CSGNA MISSION STATEMENT
The Canadian Society of Gastroenterology Nurses and Associates is committed to excellence of client care while enhancing the educational and professional growth of the membership within the resources available.

CSGNA PURPOSE STATEMENT
The CSGNA carries out its mission by providing opportunities for networking, education, and communication for its members.

CSGNA GOALS
Nursing Practice:
The CSGNA is committed to encouraging members to achieve high standards of care in daily practice by establishing standards of practice.

Networking:
The CSGNA encourages discussion and exchange of experience between nurses through the formation of Chapters, newsletter publication, and an annual conference.

Education:
The CSGNA keeps its members abreast of current developments in the field of gastroenterology through seminars and an annual educational conference.

Research:
The CSGNA encourages initiatives and studies in advancement of gastroenterology and endoscopy nursing practice.

Organization:
The CSGNA is a dynamic, financially stable, well organized association responsive to membership needs.

1.1 NAME
The name of the organization shall be the “Canadian Society of Gastroenterology Nurses and Associates” (CSGNA). Hereinafter the word “Society” shall refer to “Canadian Society of Gastroenterology Nurses and Associates.”

2.1 PURPOSE
The purpose shall be to unite into an organization, persons engaged in any capacity in the field of gastroenterology nursing in Canada (i.e. in any of the ten provinces and three territories).

3.1 GOALS
The goals of the society shall be to promote education and quality of patient care by:

3.1.2 Setting standards of practice.
3.1.3 Developing educational programs.
3.1.4 Encouraging study, discussion, exchange of information related to experience and practice.
3.1.5 Promoting continually through the examination of principles and development of protocols.

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3.1.6 Encouraging understanding of the advancements in related technology and sciences.

4.1.1 HEAD OFFICE
The head office shall be located at the address designated by the Executive for that fiscal year.

4.1.2 The Corporate Seal of the Society shall be held in safekeeping by the officer designated by the Executive for fiscal year.

5.1 MEMBERS
There shall be three classes of members consisting of active, affiliate, and lifetime.

5.2 Active – shall be comprised of Registered Nurses or other Health Care Professionals engaged in full or part-time Gastroenterology Nursing or Endoscopy Nursing in a clinical, supervisory, teaching, research or administrative capacity. They are eligible to vote. Only registered nurses may hold office.

5.3 Affiliate – shall be comprised of Nurses, Health Care Professionals/persons engaged in activities relevant to the field of gastroenterology but not currently engaged in Gastroenterology Nursing or Endoscopy Nursing. They are not eligible to vote or hold office.

5.4 Lifetime – any member deemed to have contributed substantial time and effort towards the advancement of the CSGNA may be nominated for a lifetime membership. All past Presidents will be awarded lifetime membership at the end of their term in office. Nominations for other lifetime awards may be submitted by any member of the CSGNA to the National Executive. Lifetime awards are to be voted on by the general membership in attendance at the annual business meeting. Lifetime membership will include voting privileges.

5.5 Membership is not transferable. All members shall receive all publications from the Association.

5.6 The term “Associates”, in the title of the Society, refers to CSGNA members who are not qualified as Registered Nurses.

6.1.1 FEES
A membership fee will be required from the active and affiliate members annually on June 1st and will become delinquent after July 1st of that year.

6.1.2 Membership shall lapse automatically as of July 1st if dues have not been received by the National Treasurer by that time.

6.1.3 The Executive shall determine annual dues payable and shall give appropriate notice to members.

6.1.4 Members will be notified of any change in membership requirements by the regional directors and in “The Guiding Light” publication.

6.1.5 Members of the Executive do not pay any dues while in office.

6.1.6 No membership fee is required from a lifetime member.

6.2 All dues are payable in Canadian funds to the “Canadian Society of Gastroenterology Nurses and Associates”.

7.1.1 MEETINGS
The annual business meeting shall be held in conjunction with the annual conference.

7.1.2 At the annual business meeting the results of voting for Executive officers open for election will be announced.

7.1.3 Reports from the Executive officers will be presented as well as bylaw amendments, and any other significant business will be transacted as may be deemed of national concern.

7.2 Written notice of the annual business meeting shall be included in the information about the annual conference and shall be mailed at least thirty (30) days prior to that date.

7.2.1 The board of directors shall meet face to face at least twice a year and by teleconference as deemed necessary by the board.

8.1 QUORUM
The quorum shall consist of the majority of members present.

9.1.1 ELECTION OF OFFICE
All members eligible to vote will be informed of the National Board positions available, and the deadline for nominations via the first “Guiding Light” publication after the annual business meeting. Nominations must reach the Nominations Committee by the date specified.

9.1.2 A slate of candidates for offices open in that fiscal year shall be mailed to the Active membership one hundred and twenty (120) days before the annual meeting. Ballots are to be returned to the Chair of the Nominating Committee ninety (90) days before the annual meeting.

9.1.3 Each member has one vote per office. Votes will be tabulated and recorded in the minutes of the Executive.

9.1.4 The successful candidates will be announced to the membership at the annual business meeting.

9.2.1 If there is only one nomination for an office by the deadline for nominations, the officer is elected by acclamation.

9.2.2 Successful candidates will be notified as soon as possible after counting of the ballots in order that they may make the necessary arrangements to attend the annual conference.

9.2.3 If no one is nominated for an office, nominations will be accepted from the floor at the annual business meeting. If more than one nomination, a secret ballot will be held during the Annual Business Meeting.

9.3.1 As the first meeting of the new Executive is extremely important and sets the tone for the whole year, this meeting should be scheduled to take place in conjunction with the annual conference and meeting. Transfer of duties from retiring Executive to newly elected Executives shall take place at the time of the annual CSGNA conference.
9.4 Officers elected must have served the association in some capacity the preceding two years.

9.5.1 Ballots will be kept by the Chair of the Nominations committee.

9.5.2 A motion to destroy the ballots will be made by said chairperson during the annual business meeting.

9.5.3 The ballots will be destroyed only after the motion is carried by a show of hands from the members present.

9.5.4 If a motion for a recount of any office is made and carried, tellers will be chosen from the members present prior to the end of the annual conference and the results announced to the membership.

10.1 EXECUTIVE
The Executive of the Association shall include: President, President Elect, Secretary, Treasurer/Membership Chair, Education Chair, Newsletter Editor, and the Regional Directors.

10.2 The Executive offices are open to all active members of the Association.

10.3 The Executive officers shall have the powers and authority as described to perform their expected offices.

11.1 TERMS OF OFFICE
11.1.1 The President shall serve for two (2) years.

11.1.2 The President-Elect will automatically accede to the presidency when the President’s term ends.

11.1.3 He/she shall become acting President and assume the duties of the office in the event of the President’s absence.

11.2 The President-Elect must have served the Association in some capacity prior to being elected to this office.

11.3.1 Persons elected Secretary, Treasurer/Membership chair Education chair, Director, and Newsletter Editor, shall hold office for two years or until their successors are elected.

11.3.2 No persons can be elected to consecutive terms as President or President-Elect.

11.3.3 No officer of the Executive can hold more than one office at a time.

11.3.4 There shall be no restriction upon the number of terms which other officers may be elected to succeed themselves.

11.4.1 Elections to fill the offices of Secretary, Education chair, Treasurer/Membership chair and one Director form each of Canada East, Centre and West shall be held in odd numbered years.

