

Additional Resources

1. Headquarters Staff & Responsibilities
2. Regional Rechartering Information
3. Regional Presidents & Officers
Webpage

SGNA Administrative Staff

SGNA Contact Information:

Tel: 800/245-SGNA (7462), 312/321-5165

Fax: 312/673-6694

SGNA@smithbucklin.com

www.sgna.org

Executive Director: Mary Beth Hepp, MBA
E-mail: mhepp@smithbucklin.com, Ext. 5911

Director of Education and Practice: Cindy Friis, Med BSN RN BC
E-mail: cfriis@smithbucklin.com, Ext. 5843

Operations Sr. Manager: Hillary Lockefeer
E-mail: hlockefeer@smithbucklin.com, Ext. 4763

Membership/Publications Sr. Coordinator: Kristin Dee
E-mail: kdee@smithbucklin.com, Ext. 5815

Operations/Education Sr. Coordinator, Lyndsay Graham
E-mail: lgraham@smithbucklin.com, Ext. 4714

Operations Coordinator: Christina Kowalski
E-mail: chowalski@smithbucklin.com, Ext. 5967

Membership Sr. Associate: Michelle O'Neill
E-mail: moneill@smithbucklin.com, Ext. 5706

Marketing and Communications

Marketing Director: Linda Schwartz
E-mail: lschwartz@smithbucklin.com, Ext. 5759

Marketing Sr. Manager: Jennifer Kasowicz
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Marketing Coordinator: Jennie Snider
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Marketing Associate: Sarah Drake
E-mail: sdrake@smithbucklin.com, Ext. 4851

Market Research Sr. Manager: Jaimie Wallace
E-mail: jwallace@SmithBucklin.com, Ext. 4720

Market Research Sr. Associate: Caitlin Geraghty
E-mail: cgeraghty@SmithBucklin.com, Ext. 5804

Sponsorship

Director of Corporate Sponsorship: Debbie Cohen

E-mail: dcohen226@aol.com, 847/251-6288

Sponsorship Consultant: Pat Price

E-mail: pat.price@comcast.net, 708/460-8648

Convention and Tradeshow Services (CTS)

Convention Manager, Mary Talbott-Field

E-mail: mtalbott-field@smithbucklin.com, Ext. 5848

Convention Sr. Associate, Mia Friel

E-mail: mfriel@smithbucklin.com, Ext. 5448

Registration Coordinator, Autumn Williams

E-mail: awilliams@smithbucklin.com, 4930

Exhibits Sales Manager, Jenny Shupe

E-mail: jshupe@smithbucklin.com, Ext. 5742

Exhibits Coordinator, Alesha Irvin

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Tradeshow Associate, Vanessa Kosloski

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Financial Services (FMAS)

Accounting Manager, Jason Roe

E-mail: jroe@smithbucklin.com, 5485

Sr. Accountant, Sarah Lombardi

E-mail: slombardi@smithbucklin.com, 4748

Information Technology Services (ITS)

ITS Manager, John Pacini

E-mail: jpacini@smithbucklin.com, 4986

Education & Programming Services (EPS)

EPS Director, Susan Farrell

E-mail: sfarrell@smithbucklin.com, 4706

EPS Sr. Coordinator, Soundarya Chandran

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EPS Sr. Associate, Ross Moreno

E-mail: rmoreno@smithbucklin.com, 4794

ABCGN Administrative Team

ABCGN Contact Information:
Tel: 800/245-SGNA (7462), option #3
Fax: 312/673-6723
info@abcdn.org
www.abcdn.org

Executive Director: Erin Butler
E-mail: ebutler@smithbucklin.com, Ext. 5903

Operations Coordinator: Christina Kowalski
E-mail: chowalski@smithbucklin.com, Ext. 5967

Membership Sr. Associate: Michelle O'Neill
E-mail: moneill@smithbucklin.com, Ext. 5706

