

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: A-21 Page: 1 of 1 Effective Date: 09/93 Revision Date: 09/93, 10/99, 2/02, Review Date: 10/10, 11/12, 2/15 10/06, 10/08, 10/10, 11/12, 2/15
Subject: Use of SGNA Letterhead	
Review Responsibility: Articles and Bylaws Committee	

Policy Statement:

All written correspondence by all SGNA Board/committee members using SGNA letterhead will follow the established guidelines for use.

Focus:

Primary: Board of Directors, committee chairs, members

Purpose:

To define when it is appropriate for SGNA Board members, committee chairs and committee members to use SGNA letterhead for written correspondence.

Procedure:

1. Description of SGNA letterhead

SGNA letterhead contains the current year's "leader list" along the left-hand side of the page. The SGNA logo appears centered at the top of the page. The SGNA Headquarters address and the words "education, collaboration, research" will appear on the page.

2. Use of SGNA letterhead

- 2.1 SGNA letterhead is to be used only when communicating on behalf of SGNA with an individual or agency outside the Society at the direction of the President, Board or Executive Director.
- 2.2 SGNA letterhead need not be used for correspondence between officers, Board or committees. Leaders should use their personal stationery or institutional letterhead for this purpose.
- 2.3 It is inappropriate to use SGNA letterhead to express personal opinions. Opinions expressed on SGNA letterhead are restricted to a policy or position statement of SGNA.
- 2.4 When a letter to a company, organization, association, regulatory body or publication is initiated by a leader or committee, it must be submitted in draft form to the President and Executive Director for review prior to its distribution.
- 2.5 A copy of any letter sent to groups of members or in response to an inquiry will be filed at SGNA Headquarters.
- 2.6 Questions regarding use of SGNA letterhead are to be directed to the President, President-Elect or Executive Director for clarification prior to use of the SGNA letterhead.

3. Access to SGNA letterhead

- 3.1 SGNA letterhead will be provided to officers, members of the Board or committee chairs upon request to SGNA Headquarters.