11.4.2 Elections to fill the offices of President-Elect, Newsletter Editor, and one Director from each of Canada East, Centre and West will be held in even numbered years.

11.4.3 Upon retiring from office, all officers shall deliver all records, correspondence or other property of the Association to their successor within thirty (30) days.

11.4.4 VACANCIES
A: Whenever the office of President becomes vacant, the President Elect shall succeed to the Presidency for the completion of the unexpired term and continue in office for another full term. If the office of President becomes vacant while there is a vacancy in the office of President-Elect, officers shall appoint an acting President from the present Board members who shall serve until the end of that term. A special election shall be held to fill the office of President-Elect.

B: If an elected member resigns or can no longer fulfill his/her duties before the term of office is completed, the Executive shall appoint an interim replacement until the annual meeting, when an election can take place.

C: The person appointed should be the first runner up from the election, when possible.

11.4.5 If an officer should resign before completion of their term a written resignation shall be sent to the President at least fourteen (14) days prior to the resignation date.

BYLAW 12: DUTIES OF THE OFFICERS.
THE PRESIDENT SHALL:
12.1.1 Serve as an official representative and spokesperson for the society.

12.1.2 Represent CSGNA missions, goals and positions to various publics.

12.1.3 Manage daily affairs of the organization.

12.1.4 Lead the National Board of Directors.

12.1.5 Chair Nominating Committee.

12.1.6 Provide mentoring to CSGNA leaders.

12.1.7 Submit and present an Annual report to the membership at the Annual Business meeting, and send it to the member via the National Secretary ninety (90) days prior to the meeting.

12.1.8 Submit an article three (3) times a year to the “Guiding Light”.

12.1.9 Chair and prepare agenda for the National Board Meetings and Annual Business meeting.

12.1.10 Travel commitment as deemed necessary by the Board.

12.1.11 Attend the SGNA Conference and the House of Delegates.

12.1.12 Encourage vision and growth of the organization by fostering educational opportunities and position statement formation.

12.1.13 Be an ex-officio on all standing committees.

12.1.14 Serve a two (2) year term.

DUTIES OF THE PRESIDENT-ELECT
THE PRESIDENT-ELECT SHALL:
12.2.1 Accede to the Presidency when the President’s term ends.

12.2.2 Become acting President and assume the duties of the office in the event of the President’s absence, disability or resignation.

12.2.3 Communicate regularly with the President as deemed necessary.
12.2.4 Learn the affairs of the Association.
12.2.5 Accompany the President to SGNA Annual Conference and attend the House of Delegates session.
12.2.6 Be the CSGNA liaison to SIGNEA.
12.2.7 Serve as Advisory member without vote on standing and special committees.
12.2.8 Chair the Bylaw Committee.
12.2.9 Forward amendments to these bylaws to the National Secretary in writing ninety (90) days prior to the Annual Meeting.
12.2.10 Communicate regularly with provincial nurses organizations and CNA about activities of the Association.
12.2.11 Perform such duties as delegated by the President.
12.2.12 Serve a two (2) year term with a four (4) year commitment to the Executive.

DUTIES OF THE SECRETARY
THE SECRETARY SHALL:
12.3.1 Record the minutes of all meetings of the National Board.
12.3.2 Provide a summary of National Board meetings for submission in “The Guiding Light”.
12.3.3 Forward the minutes of the meetings to all Board members and Chapter Presidents.
12.3.4 Conduct all correspondence for the Association as directed by the Executive.
12.3.5 Compile the Annual Report for distribution to the members ninety (90) days prior to the Annual Meeting.
12.3.6 Be a member of the Bylaw Committee.
12.3.7 Issue notices of meetings, activities, and conferences to all members.

DUTIES OF THE TREASURER/MEMBERSHIP
TREASURER/MEMBERSHIP SHALL:
12.4.1 Be responsible for collecting of fees from the members and deposit their fees in a chartered bank or trust company.
12.4.2 Maintain a bank account for the Society with a minimum of three signing officers appointed and two signatures required for any transaction.
12.4.3 Make such payments as are authorized by the Association.
12.4.4 Maintain records of expenditures of the Association.
12.4.5 Submit to the Executive, sixty (60) days prior to the annual meeting, a Treasurer’s report for publication in the annual report.
12.4.6 Maintain records of chapter educational sessions and annual reports. Copies of educational reports should be forwarded to the National Society.
12.4.7 Automatically become a member of the Education Committee and Annual Conference Planning Committee.
12.4.8 Issue membership cards and receipts to membership. Collect and maintain records of membership.
12.4.9 Forward to the Secretary and President every February a current list of all members of the Association and update as necessary.
12.4.10 Prepare a membership list for the publication and distribution to the members upon request.
12.4.11 Arrange for an Annual Audit to be conducted by a Chartered Accountant. This is to be an outside firm/person independent of the CSGNA or persons therein.
12.4.12 Report on the Auditors accounts of the Association to the members in the Annual report.
12.4.13 Contribute a report per issue of “The Guiding Light”.

DUTIES OF THE EDUCATION CHAIR
THE EDUCATION CHAIR SHALL:
12.5.1 Form a committee consisting of the Education Chair, One Regional Director from each region, at least four members at large. Effort should be made to include all facets of the specialty, (i.e.) research, endoscopy, management, and general GI wards.
12.5.2 Monitor CSGNA Education Fund in conjunction with the National Treasurer.
12.5.3 Establish criteria for use of the fund and review annually.
12.5.4 Provide direction to the Conference planning Committee regarding the CSGNA Annual Conference.
12.5.5 Review scholarship criteria annually.
12.5.6 Ensure that all CSGNA education events remit appropriate reports, financial statements and reimbursements.
12.5.7 Review, provides recommendations and approve educational content for CSGNA events.
12.5.8 Expand and improve publications, informational products and services that support the field of gastroenterology nursing.
12.5.9 Generate ideas for education that best meet the needs of the members.
12.5.10 Submit a report of activities of the Committee to the National Secretary ninety (90) days prior to the Annual Meeting for submission in the Annual Report.

DUTIES OF THE DIRECTORS
THE REGIONAL DIRECTORS SHALL:
12.6.1 Encourage and assist in the formation of chapters in their area.
12.6.2 Liaise with the Chapter Presidents and individual members in their Region about the work of the Association.
12.6.3 Report to the National Executive at regular intervals as deemed necessary by the Executive.
12.6.4 Attend a minimum of two meetings of the Executive in consultation with the National Board.
12.6.5 Respond with a written report in sufficient time for those meetings which cannot be attended.
12.6.6 Submit a report of activities and future plans for inclusion in the Annual Report, ninety (90) days prior to the Annual Business Meeting.
12.6.7 Submit reports about their region’s activities to the Newsletter.
12.6.8 There shall be two (2) Directors elected from each of Canada East, Centre, and West. One Regional Director will be elected yearly in each designated region, by the members of that region.
14. DISCIPLINARY ACTION
14.1 Members shall be subject to reprimand, censor, suspension or expulsion by a two-thirds vote of the active members for violation of the Constitution and Bylaws or the Charter.
14.2 No such action shall be taken against a member until specific charges have been filed.
14.3 Members reprimanded, censored, suspended or expelled under the provisions as stated may within thirty (30) days after notification of such action, request the Executive of the CSGNA to review any questions of law or procedure involved therein.

14.4 Executive members of chapters are subject to the same rules of compensation, discipline and removal as the National Executive.