SGNA Core Administration Team – Quick Reference Guide

Updated 09/09

Areas of Responsibility / Questions	Staff Member	Title	Contact Information
Accounts Receivable	Michelle O’Neill	Membership Sr. Associate	800.245.SGNA x5706 MOneill@smithbucklin.com
Administration and Policies – SGNA	Hillary Lockefer	Operations Sr. Manager	800.245.SGNA x4763 HLockefer@smithbucklin.com
Annual Budget	Hillary Lockefer	Operations Sr. Manager	800.245.SGNA x4763 HLockefer@smithbucklin.com
Annual Course – abstracts	Lyndsay Graham	Operations/Education Sr. Coordinator	800.245.SGNA x4714 LGraham@smithbucklin.com
Annual Course – posters	Christina Kowalski	Operations Coordinator	800.245.SGNA x 5967 CKowalski@smithbucklin.com
Annual Course Registration	Michelle O’Neill	Membership Sr. Associate	800.245.SGNA x5706 MOneill@smithbucklin.com
Annual Course – Speakers	Lyndsay Graham	Operations/Education Sr. Coordinator	800.245.SGNA x4714 LGraham@smithbucklin.com
Audits	Hillary Lockefer	Operations Sr. Manager	800.245.SGNA x4763 HLockefer@smithbucklin.com
Awards Committee	Michelle O’Neill	Membership Sr. Associate	800.245.SGNA x4763 HLockefer@smithbucklin.com

Areas of Responsibility / Questions	Staff Member	Title	Contact Information
Bills, invoices, etc.	Hillary Lockefer	Operations Sr. Manager	800.245.SGNA x4763 HLockefer@smithbucklin.com
Board of Directors / Officers	Mary Beth Hepp	Executive Director	800.245.SGNA x5911 MHepp@smithbucklin.com
Board Meeting Minutes	Hillary Lockefer	Operations Sr. Manager	800.245.SGNA x4763 HLockefer@smithbucklin.com
Budget & Finance Committee	Hillary Lockefer	Operations Sr. Manager	800.245.SGNA x4763 HLockefer@smithbucklin.com
Bylaws/ Policy & Procedure Committee	Hillary Lockefer	Operations Sr. Manager	800.245.SGNA x4763 HLockefer@smithbucklin.com
Continuing Education Peer Review Group	Cindy Friis	Director of Nursing Education	800.245.SGNA x5843 CFriis@smithbucklin.com
Education Committee	Cindy Friis	Director of Nursing Education	800.245.SGNA x5843 CFriis@smithbucklin.com
Educational Needs – members	Cindy Friis	Director of Nursing Education	800.245.SGNA x5843 CFriis@smithbucklin.com
Education / Information Delivery – new technologies	Cindy Friis	Director of Nursing Education	800.245.SGNA x5843 CFriis@smithbucklin.com
Electronic Newsletter	Michelle O’Neill	Membership Sr. Associate	800.245.SGNA x4763 HLockefer@smithbucklin.com

Areas of Responsibility / Questions	Staff Member	Title	Contact Information
Employment Network	Kristin Dee	Membership/Publications Sr. Coordinator	800.245.SGNA x5815 KDee@smithbucklin.com
Educational Publications and Materials – development & production	Cindy Friis	Director of Nursing Education	800.245.SGNA x5843 CFriis@smithbucklin.com
Executive Committee	Mary Beth Hepp	Executive Director	800.245.SGNA x5911 MHepp@smithbucklin.com
Exhibit (SGNA) at other organization’s meetings	Michelle O’Neill	Membership Sr. Associate	800.245.SGNA x4763 HLockefer@smithbucklin.com
Expenses & Expense Reports	Hillary Lockefer	Operations Sr. Manager	800.245.SGNA x4763 HLockefer@smithbucklin.com
General Questions: Member & Non-Member	Michelle O’Neill/ Kristin Dee	Membership Sr. Associate / Membership/Publication Sr. Coordinator	800.245.SGNA x5815 KDee@smithbucklin.com
Gift Certificates	Christina Kowalski	Operations Coordinator	800.245.SGNA x 5967 CKowalski@smithbucklin.com
House of Delegates	Kristin Dee	Membership/Publications Sr. Coordinator	800.245.SGNA x5815 KDee@smithbucklin.com
Leadership Conference	Kristin Dee/ Michelle O’Neill	Membership/Publications Sr. Coordinator/ Membership Sr. Associate	800.245.SGNA x5815 KDee@smithbucklin.com
Mailing – Board of Directors	Christina Kowalski	Operations Coordinator	800.245.SGNA x 5967 CKowalski@smithbucklin.com

