

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: A-10
	Page: 1 of 1
	Effective Date: 02/85
	Revision Date: 05/90, 5/97, 10/99, 10/04, 10/06, 10/08, 10/10, 11/12, 2/15
	Review Date: 10/04, 10/06, 10/08, 10/10, 11/12, 2/15
Subject: SGNA Publications	
Review Responsibility: Articles and Bylaws Committee, Education Committee	

Policy Statement:

SGNA will respond to the changes in clinical and scientific knowledge through its publications and informational products and services. *Gastroenterology Nursing* is excluded from this policy.

Focus:

Primary: SGNA Board of Directors and SGNA Headquarters

Secondary: SGNA Members

Purpose:

To summarize guidelines for the sale of SGNA publications.

Procedure:

1. The approval for the creation of educational products will come from the SGNA Board of Directors through their approval of the budget.
2. Publications bearing the Society's name will have the copyright assigned to SGNA.
3. The SGNA Board of Directors will determine whether a publication will be a member benefit or a sale item during the budgeting process.
 - 3.1 Sale prices will be approved by the Board of Directors through the annual budget approval process.
 - 3.2 SGNA members will receive discounted rates.
 - 3.3 A 5% standard increase will be applied to the price of a product when a new edition is released. The Board of Directors may override this increase if the increase would hinder achieving a strategic objective.
4. SGNA publications may be reviewed by the Society's attorney or by other experts when determined necessary by the Board of Directors.
5. SGNA publications may include an acknowledgment for authorship.
6. Underwriting may be solicited for any SGNA publication as approved by the Board of Directors.
7. SGNA publications for sale will be promoted to the membership through the following methods:
 - 7.1 *SGNA News* will advertise new publications when available and other publications as space permits.
 - 7.2 The SGNA Marketplace will have publications for sale at various SGNA Educational courses.
 - 7.3 The printed publications brochure will be updated and made available as needed.
8. All SGNA publications will be reviewed on an as needed basis, under the direction of the SGNA

Education Committee.

9. Final publication decisions are subject to board approval as Information Report.