14.5.1 A “conflict of interest” shall be defined as any situation or potential situation where an individual may gain or is perceived to gain, directly or indirectly from discussion on voting on said matters.

14.5.2 Any CSGNA member on a committee or in an Executive position, finding themselves in a conflict of interest, will remove themselves from voting on said matters.

14.5.3 Any CSGNA member who does not identify a conflict of interest, remains as a part of the discussion and/or voting process, may be asked to resign from the said committee and/or Executive position following a review by the National Executive.

15. REMOVAL
15.1 Officers elected by the membership may be removed by two-thirds vote of the active members present at the Annual Meeting.

15.1.2 The successor will be the runner up in the previous election and remains in office until the end of the stated term. When there is no runner up or the runner up is not available to take office, nominations will be taken from the floor. If more than one nomination, a secret ballot will be held during the Annual Business Meeting.

16. PUBLICATION
16.1.1 The association shall publish three newsletters annually entitled “The Guiding Light”.
16.1.2 It shall be sent to all members Winter, Spring, and Fall.
16.1.3 The Editor is responsible for compiling a comprehensive pertinent communique and distributing it free to all members in good standing.

EDUCATIONAL EVENTS
17.1.1 All CSGNA educational programs must complete and “Educational Pre-Program Proposal” form and submit it along with their budget to a regional Director six (6) weeks prior to the event.

17.1.2 The proposal will be approved by a Director and the Education Committee Chair one (1) month prior to the event.

17.1.3 If the program is being presented by a director approval by another Director and the National Treasurer must be obtained.

17.1.4 Chapters will have their educational program and budget approval by the Chapter Treasurer, a Director of their region and the Education Chair one (1) month prior to the event.

17.1.5 If the program and/or budget is not approved by either the Director or the Education Chair, it must be brought to the immediate attention of the President or in his/her absence the President-Elect.
17.1.6 The above will result in a discussion with the individual presenting the program and acceptance or rejection of the proposed program and/or budget.

17.2.1 Upon completion of any CSGNA educational program (including chapters), a final report on the “Education Post-Program Report” form must be submitted to the National Treasurer within one (1) month of the event.

17.2.2 The Treasurer will review the report and forward a copy to the Education Chair for the retention in the CSGNA records.

17.3.1 All CSGNA events, sponsored or held by chapters or individual members, shall remit twenty-five percent (25%) of all profits generated, to the national Society to support programs for the general membership. (i.e. guidelines for practice, certification process etc.)

17.3.2 Any CSGNA member hosting/conducting an educational or fund raising event utilizing the CSGNA title shall have a bank account requiring two (2) signing officers, both members of the CSGNA.

17.3.3 All CSGNA chapters shall remit twenty-five percent (25%) of all profits at year-end December 31, with their financial report for that said year.

17.3.4 An extenuating circumstances needing an extension must be obtained from the National Treasurer and President.

17.3.5 The remainder of profits raised by chapters at CSGNA designated events are to be used for needs as determined by its membership.

17.3.6 The remainder of profits raised by CSGNA members shall be placed in a bank to organize future CSGNA educational meetings, supporting chapter formation costs, and to pay for bank account expenses. (i.e. service charges).

17.3.7 The national CSGNA shall remit ten percent (10%) of the profits from the annual conference meeting to the CSGNA chapter hosting the event. This reimbursement shall be an exception to bylaw 17.3.3 but should be acknowledged in bylaw 17.3.9.

17.3.8 All CSGNA chapters will submit an annual financial report to the National Treasurer at fiscal year end December 31.

17.3.9 All chapters should be available for audits at the request of the National Treasurer.

17.4 BYLAWS COMMITTEE

17.4.1 Shall consist of the President-Elect, President, Secretary, and three regional directors. One director from each region; East, Centre, and West. The committee shall meet at the Spring Board meeting and by teleconference if deemed necessary to complete the bylaws revisions.

17.4.2 Shall be chaired by the President-Elect.

17.4.3 Reviews Bylaws and all recommendations for bylaw revisions submitted by members annually and make amendments as necessary.

17.4.4 All revisions will be presented to the board of directors at the spring board meeting for approval before submission to the membership for a vote.

17.5 NOMINATING COMMITTEE

17.5.1 Shall consist of the President and three members as large.

17.5.2 It shall be chaired by the President.

17.5.3 Duties: recommend candidate(s) for each office. Each nominee must be a member in good standing and must signify his/her consent to stand for office.

17.5.4 Mail ballots to the membership.

17.5.5 Count the ballots and announce successful candidates to the membership at the annual business meeting.

17.5.6 Report tabulations to the Executive for recording in the minutes.

17.6 SPECIAL COMMITTEES

17.6.1 The Executive, at a general meeting, may appoint a special committee and give it the power, as necessary to discharge its duties.

17.6.2 A written report shall be submitted to the Executive upon completion of the special committee’s duties.

18. CHAPTERS

18.1.1 Definition: a chapter is a geographical area (city, region, or town) where ten (10) or more active members reside.

18.1.2 They may apply to the Executive for charter as a chapter.

18.2 Mandate: a chapter shall, in conjunction with its Regional Directors, coordinate educational activities and functions of the CSGNA within its designated area.

18.3.1 Criteria for formation of chapters: A minimum of ten (10) active members (hereinafter referred to as the local group) must apply to the Executive.

18.3.2 The Executive will supply a list of all active members in the region.

18.3.3 The local group must call for nominations from that list and notify all members of a meeting and election.

18.3.4 The number of officers required for the chapter executive shall initially be determined by the local group and henceforth by the Executive of the chapter.

18.3.5 The National Executive of the Society must be notified within thirty (30) days of the election results and of the title of the chapter.

18.3.6 The name CSGNA must appear within the title of the chapter. (e.g. The Edmonton Chapter of the CSGNA)

18.4 A CHAPTER SHALL

18.4.1 Promote the Association in its area and encourage membership.

18.4.2 Be sensitive to the concerns and problems of its area and communicate them to its Directors for discussion at the National Executive.

18.4.3 Tabulate the activities of its area and submit details to its Directors for inclusion in the Newsletter and Annual Report.
18.4.4 Elect a minimum of three officers to include a chairperson, secretary and treasurer to serve the committees as may be deemed necessary to fulfill the educational mandate of its area.

18.4.5 Officers shall hold office for two (2) years or until their successors are elected.

18.4.6 There shall be no restrictions upon the number of terms to which an officer may be elected to succeed themselves.

18.4.7 No officer may hold more than one office at a time.

18.4.8 Open and maintain a bank account for the chapter with a minimum of two (2) signing officers.

18.4.9 Membership fees are paid directly to the National office.

18.4.10 A one-time one year zero percent (0%) loan may be available to a local group for chapter formation upon application to the National Executive.

18.5 A CHAPTER MAY BE REVOKED FOR THE FOLLOWING

18.5.1 At the request of the chapter.

18.5.2 Failure to have ten (10) active members. (Until such time that there is one (1) chapter in each province this minimum number may be waived)

18.5.3 Repetitive failure to respond to communication requests.

18.5.4 Failure to meet the minimum of four (4) education hours per year for the membership in its area.

18.5.5 Failure to assume responsibility for its actions and to comply with CSGNA bylaws.

18.6.1 The chapter President will report to the CSGNA National Executive any Chapter having serious internal problems or failure to meet charter requirements.

18.6.2 Chapter President will report any problems to the Regional Director.

18.6.3 The Regional Director will make arrangements for the chapter and its executive to meet with the CSGNA President or a member of the CSGNA National Executive for the purpose of evaluating the problems.