Areas of Responsibility / Questions	Staff Member	Title	Contact Information
Membership – administrative support	Michelle O’Neill	Membership Sr. Associate	800.245.SGNA x5706 MOneill@smithbucklin.com
Membership – promotion and retention	Kristin Dee	Membership/Publications Sr. Coordinator	800.245.SGNA x5815 KDee@smithbucklin.com
Newsletter	Marcie Valerio	Marketing Sr. Manager	800.245.SGNA x5811 mvalerio@smithbucklin.com
Nominations & Elections Committee	Mary Beth Hepp	Executive Director	800.245.SGNA x5911 MHepp@smithbucklin.com
Nursing Continuing Education Approver & Provider Units	Cindy Friis	Director of Nursing Education	800.245.SGNA x5843 CFriis@smithbucklin.com
Practice Committee	Cindy Friis	Director of Nursing Education	800.245.SGNA x5843 CFriis@smithbucklin.com
Practice Questions	Cindy Friis	Director of Nursing Education	800.245.SGNA x5843 CFriis@smithbucklin.com
Program Committee	Lyndsay Graham	Operations/Education Sr. Coordinator	800.245.SGNA x4714 LGraham@smithbucklin.com
Publications – Customer Orders	Christina Kowalski	Operations Coordinator	800.245.SGNA x 5967 CKowalski@smithbucklin.com
Publications – reprint/ review schedule	Kristin Dee	Membership/Publications Sr. Coordinator	800.245.SGNA x5815 KDee@smithbucklin.com

Areas of Responsibility / Questions	Staff Member	Title	Contact Information
Regional Societies Committee	Kristin Dee	Membership/Publications Sr. Coordinator	800.245.SGNA x5815 KDee@smithbucklin.com
Regional Rebates	Michelle O'Neill	Membership Sr. Associate	800.245.SGNA x5706 MOneill@smithbucklin.com
Research Committee	Christina Kowalski	Operations Coordinator	800.245.SGNA x 5967 CKowalski@smithbucklin.com
Speakers Bureau Database	Lyndsay Graham	Operations/Education Sr. Coordinator	800.245.SGNA x4714 LGraham@smithbucklin.com
Special Interest Groups (SIG) Committee	Michelle O'Neill	Membership Sr. Associate	800.245.SGNA x5706 MOneill@smithbucklin.com
Sponsorship Support	Mary Talbott-Field	Conference & Trade Show Manager	800.245.SGNA MTalbottf@smithbucklin.com
Web Site	Sarah Drake	Marketing Associate	800.245.SGNA x4851 SDrake@smithbucklin.com

Annual Rechartering Requirements

In order to maintain its charter, each Regional Society will annually submit to SGNA Headquarters the following information:

DUE December 31, 2009: *To be completed by 2009 Regional President*

- Regional Society Data Sheet
- Contact Hour Sheet – *detailing proof of at least 6 hours of continuing education instruction provided for members during the preceding year*
- Regional Calendar of Events (if applicable)
- Copy of updated Regional Bylaws (if applicable)

DUE February 5, 2010: *To be completed by 2008 Treasurer*

- Annual Income and Expense Summary Form – *this must be submitted to ensure proper tax filing with the IRS.*
- Sponsorship Data Sheet (if applicable)

DUE March 31, 2010: *To be completed by Regional Treasurer*

- Regional Liability Insurance

All rechartering information compiled will be placed in a regional file at SGNA Headquarters. In addition to this information, each regional file will contain a complete record of the individual region's activities and will be maintained by SGNA Headquarters. These activities will be monitored by and provided to National by the Divisional Coordinator and SGNA Headquarters Staff. Each region will be assessed by the Divisional Coordinator quarterly. These progress reports will not only allow SGNA Headquarters to monitor the good standing of each region but also identify areas of improvement from a service level. Any information submitted by the region (i.e. newsletters, requests for materials, letters of inquiry) will be placed in that region's master file as well.

