

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: A-31 Page: 1 of 1 Effective Date: 10/08 Revision Date: 11/12 Review Date: 10/10, 11/12, 2/15
Subject: Code of Conduct	
Responsibility: Articles and Bylaws Committee	

Focus

Primary: SGNA National Leaders which consist of: the SGNA Board of Director members, the House of Delegates Speaker and Vice-Speaker

Purpose: To define the expectations of the SGNA national leader members in maintaining the highest standards of ethical and professional conduct.

Policy Statement:

1. All SGNA leaders must exhibit professional conduct and honorable behavior in their leadership roles. The following list includes, but is not limited to, the expectations of SGNA leaders.

The SGNA leader will:

- 1.1 Prepare for Board meetings and participate in open dialogue between the board members, executive director and invited experts.
- 1.2 Commit to a decision making format that addresses all available facts in each situation, taking into consideration the views of fellow members of the Board.
- 1.3 Support the best interest of SGNA as a whole at all times, while keeping personal bias or the views of special interests at a minimum.
- 1.4 Accept, support and implement all decisions of the Board, even those that the member did not initially support or those that were made in their absence.
- 1.5 Support an environment of decision making based on a comprehensive analysis of issues. Address and assess both the benefits and risks of all actions to be implemented and evaluate the potential effects of such implementation.
- 1.6 SGNA national leaders will not speak or act on behalf of SGNA or its Board of Directors unless authorized to do so by the SGNA President.
- 1.7 Maintain confidentiality on all matters deemed so by the SGNA Board of Directors.
- 1.8 Abide by all SGNA policies including the SGNA Conflict of Interest and Code of Conduct Policies.

Procedure:

- 1) A copy of this policy shall be given to all National Board of Director members, the House of Delegates Speaker and Vice-Speaker upon commencement of such person's relationship with SGNA or at the official adoption or amendment of stated policy.
 - a) Forms will be signed at the May Board of Directors meeting.
- 2) If questions arise, an opportunity for clarification will be arranged by the board of directors.
- 3) Each SGNA Leader shall sign and date the agreement at the beginning of her/his term of service and each year thereafter. Failure to sign does not nullify the agreement.
- 4) Statements are maintained at SGNA Headquarters.

SGNA BOARD OF DIRECTORS RULES OF CONDUCT

As a member of the Board of Directors of the Society of Gastroenterology Nurses and Associates, I agree to support and be bound by the following principles to assure effective and ethical decision-making and governance:

1. I will be deliberate in my responsibility to SGNA by preparing for Board meetings and decision-making (e.g. by studying all materials in advance). I will consider the need for and request any additional information in advance of meetings.
2. I will base my decisions on all available facts in each situation, taking into consideration the views of my fellow members of the Board.
3. I will make decisions in the best interest of SGNA as a whole, and will strive to keep personal bias or the views of special interests at a minimum.
4. I will accept, support and implement all decisions of the Board, even those that I did not initially support or those that were made in my absence.
5. I will work to provide an environment conducive to comprehensive analysis of issues, and assessment of benefits and risks of action or inaction, in an open dialogue between members of the Board and the executive director.
6. I will not speak or act for SGNA or the Board unless specifically authorized to do so. I will not present opinions about SGNA business unless those opinions have been approved in advance by the Board or unless those opinions are clearly expressed as personal opinions and not necessarily the views of SGNA.
7. I will not discuss matters deemed confidential by the Board outside of Board meetings without the express permission of the President.
8. I will abide by SGNA's policies on conflicts of interest and will strive to avoid even the appearance of such conflicts.

I hereby acknowledge that I have received a copy of the Rules of Conduct for members of the SGNA Board of Directors. I understand that it describes the general rules by which I will conduct myself as a member of the Board and that I am responsible for familiarizing myself with the statements it contains.

Signature: _____

Print name: _____

Date: _____