18.6.4 The results of this meeting will be presented to the National Executive at the next regularly scheduled executive meeting.

18.7 The CSGNA National Executive will determine the outcome for the Chapter.

18.8 A probationary period of twelve (12) months may be granted to comply with charter requirements.

18.9 The chapter may be revoked.

18.10 A chapter may also belong to its Provincial Nurses Association provided there is no conflict of interests with the CSGNA.

18.11 DISSOLUTION CHAPTER OR NATIONAL

18.11.1 In the event of dissolution, the chapter executive, after payment of or making provisions for the payment of all liabilities, shall dispose of the assets of the chapter by forwarding the asset to the CSGNA National Executive.

18.11.2 In the event of dissolution of the Society, after payment of or making provisions for payment of all liabilities, shall dispose of the assets to one or more Canadian nonprofit Association with similar activities to the CSGNA. (i.e. AORN, ERN, or Geriatric Nurses Association.)

19. AMENDMENTS

19.1.1 Active Members may submit recommendation for amendments to these bylaws to the Chair of the Bylaws Committee no later than 180 days prior to the Annual Business Meeting. All recommendations will be reviewed. Recommendations inconsistent with or contrary to the current Bylaws or the goals and objectives of the CSGNA will be returned to the member.

19.1.2 Members shall be notified of the proposed amendments in writing, to be included with the information of the annual meeting.

19.1.3 Vote shall be by mail to be received by the committee chair not later than 60 days prior to the Annual Business Meeting. To pass two thirds of the membership must vote in favor of an amendment. All members not voting will be considered a “yes” vote.

20. PARLIAMENTARY AUTHORITY

20.1.1 The rules contained in the current edition of ROBERTS RULES OF ORDER shall govern the Association in all cases to which they are applicable and which are not inconsistent with these bylaws.

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CHANGE OF NAME ADDRESS/NAME

Name: ____________________________________________

New Address: ____________________________________________

City: ________________________ Province: ________________________

Postal Code: ________________________ Phone: ________________________

Fax: ________________________ E-Mail: ________________________

MOVING?
LET US KNOW!
Remember to send in your change of address!
Conference update

On September 22-24, 2000 CSGNA held its 16th annual conference in Ottawa at the Westin Hotel and what a success!! We had over 200 participants and 22 exhibitors. The conference started with Nancy Campbell, Canada Centre Director, glancing back into the history of GI. What a great job she did and what memories she brought back for nurses who have been practicing for a long time in GI.

We feasted on interesting topics discussed by a very dynamic group of physicians and nurse speakers.

The breakout sessions were informative, well attended and feedback from our participants was excellent. There were a few comments that it might be a thought for next year to have no choice of breakout sessions as it is difficult to choose.

This year for the first time our past Presidents, Cindy Hamilton and Deb Erickson, gave a session on “Preparation for Certification” on Sunday morning to help practitioners prepare for the Certification exam. Approximately 50 participants attended. We were quite impressed since about 30 delegates had preregistered. We know that some of you did not get a complete handout and we apologize for that. In the next couple of weeks we will be sending you a new complete package.

In closing we hope that you enjoyed this conference and that it met your expectations. It was a pleasure for us to put it together for you. Thank you to all the ones who filled their evaluation forms. These help us plan a better conference for next year.

Michele Paquette
Chairperson

Monique Travers
Co-Chairperson

PRESIDENT'S MESSAGE

I am honored to serve as president of the CSGNA for the next two years. I have been active on the Board of Directors since 1993. I served as Director Canada East for five years and as President Elect for the past two years. I had the opportunity of working with four excellent presidents; Michelle Paquette, Deb Erickson, Terry LeDressey and, my mentor for the last two years, Cindy Hamilton. It has been an exciting, exhausting and a wonderful experience. I encourage all of you to volunteer to serve on the CSGNA Board of Directors.

A New Millennium: Glancing Back, Moving Forward, Thank you Ottawa Chapter and Planning Committee for an excellent conference and an excellent way to start my term as president. I have learned this past year from my boating and navigational experience that it is necessary to glance back and see how far you have come, to take a reading of your present position, to have a very clear destination and to chart your course accordingly.

The next two years will be busy ones for your Board of Directors as we take time to assess how far we have come, take inventory of the present, have a clear understanding of the mission and goals of the CSGNA and develop a plan of action to achieve those goals. We want the CSGNA to function as a team with all members, all chapters and the Board of Directors moving forward together. We will be formulating long term and short term strategies that will enable us to continue to fulfill our mission and meet our goals. We will be focusing on teamwork and moving forward together.

MEMBERSHIP. The members are the heart of this organization. We will be formulating strategies to retain current members and attract new members. We need all members to actively recruit new members to our organization. Please don’t forget to renew your membership on time to take advantage of all our membership services: The Guiding Light Newsletter, Scholarships, Guidelines for Practice, Position Statements, Standards of Practice, Orientation Package, the Annual Conference and the opportunity to network with other Gastroenterology nurses from inside and outside Canada.

CHAPTERS. Chapters will have formal input into the future direction of CSGNA through our Chapter Executive and Board of Directors Meeting. This year we had a very productive meeting discussing the future leadership of the organization, visibility of CSGNA and membership recruitment.

EDUCATION COMMITTEE. The education committee presented the CSGNA Orientation Package at the Ottawa conference with great success. A very comprehensive package available to all members for $20.00 per copy. Thank you to all committee members for your excellent work.

BYLAWS COMMITTEE. The revised Bylaws are presented in this newsletter for your information. All members may submit recommendations for changes to the Bylaws Committee Chairperson, Lorie McGeough.

FINANCIAL STABILITY. We will be assessing our financial position and planning for future growth of the CSGNA.

VENDORS. Our vendors are our partners and contribute to the success of this organization. This year we will be formally acknowledging the continued support of our many vendors.

CERTIFICATION. We will continue to work with the CNA towards Canadian Certification. Our goal is Certification by 2002 for Canadian Gastroenterology Nurses. We also
sponsored again this year two test sites for members interested in writing the American Certification exam.

ADVANCED PRACTICE. The First draft of the CSGNA Position Statement and Guidelines were presented in Ottawa. We will continue with the development of this role based on the information received from the conference attendees.

CONFERENCE PLANNING. We will be streamlining the conference planning process to make it easier for any Chapter to plan the National Conference in their area.

VISIBILITY. It is our goal to be known to all Gastroenterology Nurses and to all Nursing Organizations.

NOMINATIONS COMMITTEE. We will be recruiting SEVEN NEW BOARD MEMBERS for the 2001 election. Plan now to volunteer and be an active member of the Team!

“Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishment toward organizational objectives. It is the fuel that allows common people to attain uncommon results”. (Corporate Impressions, 1992).

That is the kind of team we want CSGNA to be. Members, Chapters and Board of Directors all working together for the advancement of Gastroenterology Nursing, Excellence in Patient Care and the continued Success of the CSGNA. I look forward to working with you the members. If everyone continues to move forward together, then the success will take care of itself.

Lorie McGeough
President Elect CSGNA

Please send all nominations to Chair of Nominations Committee (President CSGNA) 180 Waterford Br. Rd., St. John’s, Nfld., A1E 1E2, by APRIL 30th, 2001. The nomination form is included in The Guiding Light and may be photocopied for submission.