If you are unable to complete your rechartering information by the dates indicated above please contact SGNA Headquarters immediately.



Society of Gastroenterology Nurses and Associates, Inc.

Regional Society Data Sheet

Region Number:
Region Name:
Region State(s):
Charter Date:
Logo (X- if we have copy):
Election Month:
Newsletter:
Bylaws Last Revised:
Tax ID Number:
Membership Total:
Dues: \$

2010 Regional Society Officers Contact List

President:
Name:
Membership ID Number:
e-mail:

President-elect:
Name:
Membership ID Number:
e-mail:

Immediate Past President;
Name:
Membership ID Number:
e-mail:

Treasurer:
Name:
Membership ID Number:
e-mail:

Secretary:
Name:
Membership ID Number:
e-mail:

HOD Delegate:
Name:
Membership ID Number:
e-mail:

HOD Alternate:
Name:
Membership ID Number:
e-mail:

Other Officer:
Position/Office:
Name:
Membership ID Number:
e-mail:

Position/Office:
Name:
Membership ID Number:
e-mail:

Position/Office:
Name:
Membership ID Number:
e-mail:

Position/Office:
Name:
Membership ID Number:
e-mail:



Society of Gastroenterology Nurses and Associates, Inc.

Report of Educational Hours for 2009

Total Hours offered in 2009:

Date of Event:

Topic:

Speaker(s):

Number of Hours:

Date of Event:

Topic:

Speaker(s):

Number of Hours:

Date of Event:

Topic:

Speaker(s):

Number of Hours:

Date of Event:

Topic:

Speaker(s):

Number of Hours:

Regional Society Calendar of Events Information Sheet

Help Headquarters help your members find regional events. Please fill out the information below and return with your re-chartering materials.

Region Name/Number: _____

Web site address (if applicable): _____

Logo: If SGNA does not have a copy of your logo on the SGNA Web site please email it to SGNA@smithbucklin.com.

Event-Name/Topic	Date	Location	Contact person email address or phone #

*All boxes must be filled in for posting on the Regional Events page.



Society of Gastroenterology Nurses and Associates, Inc.

Annual Income & Expense Summary Report Form

Regional Society (Name/#): _____

Regional Tax ID #: _____

Regional Treasurer: _____

E-Mail: _____

Daytime Telephone: (____) _____

Fiscal Period: January 1, 2009 to December 31, 2009

Beginning Bank Balance (01/01/2009) \$ _____

Ending Bank Balance (12/31/2009) \$ _____

INCOME

Dues \$ _____

Educational Meetings \$ _____

Contributions \$ _____*

Other Income \$ _____*

TOTAL INCOME: + \$ _____

EXPENSE

Committees \$ _____

Educational Meetings \$ _____

Printing & Postage \$ _____

Other Expenses \$ _____*

TOTAL EXPENSE \$ _____

Please complete and return to address below by **February 5, 2010**. If you have any questions regarding the above, please contact SGNA Headquarters, at 800/245-7462 or sgna@smithbucklin.com.

**SGNA Headquarters
401 North Michigan Avenue
Chicago, IL 60611-4267**



Society of Gastroenterology Nurses and Associates, Inc.

How to Complete the Annual Income and Expense Report

SGNA Headquarters requires the outgoing treasurer to file the SGNA Income and Expense report. The Income and Expense report is **mandatory** as it is used to file your region under the SGNA National group tax return with the IRS. To successfully complete this process, SGNA needs your region's Income and Expense report so please submit by **February 5, 2010** to ensure your region complies with the IRS regulations. If you fail to submit your completed form by the deadline you will NOT be included in SGNA's National group tax return and could jeopardize your tax exempt status. In addition, failure to complete this form will cause your region to go on probation.

