

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: L-2 Page: 1 of 1 Effective Date: 9/91 Revision Date: 9/91, 10/99, 10/03, Review Date: 11/12 2/02, 10/06, 10/08, 10/10, 11/12, 2/16
<b>Subject:</b> Committee Commission: Articles and Bylaws	
<b>Review Responsibility:</b> Articles and Bylaws	

**Purpose:** To describe the duties of the Articles and Bylaws Committee

**1. Committee objective:**

To maintain and ensure fair ruling and governance of the Society following the accepted order of business under "Roberts Rules of Order."

**2. Committee composition**

**Chair:**

The Secretary of SGNA will serve by virtue of office.

**Committee:**

Membership will consist of members appointed by the President-Elect with Board Approval, for a one year term.

**3. Committee Responsibilities:**

- Bi-Annually evaluate and review SGNA bylaws.
- Recommend changes/ additions to the SGNA bylaws by submitting proposed amendments to the Board in writing.
- Consult with legal counsel about revisions in the bylaws, as necessary.
- Review existing and new regional society bylaws for conformance with SGNA bylaws on established parameters.
- Serve as resource for questions regarding SGNA bylaws and regional bylaws.
- Review all new or revised policies prior to presentation to Board of Directors for approval.
- In addition, conduct bi-annual review of all existing policies.
- Submit all proposed changes to bylaws and policies to Board of Directors for review at Fall Board Meeting.