MESSAGE FROM THE PRESIDENT ELECT

I would like to take this opportunity to thank all CSGNA members for their support and encouragement as I embark upon a four year journey that I am confident will be a great one.

For the past 6 years The Guiding Light has reached out nationally and internationally. We have used it as our greatest networking tool from coast to coast. Having a new newsletter editor will bring new ideas, new insight and a creativity that will continue on. Please continue to support Kay as she takes over the task of newsletter editor.

I look forward to working closely with Lorraine your new President and keeping in touch with past executives. Most of all I look forward to working with you the members. If everyone continues to move forward together, then the success will take care of itself.

Lorie McGeough
President Elect CSGNA

CANADA EAST REPORT
Nfld. & Lab. Chapter

A thank-you to the Ottawa Chapter for an informative and educational CSGNA conference in Sept. I would also like to acknowledge the representatives from St. Johns, Carbonear, and Gander on attending the conference.

Our next chapter meeting is planned for Oct. 23 to discuss and organize for the upcoming conferences! The Canada East Conference in conjunction with the Atlantic CAG physicians is tentatively planned for June 22-23, 2001 in St. Johns, Nfld. More information will follow when available. The following year, 2002 Sept. 20-22 St. Johns, Nfld. will be the host of the national CSGNA conference.

We are initially planning an education session on pegs and buttons in Nov. or Jan. More information will follow when available.

Are there any members interested in becoming a director for Canada East as my position becomes available in Sept. 2001? If so please contact me regarding any questions you may have. I have enjoyed the past 3 years and the knowledge I have collected from my colleagues across Canada has benefited me in the workplace.

Respectfully submitted,
Linda Feltham

CANADA CENTRE REPORT

Congratulations to the Ottawa Chapter for planning an excellent annual conference.

The Southwestern Ontario Chapter is in the process of planning an education evening for sometime in the fall. More details will be posted on the web site when it becomes available.

The London Area Chapter had an education evening back in June. Thanks to Dr. T. Ponich for his presentation on Crohn’s disease and thanks to Pentax for sponsoring the evening. A business meeting was also held that evening. Chapter Executives: President – Cheryl Parsons, Secretary – Donna Pratt, and Treasurer – Laura Mason. An education evening is in the planning phase for this fall.

The Golden Horseshoe Chapter is having an education evening on October 25 on Pediatric GERD and Helicobacter by Dr. Robert Issenman at 6:45pm at Hamilton Health Sciences Centre – McMaster Division. Please plan to attend and support your chapter.

The Greater Toronto Chapter is having an education evening on November 22nd on Scope Cleaning to be sponsored by Carsen. Please check the CSGNA web site for more details.

Sincerely,
Sandy Saioud
CANADA CENTRE
OTTAWA CHAPTER

Conference evaluations from our September National Convention hosted by the Ottawa Chapter portray only positives. The Ottawa Chapter is now busy preparing for the upcoming year. We would love to enlarge our turnout for monthly meetings. We also welcome ideas for education sessions from our members. Could we do a presentation for you in your hospital? We not only network and learn, but also make new friends. To find out more information consult the back of this issue for my address and give me a call.

Yours in CSGNA,
Nancy Campbell

CANADA WEST REPORT

I would like to commend the Ottawa Chapter for their hosting of the National conference. The education program was excellent. The social events, the tour of Parliament Hill with the wine and cheese reception and the evening at Gilbo’s in Hull were wonderful and memorable!

VANCOUVER REGIONAL

The Vancouver Chapter is planning an education workshop “Further into the Millennium” on November 18 at the Richmond General Hospital. The topics to date include Argon Plasma Coagulation, Colon Screening, CSGNA Guidelines to Staff Orientation in G.I. and “To Use and Use Again”.

I want to correct an error in the last report. On May 30, 2000 the evening educational session “Disinfection and Troubleshooting of Endoscopes” was sponsored by Fibertech/Dialife and presented by Mark Touttenberg and Ken MacKinnon. Mark spoke on Troubleshooting and Repairs of Endoscopes. Ken spoke on Reprocessing Endoscopes and Waterborne Microorganisms.

VANCOUVER ISLAND

The Chapter welcomed 4 new members at their first meeting which was held the second week of September. Future inservices to be presented by Nelda Turner were discussed.

OKANAGAN

The Chapter welcomed 2 new members at their meeting held on July 11. An educational session on “Argon Plasma Coagulation” was presented by David McCoy from AMT. On October 2, a chapter meeting and educational session on “Remicade” was presented by Susan Kainer from Schering.

SASKATCHEWAN

The Saskatchewan Chapter held their fall education day “Gastroenterology Days For Nurses” on October 13. The liver was the main focus of the day. Anatomy & physiology of the liver, alcoholic liver disease, nutrition and drug therapy for the liver disease patient and management of G.I. bleeds were covered. Balancing Work and Family and Humour in the Workplace were other topics presented.

Respectfully submitted by
Evelyn Hilderman
Director, Canada West

NOTICE: CHANGE OF NEWSLETTER EDITOR

Hey CSGNA members, my name is Kay Rhodes, your new candidate for the position of editor. Lorie McGeough (president elect) has done a great job at pulling her reigns in on me for this opportunity.

I have been a member of the CSGNA for over a decade now. Presently President of the Greater Toronto Chapter. I am thrilled to be a part of the National Executive Team. I really look forward to hearing from you with your articles for the newsletter.

Sincerely,
Kay Rhodes
Sunnybrook and Womens Health Science Centre
2075 Bayview Ave
Room D606
Toronto, Ont.
Phone: (416) 480-4005
Fax: (416) 480-6762
E-mail: malrec@hotmail.com

GUIDELINES FOR SUBMISSION to “THE GUIDING LIGHT”

- white paper with dimensions of 8 1/2 x 11 inches
- double space
- typewritten
- margin of 1 inch
- submission must be in the possession of the newsletter editor 6 weeks prior to the next issue
- keep a copy of submission for your record
- All submissions to the newsletter “The Guiding Light” will not be returned.

C.S.G.N.A. DISCLAIMER

The Canadian Society of Gastroenterology Nurses and Associates is proud to present The Guiding Light newsletter as an educational tool for use in developing/promoting your own policies and procedures and protocols.

The Canadian Society of Gastroenterology Nurses and Associates does not assume any responsibility for the practices or recommendations of any individual, or for the practices and policies of any Gastroenterology Unit or endoscopy unit.
SYNOPSIS: CSGNA NATIONAL EXECUTIVE MEETING OTTAWA September 21-25, 2000

MINUTES:
June 26 teleconference were reviewed and accepted. Ottawa Conference Update and booth duty were given by Nancy and Cindy. Regional Directors Reports: Canada West, Centre, and East were given.

WEBSITE:
Job advertisement is now on the website. In future CSGNA will interview prior to postings, so that we can ascertain their practice is reflective of our guidelines. Upcoming education days are also posted.

NEWSLETTER:
Deadlines for submission to The Guiding Light are October 15, February 15, and June 15. Lorie’s term as Newsletter Editor ended in September, and Kay Rhodes is now our Newsletter Editor. Carsen is our Sponsor for another year.

EDUCATION:
Members are encouraged to apply for scholarships. Point scoring system for awarding scholarship has been revised, passed and will be in The Guiding Light. There were a total of thirteen scholarships this year, and their pictures were taken as the scholarships were presented. CSGNA Orientation Packages were available to members for $20.00, the demand for this was overwhelming, orders had to be taken.

