

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: H-3 Page: 1 of 3 Effective Date: 09/85 Revision Date: 10/99, 5/01, 10/08, 4/10, 10/10, 5/15 Review Date: 2/02, 10/06, 10/08, 4/10, 10/10, 11/12, 5/15
<b>Subject:</b> Regional Society Dissolution	
<b>Review Responsibility:</b> Director of Regional Societies	

**Policy Statement:**

"Each Regional Society must conform to guidelines approved by the Board of Directors." (Article XIV, 14.01 of SGNA Bylaws)

**Focus:** Primary: Regional Societies, Regional Societies Committee  
Secondary: SGNA Board of Directors, SGNA Headquarters

**Purpose:**

To define the procedure to be followed when a Regional Society fails to meet criteria for maintaining its charter.

**Procedure:**

1. A Regional Society charter may be revoked for the following.
  - 1.1 At the request of the Regional Society.
  - 1.2 Failure to have 10 members.
  - 1.3 Repetitive failure to respond to communication requests.
  - 1.4 Failure to meet the required 6 hours of educational instruction annually.
  - 1.5 Failure to assume responsibility for its actions and to comply with its current bylaws.
  - 1.6 Failure of Regional Society bylaws to be in compliance with national bylaws.
  - 1.7 Failure to follow state and/or federal laws.
  - 1.8 Failure to act in good faith.
2. The Director of Regional Societies will report to the Board any Regional Society having serious internal problems or failure to meet charter requirements.
  - 2.1 Divisional Coordinators will report any such problems to the Regional Societies Chair. The Regional Societies Chair will report to the Director of Regional Societies. The Director will contact the President of the Regional Society. If deemed necessary by the Director, a regional representative may meet with the SGNA Director or SGNA President for the purpose of evaluating the regional problems.
  - 2.2 All serious regional issues will be reported to the Board at the next regularly scheduled Board meeting by the Director of Regional Societies. If the region has decided to dissolve, the report should include the reason for dissolution, the final financial statement and the final membership roster.
  - 2.3 The SGNA Board of Directors will determine the outcome for the Regional Society.

- 2.4 A probationary period of twelve months will be granted to give the Regional Society time to comply with charter requirements if needed.
  - 2.5 The Regional Society charter may be revoked if the SGNA Board of Directors determines that the regional issues cannot be resolved.
  - 2.6 If the Regional Society is dissolved, SGNA Headquarters will give the remaining members of the Regional Society written notice of their option to choose a new Regional Society.
  - 2.7 Upon dissolution, all financial obligations must be paid and the remaining funds will be forwarded to SGNA Headquarters. If the Regional Society is dissolved in the middle of the year, SGNA will redistribute any remaining dues monies in proportional amounts to the Regional Societies receiving the members from the dissolved Regional.
4. If a dissolved Regional Society should request to recharter in a subsequent year, the Regional Society must apply again as a new region.

### **PROCEDURE FOR DISSOLVING REGIONALS**

**By Request** – Regional President notifies Headquarters that the region will not be carrying out functions as currently defined by SGNA polices

Notification to Regional Societies Chair and Director of Regional Societies, who reports to SGNA BOD

Notification to Divisional Coordinators

Notice of Receipt to Regional President; Request for Copies of all Documents

Notification of all Regional Members

Reflection on Dues Renewals

Option to Affiliate with Alternate Regional Society

**FAILURE TO MEET CRITERIA** – As outlined in Section 1.0 they are:

1) failure to have 10 members; 2) Repetitive failure to respond to communication requests; 3) failure to meet 6 hours of educational instruction; 4) failure to comply with its current bylaws; 5) failure of regional bylaws to be in compliance with national bylaws; 6) Failure to follow state and/or federal laws; 7) Failure to act in good faith

Notification to Regional Societies Chair and Director of Regional Societies, who reports to SGNA BOD

Notification to Divisional Coordinator

Notification between Regional President and Director of Regional Societies to Determine Course of Action

Charter Revoked

Probationary Period of 12 Months Granted (Review at 6 Months)

Failure to Comply with Conditions Set: Charter Revoked and region dissolved.