

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: H-5 Page: 1 of 1 Effective Date: 2/2001 Revision Date: 10/08, 4/10, 10/10 Review Date: 2/02, 10/06, 10/08, 4/10, 10/10, 11/12, 5/15
Subject: Amendments to Regional Bylaws	
Review Responsibility: Director of Regional Societies	

Policy Statement:

Amendments to Regional Bylaws shall be submitted in writing to SGNA no later than 30 days following the adoption of such amendments. SGNA retains the right to approve such amendments and to provide appropriate language before they take effect for the Regional Society. (Regional Model Bylaws Article XXIV, 24.01)

Focus:

Regional Societies, Director of Regional Societies, Divisional Coordinators, SGNA staff, Articles and Bylaws Committee

Purpose:

To define the process for communication and approval of Regional requests for Bylaws changes.

Procedure:

1. Regions must follow the bylaws format for member approval of bylaws changes as outlined in Article XXIV Amendment of Bylaws.
 - 1.1 The adopted changes must be sent to the SGNA Headquarters office within 30 days.
2. SGNA Headquarters will then forward these changes to the Secretary and Director of Regional Societies for their review.
3. The Board will be notified of the requested change in the form of a Consent Report, generated by the Director of Regional Societies. The Director of Regional Societies will communicate with the Regional President whether the requested bylaws change was approved or denied.