BYLAWS:
About 592 ballots for amendment were circulated only 14 responded. Motion: Bylaws amended as present to members were passed. Also motion to destroy bylaws ballot. Executives were given a copy of the new bylaws. Directors should give Chapter Presidents a copy, so each Chapter can supply members on request.

CHAPTER DINNER:
This was well attended over thirty representatives from most Chapters, not including the National Executive. A meeting was held by Lorraine, and a motion was passed for Adoption of an Agenda at the National, Chapter Executive Dinner at the Annual Conference. Chapter Package was discussed. There were three discussion groups, thirty-minutes brainstorming, on Leadership Development, CSGNA Communication, and Members Recruitment and Retension. Suggestions for Chapter 2001 meeting are welcome.

MEMBERSHIP/TREASURER:
Membership as of September 1, 2000 were 436 who have paid this year. There were 25 new members joined at the conference. Renewed Chapter Charters were given to Chapter Presidents or their delegates. Ottawa did well with finances. Budget $88,500. Our goal of $100,000. Education account $9000.00.

CERTIFICATION:
Two sites University of Toronto and University of Vancouver. 15 people to write so far. By 2002 Canadian Certification.

SOCIETAL STATUS:
Hope to be completed by December 2000.
CSA Standards: Decontamination of reusable devices from the Canadian Government was recently published July 2000. All hospitals should have a copy of this.
Certification Review Course was offered and well attended.

POSITION STATEMENT AND GUIDELINES:
Guidelines for reusable medical devices will be presented next year. A survey was given to members to complete, so CSGNA will have a better understanding of organization’s practice throughout the country. Infection Control has been updated and will be presented in The Guiding Light in the near future.

STRATEGIC PLAN:
Membership, service retention, special interest groups, G.I. nurses day were all addressed.
Teleconference to be announced.
Face to face: March 23-25, 2001

Respectfully Submitted,
Elaine Binger, Secretary
WORD SEARCH

Do not simply be good … be good for something


If you are going to climb, you have to grab the branches not the blossoms.
2001:

AN EDMONTON GI ODYSSEY

SEPTEMBER 26-30, 2001

FANTASYLAND HOTEL WEST EDMONTON MALL

CONTACT:

Patti Ofner
(780) 973-6343 (H)
(780) 477-4431 (W)
Fax: (780) 491-5739

Judy Langer
(780) 463-1934 (H)
(780) 450-7116 (W)
or (780) 450-7323
Fax: (780) 450-7208
SCHOLARSHIP AWARDS 2000

CAG
Debra Taggart – Calgary, Alberta

CSGNA REGIONAL
Ellen Coady – St. John’s, Newfoundland
June Peckham – St. John’s, Newfoundland

CSGNA ANNUAL
Jennifer Belbeck – Stoney Creek, Ontario
Laura Mason – London, Ontario
Cheryl Parsons – London, Ontario
Linda Leonard – Paradise, Newfoundland
Patti Ofner – St. Albert, Alberta
Pati Coghlin – Calgary, Alberta
Judy Lush – Gander, Newfoundland
Susan Drysdale – Winnipeg, Manitoba
Deb Erickson – Cochrane, Alberta

ENDO RECORDS PRESENTS:
G.I. Tunes
Including the best hits performed by your favourite Nursing Groups
Sugar Shack by The Dipsticks
Splish Splash by Ascites
Going My Way by Motion Madness
Blowing in the Wind by the Flatulents
It’s a Gut Ache by Pan C. Reatis
Lady in Red by E. Banding
Locomotion by the Swallows
This outstanding collection can be yours for the amazing low price of ONE article sent to the editor of The Guiding Light.
Send to: Kay Rhodes
c/o 1/10,000 Epinephrine Avenue
Burnout Bay, Toronto, Ontario

ORIENTATION PACKAGE
To order:
Mail cheque made out to CSGNA for $20.00 to:
Marlene Scrivens
GI Unit Pasqua Hospital Regina, Sask.
S4T 1A5
Phone 306 766 2441
Fax 306 766 2513
E mail: mscrivens@reginahealth.sk.ca
Note: Receipt will be issued by the treasurer.
“BELIEFS AND ABILITIES”

Our beliefs and abilities can make or break us. Everyone knows that the three “Rs” reading, writing and arithmetic – are critical skills to have. But there are other abilities and beliefs that are equally critical if you’re going to live a successful life.

You must believe that you are a capable person, you contribute in meaningful ways to your relationships and society, and that you have the power to influence what happens to you in your life.

You must have the ability to understand your own emotions and use that understanding to develop self-discipline and to learn from your experiences.

You should be able to work with others and develop friendships through communication, cooperation, negotiation, sharing, listening and empathizing.

And you should be able to respond to the limits and consequences of everyday life with accountability, adaptability, flexibility, and integrity.

Finally, you should be able to use your wisdom, judgment and experience to evaluate situations according to appropriate values that you have chosen to live by.
CAG Scholarship Award – Debra Taggart, Calgary, Alberta.

CSGNA Annual Scholarship Award Winners.

Thanks to Carsen for the Wine & Cheese at Parliament Hill.
The CSGNA newsletter “The Guiding Light” welcomes requests for advertisements pertaining to employment. A nominal fee will be assessed based on size of advertisement. For more information contact the newsletter editor.

Call for Nominations CSGNA Executive
- Treasurer/Membership Chair
- Secretary
- Education Chair
- Director for Canada East
- Director for Canada Centre (2)
- Director for Canada West

Please send all nominations to Chair of Nominations Committee (President CSGNA) 180 Waterford Br. Rd., St. John’s, Newfoundland A1E 1E2

Thanks to Pentax for the Dinner Theatre.

Your new Newsletter Editor – Kay Rhodes!!

The Prarie Connecton.

President CSGNA – Lorraine Miller-Hamlyn.
For resection of lesions in the flat area of the mucous membrane.

Disposable Kit includes a washing pipe for dye spraying, a SnareMaster™ crescent snare, an InjectorForce™ injection needle and a distal attachment (straight type or wide-opening oblique type).
CSGNA EDUCATION COMMITTEE
POINT SCORING SYSTEM
FOR AWARDED SCHOLARSHIPS

Each year as a member (cumulative points) 1 Point
Each year served on National Executive (cumulative points) 3 Points
Each year served on Annual Conference Planning Committee (cumulative points) 3 Points
Each year served on Chapter Executive (cumulative points) 2 Points
Each time submitted an article for publication in “The Guiding Light” not reports (cumulative points) 2 Points
Can demonstrate actively recruited members 1 Point
Each time has acted as speaker at a CSGNA conference or seminar (cumulative points) 2 Points
Each time served on an ad hoc committee of the CSGNA (e.g.) Bylaws (cumulative points) 2 Points
Outlines geographical location and travel expenses 1 Point
Actively participates in Chapter events (e.g.) fundraising 1 Point
Each year as a member on the planning committee for a regional conference (cumulative points) 1 Point
CBGNA certification 1 Point
Typed format 1 Point

REVISED September 2000
M. Scrivens, Education Chair
APPLICATION FORM
FOR CSGNA REGIONAL SCHOLARSHIPS AWARD

The Regional Conference award of $400.00 is to be used for travel and accommodation to a
Regional Conference in Canada. Six scholarships will be awarded yearly.

EXCEPTIONS:

1. Applicant cannot have received THIS award in the previous two years.
2. Current members of the Executive and Conference Planning Committee are not eligible for this
   award.
3. Scholarships are available only to active members.

