

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: G-5 Page: 1 of 2 Effective Date: 02/85 Revision Date: 5/92, 1/96, 10/97, 5/98, 10/99, 6/00, 10/03, 2/02, 10/04, 2/07, 10/08, Review Date: 10/10, 11/12 10/04, 10/06, 2/07, 10/08, 10/10, 11/12, 5/15
Subject: Annual Course Fee Waivers	
Review Responsibility: Budget, Finance & Audit Committee	

Policy Statement: Registration for SGNA education courses will be waived for selected individuals.

Focus: Primary: SGNA Headquarters, Program Committee
Secondary: SGNA Board of Directors and Members

Purpose: To define who is eligible for waived course registration fees.

Procedure:

1. Full Annual course registration fees, at member rate, (excluding optional session fees or other ticketed activity fees) will be waived for the following:
 - 1.1 Members of SGNA Board of Directors during their terms on the Board.
 - 1.2 Board of Directors for ABCGN during their terms on the ABCGN Board and Item Development Manager.
 - 1.3 The *Gastroenterology Nursing* Journal Editor.
 - 1.4 SGNA News Editor
 - 1.5 All Past Presidents of SGNA.
 - 1.6 Any member awarded free lifetime registration to Annual Course by the Board of Directors (i.e., LIFE and HONORARY members)
2. Full Annual course registration fees for a given course may be waived for designated persons at the discretion of President in consultation with the Treasurer and Executive Director.
3. Full Annual course registration fees (excluding optional session fees or other ticketed activity fees) will be waived for the following :
 - 3.1 The winners of the following SGNA/ABCGN awards (for the course at which the award is presented):
 - 3.11 Gabriele Schindler Award
 - 3.12 Distinguished Service Award
 - 3.13 Regional Society Member of the Year Award
 - 3.13 Board of Directors Award
 - 3.14 Certified GI Professional of the Year Award
 - 3.2 The President of the Society of International Gastrointestinal Nurses and Endoscopy Associates (SIGNEA) Executive Committee during his/her term.
 - 3.3 The President or a delegated representative of the specialty nursing organizations.
 - 3.4 The entire Program Committee.

4. The SGNA President and President-Elect will receive up to three complimentary guest badges for family/friends to attend.