Before you begin you should have the following information on hand:

- Beginning and ending bank balance for 2009
- Total Regional Rebate revenue collected in 2009
- Total revenue and expenses for any educational meetings held in 2009
- Total cost of all printings and mailings done in 2009
- Any proof of expenses from committee members from 2009

To complete the Income and Expense Report you will need to fill in the income and expenses for the year using the below categories:

INCOME

Dues: regional rebates

Educational Meetings: registration fees, vendor/exhibit space, sponsorship for meeting

Contributions: government grants, general donations

Other Income: interest, general sponsorships

EXPENSES

Committees: supplies, travel, room rental

Educational Meetings: speaker fees, room rental, food & beverage, AV

Printing & Postage: any costs associated with printing and mailing regional collateral

Other Expenses: administrative expenses, bank charges, miscellaneous expenses

If you have any questions on how to complete this form please contact SGNA Headquarters at sgna@smithbucklin.com or call 800/245-7462 (SGNA).

Frequently Asked Questions: Regional Financial Issues

Q. Does my region have its own tax ID number?

A. Yes

Q. Does my region have to file a federal tax return?

A. No, SGNA Headquarters files for you however the region is responsible for completing the SGNA Income and Expense Report as part of the re-chartering process. This information is used for the tax filing.

Q. Does my region have to file a state tax return?

A. It depends on your region's state laws. SGNA recommends asking a Local accountant.

Q. Is there a limit as to how much money our region can have in its bank account?

A. No

Q. Does my region have tax exempt status?

A. Yes

Q. Is my region required to have bonding insurance?

A. No.

However, if your region wants to get bonded, there are some requirements that must be met:

1) stamping all incoming checks as "for deposit only"

2) keeping all cash and checks in a safe until they are deposited in the bank.

If your region is interested in becoming bonded contact a local insurance agent.

Q. Is there a dollar amount that is recommended to keep in our account for future educational expenses?

A. No

Q. My region needs to create a regional checking account, how do I go about doing this?

A. All a region needs to do is contact their local bank to get started.

Q. Can SGNA provide me with some type of documentation showing that our region filed our federal taxes?

A. Yes, you can contact SGNA Headquarters for a copy of the group tax return that provides a supplemental list of all regions included in the federal group filing.



Please submit payment with invoice, and contact information filled in below. Thank you

Invoice

Date	Item	Amount
1/1/10	2010 Regional Insurance Fees	\$115.00
Balance Due:		\$115.00

SAMPLE ONLY

Please remit payment to:

SGNA – Membership
3943 PAYSPHERE CIRCLE
CHICAGO IL 60674

Please fill in:

Region Name/Number: _____

Contact Person: _____

Attachment III-General Service Agreement

Summary of Insurance Coverage

Directors and Officers liability

Non-Profit Organization Liability Insurance for full service associations, while being managed by SmithBucklin Corporation (and their chapters, if such coverage is elected) is provided with a minimum limit of \$1,000,000, and typically a \$2,500 deductible for all claims other than those involving Employment Practices Liability (EPL). Each association has a policy with their own limit of liability. Some associations carry higher limits of liability and/or deductibles.

The policy covers the following:

A. Insured Persons -

- The Entity (nonprofit association or corporation),
- Any individual who was, now is, or shall be a director, officer, trustee, employee, volunteer, board member, or any person acting as an agent with respect to the scope of such agent's authorized activities for the Entity and shall include any executive, board member or committee member whether salaries or not.
- Coverage is also extended to lawful spouses; and non-profit subsidiaries as long as they are controlled more than 50% by the **Entity**.
- Outside Directorship: Executive position held by an Insured Person at the specific request of the Organization in any Outside 501(c)(3) of Internal Revenue Code of 1986 or amended Entity; and held by an Insured Person with the approval of any Organization as a director, officer, governor, trustee or committee member of Outside Entity.

B. Wrongful Acts - Any actual or alleged negligent act, error or omission, misstatement, misleading statement, or breach of duty by an insured while performing the Association's business.

C. Defense Costs - Pays all legal costs incurred in the course of defending a covered lawsuit, in addition to the limit of liability, but it is capped at \$1,000,000 for medical-related associations.

D. Publisher's Liability – Claims arising out of defamation, including but not limited to libel or slander, or a publication or utterance in the course of or related, to advertising, broadcasting, or telecasting activities conducted by or on behalf of the **Entity**. This coverage is designed for the newsletters and other printed material by members. It is not intended for an association's magazine publishing as it does not contemplate some of the issues relating to the publishing of a magazine.

