

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

Policy Statement:

Persons interested in any category of membership (except Life or Honorary Members) shall apply by completing a valid membership application form and returning this form along with proper payment to SGNA Headquarters.

Focus:

Members and Non-Members

Purpose:

Bylaws Article 3.03 Persons interested in any category of membership shall apply in accordance with such policies and procedures approved by the Board of Directors. All applications shall be verified according to policy and procedure established by the Board of Directors.

Procedure:

1. Applications may be submitted on paper, or via the SGNA website.
2. Applications will be reviewed upon receipt for completeness.
 - 2.1 Verification of applicant information is on the honor system.
3. New Member information will be provided to the applicant upon receipt of completed application and registration fee.
4. See Bylaws Articles 3.0213 and 3.0223 for definition and approval of Life and Honorary Members.