of the Program Chair to follow-up with the Educational Course Chairperson on the course evaluation summary and final budget of the course and present results to the Board of Directors at their next meeting.

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POLICY AND PROCEDURE MANUAL	Effective Date 1/1/90	Revision Date 10/19/07 Reviewed <u>9/8/2018</u>
Classification: Program	Subject: Speaker Expenses	

Purpose: Monetary recognition and reimbursement of speakers.

Policy: I. Speakers will be reimbursed for travel, hotel, and food expenses. The standard honorarium is \$250.

II. \$2,500 of MSGNA funds is available for speakers' additional expenses at the discretion of the Board.

III. A speaker may have their course fees waived and receive the contact hours offered if they attend the entire course.

IV. Vendor table fees will not be waived under any circumstances.

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Procedure No.
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POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
4/20/96
Reviewed Date
9/8/2018

Classification:
Program

Subject:
Use of Commercial Company Personnel as
Speakers

Purpose: MSGNA strives to present the best-qualified speakers and the most current information from reliable sources. There are times when the best speaker and most reliable source would be a representative of a commercial company. Since

MSGNA does not endorse specific products or manufacturers, it is important that care be taken to demonstrate impartiality with proper guidelines.

Policy:

- I. When it is found necessary to select commercial company speakers, consideration should be given to all interested product manufacturers and distributors.
- II. When possible, a panel discussion should be utilized with representation from each major company.
- III. Persons serving as faculty from commercial companies may not present information in a marketing manner or their product by name.

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POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
11/17/2011
Reviewed Date
9/8/2018

Classification:
Vendor

Subject:
Commercial support/sponsorship of
educational programs

Purpose:

To define financial support and financial sponsorship by commercial companies.
To define recognition for each category.

Policy:

- I. Support is defined as: Donating requested amount plus anything up to 200% over such requested amount.

- A. There are three levels of financial support - exhibitor, supporter, and sponsor.
 - 1. An exhibitor who contributes the minimum donation is given a "bronze" level of recognition as designated by the table sign and in the syllabus.
 - 2. A supporter who contributes an amount up to 200% above the minimum donation is given a "silver" level of recognition as above.
 - 3. A sponsor who contributes more than 200% of minimum donation is given a "gold" level of recognition as above
- II. Recognition of sponsorship will be provided.
 - A. In the syllabus and
 - B. With a sign at the appropriate sponsored function.

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POLICY AND PROCEDURE MANUAL

Effective Date
1/1/90

Revision Date
10/19/07
Reviewed Date
9/8/2018

Classification:
Program

Subject:
Cancellation/Refunding Program Fees

Purpose: To standardize MSGNA'S policy for cancellation/refunding program fees.

Policy: I. All cancellation requests must be sent to MSGNA in writing and postmarked on or before 12 midnight five days before a conference.

- II. All cancellations will be processed after a conference and no refund will be issued for any missed sessions; including sessions missed due to travel arrangements.
- III. A full refund, except for a \$25 administration fee, will be granted at the discretion of the Board of Directors. Checks will be made out to the person or organization, which submitted the original check.
- IV. Written or e-mailed notification for specific circumstances or other requests for refunds are submitted to the Policy and Procedure Board of Director. At the discretion of the Board of Directors, these will be distributed on an individual basis after the conference.
- V. Checks that are returned due to non-sufficient funds will be subject to a \$25 fee and will be paid by the person who submitted the check. The following statement will be printed on all course brochures: "All return checks are subject to a \$25 fee".
- VI. The treasurer will be responsible to issue a reimbursement check if approved by the Board of Directors. If unapproved, notification with the involved person will be forwarded by of Policy and Procedures Board of Director.

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POLICY AND PROCEDURE MANUAL	Effective Date 11/21/03	Revised Date 11/17/2011
		Reviewed Date 9/8/2018
Leadership	SGNA Leadership Conference	

Purpose: To develop leadership qualities in members of the Board of Directors.

Policy: I. MSGNA will try to send two members of the Board of Directors to the Annual SGNA Leadership Conference. It is strongly recommended that one of these persons

is the President Elect. The persons attending the Leadership Conference will bring back copies of the materials for those on the Board of Directors who do not have a recent copy.