E. Personal Injury – Libel, slander, defamation of character, violation of an individual's right to privacy, wrongful entry.

F. Employment Practice Liability – Wrongful dismissal, discharge or termination; sexual or workplace harassment; employment related retaliation; wrongful failure to employ or promote; to name a few. Many of the recent claims reported by associations are from suits brought by volunteers.

G. Claim –

- (i) written demand for monetary damages;
- (ii) civil proceeding commenced by the service of a complaint or similar pleading;
- (iii) criminal proceeding commenced by the return of an indictment; or,
- (iv) formal administrative or regulatory proceeding commenced by the filing of a notice of charges, formal investigative order or similar document.

H. Loss – Amount legally liable to pay on account of any claim made against the insured for Wrongful Acts for which the insurance applies, including, but not limited to, damages, judgments, settlements, cost and defense costs. It does not include items such as fines or penalties imposed by law; multiple portion of any multiple portion of any multiplied damage award; future salary or benefits of a claimant who has been or shall be hired, promoted or reinstated to employment pursuant to a settlement order or other resolution.

I. Punitive Damages – Where insurable under law, most favorable jurisdiction.

J. Major Exclusions – claims based upon, alleging or arising out of:

1. Gaining of any personal profit or advantage to which the insured is not legally entitled.
2. Committing any deliberate or intentional fraudulent or dishonest acts, subject to final adjudication.
3. Bodily Injury, sickness, disease or death.
4. Criminal abstraction, damage to or destruction of tangible property.
5. Fiduciary capacity as respects employee benefits plan, including ERISA.
6. Violation of statute or ordinance with knowledge or consent of insured.
7. Pollution.
8. Capacity other than with the organization.
9. Criminal proceedings.
10. Contractual liability; except liability insured has in absence of an agreement or contract.
11. Any written, oral, express, or implied contract or agreement, except Employment Practices Liability, and that part of a claim that is defense costs.
12. Professional services including Medical Malpractice.
13. Violation of work related Acts; except Equal Pay Act.
14. Civil or criminal fines or penalties; taxes.
15. Any matter deemed uninsurable under law.
16. Pending & Prior litigation.
17. Nuclear.
18. Insured versus Insured.

K. Coverage Territory – Worldwide

- L. **12-Month Discovery Period** - Provides a (12) calendar month extension, following the cancellation or non-renewal of the Association's coverage, for reporting only those claims with a loss date prior to the cancellation/expiration date of the policy. An additional cost would apply; which is (75%) of the annual premium. Written notice of the association's intention and payment of the additional premium must be provided to the insurance company within (30) days of the cancellation or non-renewal. This discovery period does not increase the limit of liability.

For an additional premium, designated chapters of an association can be added. They would share in the liability limit of this coverage for the association.

While these policies provide some coverage for publication, certification, and standard setting activities, SmithBucklin recommends an association obtain additional, separate policies designed to fully cover it against all risks associated with such activities.

This is only intended to be a summary of the coverages provided under the SmithBucklin Client Insurance Program. Please refer to the actual insurance policies themselves for the specific terms, conditions or exclusions of the insurance coverage contained in this program.

The following is a brief outline of the additional coverages provided for the Associations under the management and control of SmithBucklin Corporation (including the chapters of such Associations, if such coverage is elected). For general liability, it is the total combined limit for all associations.

COVERAGE ANYWHERE IN THE WORLD

A. **Commercial General Liability** – 3rd party liability claims arising out of negligent acts, resulting in injury or damage, committed at meetings, trade shows, and conventions run by Smith Bucklin on behalf of a managed or controlled Association. ***Protects SmithBucklin, associations, and volunteers.***

