



## **IMPORTANT INFORMATION FOR ALL MEMBERS TO CONSIDER**

### **HRSGNA HANDBOOK GUIDELINE CHANGES PROPOSED BY THE 2016-2017 HRSGNA BOARD**

The following recommended changes to the HRSGNA Handbook are to be considered for adoption by the HRSGNA members. This information is being posted on the HRSGNA website and is open for discussion until midnight September 24, 2017 with live discussion on September 23 during the Fall Conference. On September 25 a Survey Monkey ballot will be sent to all registered members of HRSGNA, the ballot is to be completed and submitted by October 9, 2017. If you have any questions regarding this process, please contact HRSGNA via the "Contact Us" page on our website.

#### **Current Handbook Guidelines:**

##### *Reimbursement Guidelines for the HRSGNA Board*

- 1) The Heartland Board President and President-Elect (or their representative) will be reimbursed for expenses to attend the SGNA Annual Course and may be reimbursed to attend the SGNA Leadership Conference with Board approval. The President and President-Elect will represent Heartland at the House of Delegates during the Annual Course.
  - a. Air transportation must be economy status.
  - b. Delegates will be reimbursed for Course registration, accommodations, transportation, and up to \$50.00 per day for meals upon submission of receipts. (Excludes alcoholic beverages)
  - c. One private room will be covered by HRSGNA for the President; one private room will be covered by HRSGNA for the President-Elect. In the event that either the President or the President-Elect are unable to attend the annual course, a delegate may go in place as decided by the board with half the room fee being reimbursed to designated delegate. If the President or President-Elect chooses to void their private room privilege and share a room with any member/family, the member/family staying with the President or President –Elect will be required to pay for half of the room upon reservation. The private room privilege is for President and President-Elect only. In the event of special circumstances, the Board will decide by majority on the appropriate reimbursement.
- 2) An amount not to exceed \$1000 per fiscal year may be reimbursed to each OTHER Board member to attend the SGNA Annual Course provided the Board member has not received reimbursement in the fiscal year for delegate or alternate delegate expenses. Board members may be reimbursed for other educational expenses upon approval of the Board of Directors.
- 3) Course fees for HRSGNA education programs are waived for Board members.
- 4) Course fees for HRSGNA education programs may be waived for committee members with approval of the Board of Directors.
- 5) Reimbursement for communication should be the least expensive mode
- 6) Committee members must submit expenses to the Committee chair for approval, who will then forward expenses to be reimbursed to the Treasurer.
- 7) Personal auto use will be reimbursed per "IRS Standard Mileage Rates Set" for Board of Directors or other members authorized to travel for HRSGNA business. (Current rate may be found on the IRS website.)

**Proposed Handbook Guidelines:***Reimbursement guidelines for the HRSNGA Board*

- 1) The Heartland Board President and President-Elect (or their representative) may be reimbursed an amount not to exceed \$1500.00 per fiscal year for expenses to attend the SGNA Annual Course and may be reimbursed to attend the SGNA Leadership Conference with Board Approval. The President and President-Elect will represent Heartland at the House of Delegates during the Annual Course.
  - a. Air transportation must be economy status.
  - b. Delegates will be reimbursed for Course registration, accommodations, transportation, and up to \$50.00 per day for meals upon submission of receipts. (Excludes alcoholic beverages)
  - c. One double room will be provided for the Delegate and Alternate Delegate to share. In the event the Delegate and Alternate Delegate wish to share a room with another member, Heartland will reimburse for half the room expenses. In the event the Delegate and/or the Alternate Delegate wish to have a room to themselves, Heartland will reimburse for half the cost of a double room expense. In the event of special circumstances, the Board will decide by majority on the appropriate reimbursement.
- 2) An amount not to exceed \$1000.00 per fiscal year may be reimbursed to the Executive Committee to attend the SGNA Annual Course provided the Committee member has not received reimbursement in the fiscal year for Delegate or Alternate Delegate expenses. Board members may be reimbursed for other educational expenses upon approval of the Executive Committee
- 3) Course fees for HRSNGA education programs are waived for Board members.
- 4) Course fees for HRSNGA education programs may be waived for committee members with approval of the Board of Directors.
- 5) Reimbursement for communication should be the least expensive mode.
- 6) Committee members must submit expenses to the Committee chair for approval, who will then forward expenses to be reimbursed to the Treasurer.
- 7) Personal auto use will be reimbursed per "IRS Standard Mileage Rates Set" for Board of Directors or other members authorized to travel for HRSNGA business. (Current rate may be found on the IRS website.)

**Comments from the Board:**

The highlighted sections are the only change and allow for a cap on expenses incurred by the President and President-Elect. Their maximum reimbursement is high due to the representation they should provide at the House of Delegates event prior to the opening of the Annual Course.

The definitions for Executive Committee and Board of Directors are listed on page 5 of the Handbook.

“1. Executive Committee

The executive committee consists of the elected officers; President, President-Elect, Past-President, Secretary, Treasurer, and Director of Education.”

“2. Composition of Board of Directors

The Board consists of the Executive Committee and Committee chairs. In the event there are co-chairs for a committee(s) both members will serve on the Board.”

Respectfully submitted to the voting membership of Heartland Regional Society of the Society of Gastroenterology Nurses and Associates by the HRSNGA Board on August 25, 2017.