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:

1. A written summary of how this scholarship and attendance at the proposed meeting would benefit
   you in your work.
2. A current Curriculum Vitae.
3. Please specify your past involvement in the CSGNA: e.g., acted as speaker at a meeting, actively
   recruited new members for CSGNA, aided in the formation of a local Chapter, served on an Ad Hoc
   Committee, and any Newsletter articles submitted. Describe your current involvement with your
   Chapter: e.g., fundraising or planning Chapter conferences.
4. Outline projected financial needs to attend this meeting.
5. Geographical location and related travel expenses will be taken into consideration by the Education
   Committee when scoring applications.

APPLICATION FORM AND SUBMISSIONS MUST BE RECEIVED BY THE EDUCATION CHAIR AT
THE ABOVE ADDRESS AT LEAST 8 WEEKS PRIOR TO THE EVENT.

NAME: ________________________________________________________________

CIRCLE ALL THAT APPLY:  RN  BSN  BAN  MSN  OTHER ______________________

HOME ADDRESS:________________________________________________________

CITY:_______________________________ PROV:______________________________

POSTAL CODE:____________________ HOME TELEPHONE: (___)______________

FAX: ______________________________

NAME OF THE MEETING YOU WISH TO ATTEND: ______________________________

DATE OF THE MEETING: ______________

CITY WHERE PROPOSED MEETING WILL BE HELD: ___________________________

JOINED THE CSGNA IN 19 ________

SIGNATURE ______________________ DATE ________________
APPLICATION FORM FOR CSGNA ANNUAL SCHOLARSHIP AWARD

The Annual National Conference award of $700.00 is to be used for travel and accommodation to the Annual National Conference in Canada.

EXCEPTIONS:

1. Applicant cannot have received THIS award in the previous two years.
2. Current members of the Executive and Conference Planning Committee are not eligible for this award.
3. Scholarships are available only to active members.

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:

1. A written summary of how this scholarship and attendance at the proposed meeting would benefit you in your work.
2. A current Curriculum vitae.
3. Please specify your past involvement in the CSGNA: e.g., acted as speaker at a meeting, actively recruited new members for CSGNA, aided in the formation of a local Chapter, served on an Ad Hoc Committee and any Newsletter articles submitted. Describe your current involvement with your Chapter: e.g., fundraising or planning Chapter conferences.
4. Outline projected financial needs to attend this meeting.
5. Geographical location and related travel expenses will be taken into consideration by the Education Committee when scoring applications.

APPLICATION FORM AND SUBMISSIONS MUST BE RECEIVED BY THE EDUCATION CHAIR AT THE ABOVE ADDRESS BY JUNE 1 OF THE CURRENT YEAR.

NAME: ________________________________

CIRCLE ALL THAT APPLY: RN  BSN  BAN  MSN  OTHER _____________________

HOME ADDRESS: ____________________________________________________________

CITY: ___________________________ PROV: _______________________

POSTAL CODE: ____________ HOME TELEPHONE: ( ) ____________________

FAX: ( ) ______________________

HOSPITAL/EMPLOYER: ______________________________________________________

WORK ADDRESS: __________________________________________________________

CITY: ___________________________ PROV: _______________________

POSTAL CODE: ____________ JOINED THE CSGNA IN 19___

SIGNATURE: ___________________________ DATE: __________________________

C/O EDUCATION CHAIR: MARLENE SCRIVENS, 2107 BONNEAU PLACE, REGINA, SASK. S4V 0L4
APPLICATION FORM
FOR CAG NURSE SCHOLARSHIP PRIZES

The Canadian Association of Gastroenterologists (CAG) scholarship prizes are available to one research nurse and one endoscopy nurse in the amount of $500.00 each, to be used for travel to an appropriate endoscopic gastroenterology or research meeting. The CAG nurse scholarship prize is sponsored by an Educational Grant from the Canadian Association of Gastroenterology.

ELIGIBILITY:
1. You are and have been for two years or more, an active member of the CSGNA.
2. You actively support CSGNA goals and objectives.

PRIZE APPLYING FOR: (please circle one) RESEARCH NURSE ENDOSCOPY NURSE

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:
1. A two page summary of how this scholarship and attendance at the proposed meeting would benefit you in your research / endo - clinical role in gastroenterology, and what self initiated research projects you are involved in.
2. A current Curriculum Vitae.
3. A letter of reference from your Unit Director.
4. Two letters of reference from CAG members.

APPLICATION FORMS AND SUBMISSIONS MUST BE RECEIVED BY THE EDUCATION CHAIR AT THE ABOVE ADDRESS BY FEBRUARY 15 OF THE CURRENT YEAR. THEY WILL BE FORWARDED TO THE SECRETARY OF THE CAG FOR SELECTION.

NAME: ____________________________________________________________

CIRCLE ALL THAT APPLY: RN BSN BAN MSN OTHER ____________________________

HOME ADDRESS: ____________________________________________________

CITY: ___________________ PROV: ________ POSTAL CODE: ________________

HOME TELEPHONE: ( ) _______________ FAX: ( ) _____________________

HOSPITAL / EMPLOYER: ____________________________________________

WORK ADDRESS: ___________________________________________________

CITY: ___________________ PROV: ________ POSTAL CODE: ________________

NAME OF DIRECTOR OF UNIT: ________________________________________

NAME OF THE MEETING YOU WISH TO ATTEND: _______________________

DATE OF THE MEETING: _____________ CITY WHERE MEETING WILL BE HELD: _________________

JOINED THE CSGNA IN 19 ___

SIGNATURE: __________________________________ DATE: ________________
NOMINATION FORM

Please complete this form and submit to the Chair of the Nominations Committee (currently the President of the CSGNA) 150 days before the Annual Meeting for national office. Ballots will be sent to the active members 120 days before the Annual meeting and must be returned within 90 days.

Candidates must be active CSGNA members in good standing.

Name of nominee: ____________________________________________

Address: ____________________________________________________

________________________________________ Postal Code ______________

Phone (home) ___________________________ (work) ______________________

Employer: ______________________________________________________

Title: ________________________________

Education: _______________________________________________________

CSGNA member since: ____________________________________________

Offices held: ___________________________________________________

Committees: ____________________________________________________

Other related activities: __________________________________________

Explain what has led you to chose to run for national office? ______________________

____________________________________________________________________

____________________________________________________________________

I hereby accept this nomination for the position of _______________________

dated this ____ day of ______________________ 19____. Signed ______________________

Nominated by ____________________________________ & ____________________
SIGNEA MEMBERSHIP
MEMBERSHIP APPLICATION
SOCIETY OF INTERNATIONAL GASTROENTEROLOGICAL NURSES AND ENDOSCOPY ASSOCIATES

Individual Membership
Individual Memberships for Gastroenterological Nurses and Endoscopy Associates are available for $10.00 annually ($US).

Affiliate Membership
Individuals interested in joining SIGNEA, such as physicians, other medical professionals, and non G.E. nurses, pay affiliate membership fees of $50 annually ($US).

National G.E. Nursing Organization Membership
Membership in SIGNEA is available to national nursing organizations. Membership inquiries may be sent to the SIGNEA Secretariat. National G.E. Nursing organization dues are dependent upon the number of national members in each organization. Membership applications should be accompanied by payment and the name of the organization’s official contact person.