- | | |
|---|----------------------------|
| 1. Bodily Injury (accidental injury, sickness or disease), or Property Damage (to tangible property of others) combined | \$1,000,000 per occurrence |
| 2. Personal Injury (false arrest, libel, slander) | \$1,000,000 each offense |
| 3. Damage to rented premises (fire, explosion, sprinkler breakage) | \$1,000,000 per occurrence |
| 4. Premises Medical Expense (resulting from injury caused by an occurrence) | \$10,000 per person |
| 5. Annual Aggregate other than Products & Completed Operations (maximum payable during the policy period) | \$2,000,000 |
| Annual Aggregate – Products & Completed Operations (maximum payable during the policy period) | \$2,000,000 |
| 6. Blanket Contractual Liability (i.e. lease agreements) | |
| 7. Host Liquor Liability (liability caused by a person served alcohol beverages) | |
| 8. Employees and volunteers as Insureds (for liability claims arising from your duties in the association) | |
| 9. Incidental Malpractice (Good Samaritan coverage for non-medical professionals) | |

B. **Hired & Non-Owned Automobile Liability** –
Protects SmithBucklin & its employees.

\$1,000,000 each accident

C. **Workers Compensation** – ***Protects SmithBucklin employees***

Statutory Benefits

D. **Employee Dishonesty** – ***Protects SmithBucklin employees & volunteers***

\$1,000,000 each loss

E. **Umbrella (Excess) Liability** over & above all General Liability, Auto Liability & Employers Liability coverages – ***This limit is the most the insurance company will pay during the policy period for all associations combined.***

\$25,000,000

COVERAGE IN THE U.S., ITS TERRITORIES & POSSESSIONS; CANADA, & PUERTO RICO

A. **Hired Physical Damage** – ***Protects SmithBucklin & its employees*** (CDW does not need to be purchased from the rental company for business use of the vehicle. Policy will not protect in the event of an accident outside of business use), per accident

Actual Cash Value

B. **Miscellaneous Property** at a meeting, trade show, convention (incidental materials)

\$500,000 each loss

C. **Money & Securities** at any meeting, trade show or convention

\$50,000

**COVERAGE ANYWHERE IN THE WORLD EXCEPT THE U.S., ITS TERRITORIES & POSSESSIONS;
CANADA, & PUERTO RICO**

A. **Foreign Personal Property** at any location

\$100,000

Chapter General Liability

General Liability Insurance can be purchased to cover accidental injury exposures that may occur during regular meetings, or any special event (i.e., conventions, conferences, outings, festivals) for chapters of associations managed and controlled by SmithBucklin Corporation. The same limit of liability and coverages applies as noted in item A. on page 3.

This is only intended to be a summary of the coverages provided under the SmithBucklin Client Insurance Program. Please refer to the actual insurance policies themselves for the specific terms, conditions or exclusions of the insurance coverage contained in this program.

Chapter Dissolution

Failure of a region to meet the criteria outlined by standards/policies devised by the Society will result in that regional being placed on probation until criteria can be met.

However, the Divisional Coordinator will monitor the activities of the region throughout the year to evaluate its ability to meet the criteria. If a region is placed on probation, it is the responsibility of the Divisional Coordinator to work with the region to comply with charter requirements.

In the event a chapter dissolves, timely notification must be given to members of that region and alternate regional affiliation options provided.

SGNA Regional Presidents & Officers Webpage

In order to help Regional officers quickly and easily locate SGNA resources, SGNA has created the Regional Presidents & Officers Webpage. This web page houses a variety of documents and tools that will help your region maintain efficiency so you can focus on providing top quality education and member services!

This page can be found at: http://www.sgna.org/Resources/regions_resource.cfm

The following forms and sample documents can be found on the Regional Presidents and Officers Web page:

- October Leadership Conference Information
- Rechartering documents
- Archived and Current Regional President Memos
- House of Delegates Information (including past resolutions)
- Sample Budget template
- SGNA Regional Society Award Applications
 - Regional Society Member of the Year
 - Regional Society of the Year
- Step-by-Step instructions on how to download your Regional mailing labels
- Sample Bylaws
- SGNA Member Benefits Letter – to use for employer reimbursement

If you have suggestions for other documents that may be helpful please contact Kristin Dee at kdee@smithbucklin.com or your Divisional Coordinator. SGNA is always here to help, so if you don't see the answer to your questions please feel free to call us at 800/245-7462.