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POLICY AND PROCEDURE MANUAL	Effective Date 6/3/05	Revision Date 11/17/2011 <u>Reviewed/ Deletion Date</u> <u>01/17/2018</u>
Classification: Leadership	Subject: Multi-Regional Planning Committee	

Deleted – no longer applicable

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Procedure No.
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POLICY AND PROCEDURE MANUAL

Effective Date
09/17/05

Revision Date
11/20/2009

Reviewed Date
9/8/2018

Classification:
Leadership

Subject:
Cash Award for ABCGN Certified Members

Purpose: To encourage members to become ABCGN certified and to aid members who are currently certified to maintain their certification.

Policy: I. MSGNA will award \$100.00 to MSGNA members who pass the ABCGN Certification Exam and to MSGNA members who are recertified by ABCGN if they provide proof of certification/recertification and SGNA membership number to the SGNA Treasurer within 90 days.

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Procedure No.
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POLICY AND PROCEDURE MANUAL

Effective Date
11/18/2011

Revision Date
11/18/2011
Reviewed Date
9/8/2018

Classification:
MSGNA Board of Directors

Subject:
Document Retention and Destruction Policy

Review Responsibility: Budget, Finance and Audit; Articles & Bylaws

Policy Statement:

The following record retention schedule shall be followed by MSGNA.

Purpose:

To provide a record/ document retention and destruction policy.

Supportive Data:

From 990, Part III: Statements regarding Governance, Management and Financial Reporting

Procedure:

Refer to schedule below.

RECORD RETENTION SCHEDULE

TYPE OF RECORD

RETENTION PERIOD

Accounting

Accounts receivable reports

7 years

Accounts payable reports

7 years

Auditors' reports/ work papers

Permanent

Bank deposit slips	7 years
Bank statements, reconciliations	7 years
Budgets	7 years
Cancelled checks	7 years
Cash disbursements journal	Permanent

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43 CONT.

TYPE OF RECORD

RETENTION PERIOD

Cash receipts journal	Permanent
Depreciation records	Permanent
Employee expense reports	7 years
Volunteer expense reports	7 years
Independent contractor expense reports	7 years
Employee payroll records (W-2, W-4, annual earnings etc.)	7 years
Financial statements (annual)	7 years
General journal or ledger	Permanent
Inventory lists	Permanent
Invoices	7 years
Payroll journal	7 years
Petty cash vouchers	7 years

Corporate Records

Annual Report (State of Illinois)	Permanent
Bylaws	Permanent
IRS Determination Letter	Permanent

Contracts, sales (UCC)	7 years	
Contracts, generally	7 years	
Contracts, government	7 years	
Minutes (board executive session)	Permanent	
Minutes (board and committees with board authority)	Permanent	
Minutes (committees without board authority)	Permanent	
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TYPE OF RECORD

Qualifications to do business

Permanent

Insurance

Accident reports

7 years

Insurance claims

7 years

Insurance policies

Permanent

Miscellaneous Legal

Claims and litigation files

7 years

Copyright, patent and trademark registrations

Permanent

Personnel

Applications

1 year

Employee earnings/ payroll records

7 years

Employee files

Permanent

Employee pension records, including service, eligibility,
Information, pensions paid

Permanent

Employment contracts

7 years

Garnishments

7 years

Government reports

7 years

Pension, profit-sharing plans	Permanent
Time cards/ sheets	7 years

Taxes

Income tax returns and cancelled checks (Federal, state and local)	Permanent
Payroll tax returns	Permanent

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TYPE OF RECORD

RETENTION PERIOD

General

Supporting correspondence and notes re: patents, Copyrights, licenses, agreements, bills of sale, permits, Liabilities, etc.	Permanent
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*It is subject to any modifications recommended by our Attorneys or Accounts.

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POLICY AND PROCEDURE MANUAL

Effective Date
11/18/2011

Revision Date
11/18/2011
Reviewed Date
9/8/2018

Classification:
MSGNA Board of Directors

Subject:
Whistleblower Protection Policy

Review Responsibilities: Budget, Finance and Audit; Articles & Bylaws

Policy Statement:

The Society Michigan Society of Gastroenterology Nurses and Associates, Inc. (MSGNA) prides itself on its adherence to federal, state, and local laws and/ or regulations, including business ethics policies. As such, even though it is not obligated to do so, the Organization has decided to voluntarily adopt a whistleblower protection policy. Pursuant to this policy, any board member or society member who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to the President to allow the organization to investigate and, if applicable, correct the situation or condition.

