

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: B-8 Page: 1 of 1 Effective Date: 02/93 Revision Date: 02/93, 10/99, 2/02, 10/10, 11/12 Review Date: 10/06, 10/08, 10/10, 11/12, 2/15
<b>Subject:</b> Removal of Committee Members	
<b>Review Responsibility:</b> Articles and Bylaws	

**Policy Statement:**

Committee members whose performance has been determined as unsatisfactory are subject to removal from the committee.

**Focus:**

Primary: SGNA Committee Members, Board of Directors

Secondary: SGNA Members, SGNA Headquarters

**Purpose:**

To provide guidelines and a process by which committee members whose performance is unsatisfactory are subject to removal.

**Supporting Data:**

Bylaws article 13.013

**Procedure:**

1. The Chair will counsel the member regarding unsatisfactory performance and negotiate a specific time frame for improvement.
2. Documentation of this counseling will be forwarded to the member, Board Committee Liaison, President, President-elect and SGNA Headquarters.
3. If the performance continues to be unsatisfactory, a certified letter will be sent from the chair, notifying member of impending removal from committee. Copies will be sent to the President, President-elect, Board Committee Liaison and SGNA Headquarters.
4. Board will be notified of changes in committee member status at the next scheduled Board meeting.
5. Appointment of a replacement will be at the discretion of the President and the Committee Chair.