

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: B-4 Page: 1 of 1 Effective Date: 02/85 Revision Date: 05/90, 5/97, 10/99, Review Date: 10/10 2/02, 10/06, 10/08, 10/10, 11/12, 2/15
Subject: Contracted Services/Personnel	
Review Responsibility: Executive Committee	

Policy Statement:

"The Board of Directors may authorize any officer, agent, or agents of the Society, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Society and such authority may be general or may be confined to specific instances." Contracted services/personnel will include, but not limited to, the management company, the Journal Editor and the journal publishing company.

Focus:

Primary: Executive Committee, Executive Director

Secondary: SGNA Board of Directors

Purpose:

To define the mechanism for entering into, reviewing, revising and renewing contracted services.

Procedure:

1. Each contract under consideration by the SGNA Board of Directors will contain scope of responsibilities, fees, expenses, and cancellation policies specific to the contracted services provided.
2. Each contract will be reviewed by an appropriate member of the SGNA Executive Committee and SGNA Legal Counsel prior to the execution of the contract.
3. The SGNA Executive Committee, under the leadership of the President, President-Elect and Legal Counsel, will negotiate contracts with the SGNA Management Company, Journal Editor and journal publishing company. The final contracts will be presented to the Board of Directors for approval.

Formerly D-6, 1985-1999