Corporate Membership
SIGNEA welcomes corporate memberships by companies which supply G.E. products, drugs, general medical equipment and any service that would be utilized by G.E. nurses. Detailed corporate membership information may be obtained from: Pat Pethigal, Chair, fax: 206.223.6379, phone: 206.223.6965 or the SIGNEA Secretariat.

WORKPLACE
☐ Endoscopy Unit/Hospital
☐ Endoscopy Unit/Clinic
☐ Inpatient/Outpatient

POSITION
☐ Administrative/Director
☐ Consultant Nurse
☐ Head Nurse
☐ Staff Nurse
☐ Supervisor/Coordinator
☐ Technician (Patient Care)
☐ Clinical Specialist
☐ Educator
☐ Researcher
☐ Technician (machine)
☐ Nurse Practitioner
☐ Manufacturer Representative
☐ Corporate nurse Consultant
☐ Other ____________________

# Years Education/Training
☐ 1 Year
☐ 2 Year
☐ 3 Year
☐ 4 Year
☐ 5 Year

Please add an additional $15 for those checks that are drawn off Non-US banks. $ ________ Total Pymnt.

First Name (Given Name) ____________________________
Last Name (Family Name) ____________________________

Address for Mail ____________________________ City ____________________________

State/Province ____________ Country ______ Postal Code ____________

Telephone ____________ Fax ____________ Email address ____________

Employing Organization ____________________________ Title ____________________________

Send completed form to:
Kimberly Svevo, SIGNEA
401 N. Michigan Ave., Suite 2200 Chicago, IL 60611 USA
Phone: 312.644.6610 Fax: 312.321.6869 E-mail: kimsvevo@sba.com
SGNA Membership Application

CONTACT INFORMATION (Please print or type.)

First
MI
Last

Nickname

Hospital/Office/Company Name

Social Security Number
Date of Birth

Please provide both addresses and check your preferred mailing address:

☐ Work

Street Address________________________
City________________________
State/Province________ Zip________
Country________________________
Phone________________________
Fax________________________

☐ Home

Street Address________________________
City________________________
State/Province________ Zip________
Country________________________
Phone________________________
Fax________________________

Internet/E-Mail Address________________________

REFERRED BY________________________
(If applicable)

PROFESSIONAL PROFILE (Check one.)

1.) Professional Setting
☐ Free Standing/Ambulatory
☐ GI Clinic
☐ Inpatient Only
☐ Inpatient/Outpatient Combination
☐ Other________________________

☐ Equipment/Sales
☐ GI Nursing Floor
☐ Outpatient Only
☐ Manufacture
☐ Physicians Office
☐ Other________________________

2.) Position
☐ Administrative/Director
☐ Consultant
☐ Head Nurse
☐ Staff Nurse
☐ Supervisor/Coordinator
☐ Technician
☐ Other________________________

☐ Clinical Specialist
☐ Educator
☐ Researcher
☐ Nurse Practitioner
☐ Sales
☐ Technician (machine)
☐ Other________________________

3.) Memberships in Other Nursing Organizations (Check all that apply.)
☐ ANA/SNA
☐ AACN
☐ FNA
☐ ASPAN
☐ AORN
☐ Sigma Theta Tau
☐ Other________________________

PAYMENT INFORMATION • dues subject to change
A. Membership (SGNA membership runs on a calendar year and is renewable by January 1 of the following year.)

Check the category of membership for which you are applying:

Voting Status Type Definition Annual Dues Prorated Dues
☐ Voting Licensed Nurse Limited to Registered Nurses and Licensed Vocational/Practical Nurses involved in, or associated with, gastroenterology and/or endoscopy nursing practice $105.00 $60.00
☐ Voting Associate Limited to Assistive Personnel - technicians, technologists, assistants involved in, or associated with, gastroenterology and/or endoscopy nursing practice $105.00 $60.00
☐ Non-Voting Affiliate Includes, but is not limited to, physicians, consultants, industry representatives, educators involved in, or associated with, gastroenterology and/or endoscopy nursing practice $90.00 $45.00

SUBTOTAL A __________________________

B. Regional Societies

All voting members (licensed nurses and associates) residing in the U.S. are required to affiliate with an SGNA regional society.

Regional Society preference (Indicate two-digit code of preferred region from the table listed on opposite page.): __________________________

Regional Society Dues:

Voting Licensed Nurses and Associates
No additional payment needed
Included in Annual Dues Amount

Non-Voting Affiliate
Optional payment, if interested
please indicate preferred region above
and remit an additional $15.00
(if after July 1, remit $75.00)

SUBTOTAL B (If applicable):________________________
MEMBERSHIP APPLICATION
(CHECK ONE)

☐ ACTIVE
$40.00
Open to nurses or other health care professionals engaged in full- or part-time gastroenterology and endoscopy procedure in supervisory, teaching, research, clinical or administrative capacities.

☐ AFFILIATE
$40.00
Open to physicians active in gastroenterology/endoscopy, or persons engaged in any activities relevant to gastroenterology/endoscopy (includes commercial representatives on an individual basis).

☐ LIFETIME MEMBERSHIP
Appointed by CSGNA Executive.

FORMULE D’APPLICATION
(COCHÉZ UN)

☐ ACTIVE
40,00$ 
Ouvert aux infirmières et autres membres de la santé engagés à plein ou demi-temps en gastroentérologie ou procédure endoscopique en temps que superviseurs, enseignants, recherches application clinique ou administrative.

☐ AFFILIÉE
40,00$ 
Ouvert aux médecins, actifs en gastroentérologie endoscopique ou personnes engagés en activités en gastroentérologie/endoscopiques incluant représentants de compagnies sur une base individuelle.

☐ MEMBRE À VIE
Appointed by CSGNA Executive.

APPLICANT INFORMATION / INFORMATION DU MÉMBRE

Please print or type the following information / S.V.P. imprimer ou dactylographier l’information

SURNAME
NOM DE FAMILLE
□ MR / M □ MRS / MME □ MISS / MLLE □ MS / MS

HOME ADDRESS
ADRESSE MAISON

CITY
VILLE
PROV.
PROV.
POSTAL CODE
CODE POSTAL
HOMEPHONE
TELEPHONE ( )

HOSPITAL/OFFICE/COMPANY NAME
NOM DE HÔPITAL/BUREAU/COMPAGNIE

TITLE / POSITION

BUSINESS ADDRESS / ADRESSE TRAVAIL

CITY
VILLE
PROV.
PROV.
POSTAL CODE
CODE POSTAL

BUSINESS PHONE
TELEPHONE TRAVAIL ( )
EXT. LOCAL 
FAX TELECOP. ( )

CHAPTER NAME
NOM DU CHAPITRE

SEND MAIL TO (CHECK ONE)
□ HOME □ BUSINESS ENVOYEZ COURRIER À (COCHÉZ UNE) □ MAISON □ TRAVAIL

EDUCATION (CHECK ONE)
□ RN □ RNA □ TECH □ OTHER (EXPLAIN)

EDUCATION (COCHÉZ UN)
□ IN □ IAUX □ TECH

MEMBERSHIP (CHECK ONE)
□ RENEWAL □ NEW ABONNEMENT (COCHÉZ UN) □ RENOUVELLEMENT □ NOUVEAU

WOULD YOU BE INTERESTED IN HELPING ON ANY OF THE FOLLOWING COMMITTEES?
□ BY-LAW
□ STANDARDS OF PRACTICE
□ EDUCATION
□ MEMBERSHIP
□ CONFERENCE PLANNING
□ NEWSLETTER

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