If the president is involved or is believed to be involved in the matter being reported, Board members may, in the alternative, make a report to SGNA headquarters. SGNA will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

“Financial wrongdoing” may include, but is not limited to:

- Questionable accounting practices;
- Fraud or deliberate error in financial statements or record keeping;
- Misrepresentations to company officers or the accounting department (including deviation from full reporting of financial conditions).

If any board member or society member reports in good faith what the board member or society member believes to be a violation of the law and/ or financial wrongdoing to MSGNA or to a federal, state, or local agency or assets in an investigation concerning financial wrongdoing, it is MSGNA’s policy that there will be no retaliation taken against the board member.

Board members are reminded of the importance of keeping financial matters confidential. Board members questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the President.

Focus:

MSGNA Members, President and Board of Directors

Purpose:

To provide a policy for Whistleblowers protection.

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Supportive Data:

Form 990, Part III: Statements regarding Governance, Management and Financial Reporting

*It is subject to any modifications recommended by our Attorneys or Accounts.

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POLICY AND PROCEDURE MANUAL	Effective Date 11/18/2011	Revision Date 11/18/2011 Reviewed Date <u>9/8/2018</u>
Classification: MSGNA Board of Directors	Subject: Vested Interest	

Review Responsibilities: Articles & Bylaws Committee

Focus

Primary: MSGNA Board of Director members and MSGNA committee members

Purpose: To define conflicts of interest and to aid in preventing actual, potential or perceived conflicts of interest that may have a direct bearing on committee/ Board of Directors, participating in any MSGNA work or activity must disclose any actual, potential or perceived conflicts of interest as defined below that may have a direct bearing on the aforementioned work or activities. Vested interest disclosure should be made verbally at the start of the work or activity.

Procedure:

- 1) A copy of this policy and corresponding Vested Interest Disclosure Declaration shall be given to all MSGNA Board of Director members, MSGNA Committee Members upon commencement of such person's relationship with MSGNA or at the official adoption or amendment of stated policy.
- 2) If questions arise, an opportunity for clarification will be arranged by the Board of Directors.
- 3) Each MSGNA Board Member, and MSGNA Committee Member shall sign and date the agreement at the beginning of her/ his term of service and each year thereafter. Failure sign does not nullify the agreement.
- 4) Disclosures will be shared with corresponding Board Liaisons and Committee Chairs.
- 5) Statements are maintained at by the MSGNA Secretary.

MSGNA COMMITTEE
VESTED INTEREST DISCLOSURE DECLARATION

It is the policy of the Michigan Society of Gastroenterology Nurses and Associates, Inc. (MSGNA) that all Committee members participating in any SGNA work or activity must disclose any actual, potential or perceived conflicts of interest as defined below that may have a direct bearing on the committee work. Vested interest disclosure should be made verbally at the start of the work or activity.

Such conflict may include, but not limited to:

- 1) Any impropriety or perceived impropriety between the official activities of MSGNA and paid or unpaid activities for other professional organizations.
- 2) Any member who is an owner, employee, consultant, stock or bondholder, lecturer, officer or director for any health-related manufacturer, distributor or licensee of products or services associated with gastroenterology, endoscopy or patient care.

It is not the intent of this form to prevent a Committee member with potential conflicts of interest from working with MSGNA. However, it is imperative that these relationships be identified so that committee members may form their own judgments about the work.

COMMITTEE:
TERM YEAR:

I, the undersigned, declare that I have no actual, potential or perceived conflicts of interest in relation to this program.

Signature

Date

OR

I, the undersigned, declare that I have an interest/ arrangement or affiliation with an organization(s) that could be perceived as a real or apparent conflict of interest. Such disclosure allows the committee to better evaluate the objectivity of the committee work.

Organization: _____ Role: _____

Organization: _____ Role: _____

Organization: _____ Role: _____

Signature

Date