

NESGNA POLICIES AND PROCEDURES

NE-1 SGNA ANNUAL COURSE SCHOLARSHIPS

Policy: The NESGNA Board of Directors may elect to bestow educational scholarships to members annually.

Objective: To promote and support educational opportunities for NESGNA members

Procedure:

1. Two scholarships in the amount of the SGNA Annual Course registration fee will be awarded annually to NESGNA members to help defray the cost of attending the SGNA Annual Course.
2. NESGNA members must submit an application either via the NESGNA website or in person at the Fall Conference to be eligible.
3. The scholarships are presented at the NESGNA Fall Meeting. Scholarship winners are randomly drawn from the submitted applications
4. The awarded scholarship must be used within a year of being awarded. The scholarship is nontransferable.
5. Proof of attendance must be submitted to the current NESGNA treasurer within 60 days of the course completion. Verification must be in the form of proof of payment for SGNA Annual Course registration and certificate of completion from SGNA.

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NE-2 ABCGN CERTIFICATION AND RECERTIFICATION

Policy: NESGNA will provide partial financial reimbursement for completion and maintenance of ABCGN certification

Objective: To promote and support ABCGN certification and recertification for NESGNA members

Procedure:

1. NESGNA members who successfully pass the ABCGN certification exam are awarded a \$200 stipend.
2. NESGNA members who recertify are awarded a \$150 stipend.
3. Members must provide proof of payment and proof of passing grade or contact hour recertification approval to the current NESGNA treasurer within one year of certification or renewal.

NESGNA POLICIES AND PROCEDURES

NE-3 SPEAKER HONORARIUM

Policy: NESGNA will provide speakers with an honorarium following presentation at NESGNA sponsored conferences.

Objective: To provide honorariums for guest speakers in appreciation of their time

Procedure:

1. Speakers at NESGNA sponsored conferences will receive an honorarium based on the current SGNA rate for each contact hour of their presentation.
2. Checks will be distributed by the current NESGNA treasurer or designee on the day of the conference.
3. Honorariums for presentations with more than one speaker will be divided evenly between the numbers of speakers.
4. Speakers may choose to accept their honorarium or donate to NESGNA for support of ongoing programming.
5. Out of state speakers may be offered an overnight hotel accommodation where the educational program is held.

NESGNA POLICIES AND PROCEDURES

NE-4 CANCELLATION/RESCHEDULING NESGNA EDUCATIONAL PROGRAM

Policy: The NESGNA Board of Directors will determine when an educational program needs to be cancelled or rescheduled.

Objective: To establish criteria and guidelines in the event an educational program needs to be canceled or rescheduled

Procedure:

1. An NESGNA educational program will be cancelled only when a State of Emergency is declared in state hosting educational program. Program cancellation will be announced on local television/radio programs.
2. Every effort will be made to reschedule the program. Arrangements for substitute speakers will be made if necessary.
3. Registration fees will be applied to rescheduled program. Individuals unable to attend the rescheduled program must apply for a refund from the current NESGNA treasurer within 60 days of the course cancellation.

NESGNA POLICIES AND PROCEDURES

NE-5 BOARD OF DIRECTORS APPLICATION

Policy: NESGNA members may apply for positions on the Board of Directors

Objective: To promote and support active involvement and diversification at the Board of Directors level

Procedure:

1. Interested NESGNA members can apply for open positions on the Board of Directors by completing an application. Application forms are available on the NESGNA website. Interested applicants must submit a completed application form to the Chairperson of the Nominations and Election Committee by the specified date.
2. Voting in the election is restricted to NESGNA members. NESGNA members must receive the ballots 30 days prior to the specified return date. Completed ballots must be received 2 weeks before the fall conference.
3. In the event of a tie, a re-vote will be scheduled in accordance with SGNA bylaws.

NESGNA POLICIES AND PROCEDURES

NE-6 CHANGES TO CONFERENCE AGENDA

Policy: The NESGNA Board of Directors will have a protocol to accommodate a change to a conference agenda

Objective: To establish guidelines and a process to ensure changes are made in an equitable manner

Procedure:

1. Notify the NESGNA President and Program Directors in the event a change is necessary. Changes to the conference agenda are granted for extreme circumstances only, such as illness or unexpected emergency.
2. Once the President deems the change is necessary, speakers will be approached for substitution in program to facilitate a mutually agreed upon change.
3. Program directors will contact approving bodies for approval of program and contact hours if time permits.
4. The President will notify the Board of Directors member responsible for printing the agenda with program updates. If the agenda is already printed, an updated agenda will be posted at the registration desk on the day of the conference. The President will announce the change during pre-conference announcements.

NESGNA POLICIES AND PROCEDURES

NE-7 CONFERENCE REGISTRATION REFUNDS

Policy: Attendees of NESGNA sponsored conferences must follow specific guidelines to qualify for registration refund.

Objective: To ensure qualified attendees receive refunds when eligible

Procedure:

1. Refunds must be requested from the current NESGNA treasurer more than 7 days prior to the conference date. No refunds will be granted less than 7 days prior to the conference date.
2. The registration fee applies only to the current conference and is not transferable to future educational offerings.

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NE-8 CONFERENCE REGISTRATION REFUNDS

Policy: Attendees of NESGNA sponsored conferences must follow specific guidelines to qualify for registration refund.

Objective: To ensure qualified attendees receive refunds when eligible

Procedure:

1. Refunds must be requested from the current NESGNA treasurer more than 7 days prior to the conference date. No refunds will be granted less than 7 days prior to the conference date.
2. The registration fee applies only to the current conference and is not transferable to future educational offerings.

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NE-9 NESGNA BOARD OF DIRECTORS BENEFIT AND EXEMPTION POLICY

Policy:

As a member of the Board of Directors for the New England Society of Gastroenterology Nurses and Associates (NESGNA), you are entitled to reimbursement and/or benefits for the following activities for the time period you are a member of the board.

- SGNA Annual Membership
- Waived registration to NESGNA Regional Educational Conferences
- Educational Course Reimbursement to SGNA Annual Conference
- Reimbursement of airfare, hotel, transfer and any course fees to attend SGNA Leadership Conference.
- Reimbursement for CGRN certification or renewal per NESGNA Policy.

As a member of the NESGNA Board of Directors you are exempt from the following activities for the time period you are a member of the board.

- Scholarship raffle to Annual Conference
- Raffle prizes during Regional Conferences for Vendor Passport, Membership and Regional Conference Registration.

The current President, past President and/or President Elect is reimbursed for attendance to the SGNA Annual Course. This includes reimbursement for airfare, hotel and conference/course fees. All receipts and certificate of CEU's is to be submitted to the Treasurer for reimbursement. It is up to the discretion of the BOD by vote to sponsor any other board members attendance each year.

Procedure:

All reimbursement requests must be submitted to the Treasurer within 60 days of activity with a copy of proof of payment and proof of attendance.