

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: E-2 Page: 1 of 1 Effective Date: 5/85 Revision Date: 10/97, 2/98, 5/98, 12/00, 10/04, 10/08, 10/10, 11/12, 5/15 Review Date: 10/04, 10/06, 10/08, 10/10, 11/12, 5/15
Subject: Officer and Director Qualifications	
Responsibility: Nominations & Elections Committee	

Policy Statement:

"The elective officers of the Society shall be the President-Elect (succeeds to President; Immediate Past President), Secretary and Treasurer" (Article VI, 6.01 SGNA Bylaws) who are elected by the Board (see Policy B-9). The affairs of the Society shall be governed and managed by a Board of Directors duly elected by the membership (Article IX, 9.01 SGNA Bylaws)

Focus:

Nominations and Elections Committee, Director and Officer Candidates

Purpose:

To define the qualifications of candidates for Director and the offices of President-Elect, Secretary and Treasurer of SGNA.

Procedure:

1. Nominees for President-Elect must comply with the following:
 - 1.1 Have completed a minimum of two years as Director, Secretary or Treasurer within 2 years of the nomination.
 - 1.2 Must be a registered nurse and have current ABCGN certification.
 - 1.3 Must currently be on Board of Directors.
 - 1.4 Must be a voting member.
 - 1.5 *Must have been elected by the membership in their last election not appointed by BOD*
2. Nominees for Secretary must comply with the following:
 - 2.1 Be a registered nurse and have current ABCGN certification.
 - 2.2 Must currently be on Board of Directors.
 - 2.3 Must be a voting member.
 - 2.4 *Must have been elected by the membership in their last election not appointed by BOD*
3. Nominees for Treasurer must comply with the following:
 - 3.1 Have budgeting experience.
 - 3.2 Be a registered nurse and have current ABCGN certification.
 - 3.3 Must currently be on the Board of Directors.
 - 3.4 Must be a voting member.
 - 3.5 *Must have been elected by the membership in their last election not appointed by BOD*
4. Nominees for Director must comply with the following:

- 4.1 Must be voting members.
- 4.2 Have previous experience as committee member, task forces at the national and/or regional level.
- 4.3 Participation in SGNA's Regional Society leadership.
- 4.4 Participation in SGNA's annual events and/or regional events as lecturer, poster presenter, or moderator.
- 4.5 Be a registered nurse and have current ABCGN certification.