

Revised 9/8/93  
Revised 2/23/94  
Revised 7/96-97  
Revised 10/98  
Revised 1/00  
Revised 6/02  
Revised 1/05  
Revised 4/05  
Revised 09/05  
Revised 4/06

**A POLICY AND PROCEDURE MANUAL**  
**FOR**  
**THE NEVADA DIETETIC ASSOCIATION**

## TABLE OF CONTENTS

<b>POLICY/PROCEDURE</b>	<b>PAGE NUMBER</b>
Parliamentary Procedures	2
Guidelines for Officer/Committee Chairs	3
Board Members Voting by Proxy	4
Motion Tracking	5
Motion Tracking Form	7
Policy and Procedure Manual	8
Guidelines for Officer Files	9
Financial Expense Procedures	10
NDA Income Voucher	12
Financial Audit	13
Reimbursement Procedures	14
NDA Expense Voucher	15
Annual Budget Development	16
Out-of-State Travel	17
Mailing Lists	18
Conflict of Interest	19
NDA Statement of Conflict of Interest	21
NDA State Meeting	22
Student Development Fund	24
Student Development Fund Grant Application	25
Website Policy and Procedure	26
Nominating Committee	27
Candidates Biographical Sketch Template	28
Awards	29
Business Partner Award	30
Nevada Dietitian of the Year	32

## PARLIAMENTARY PROCEDURES

### Policy Statement:

All meetings of the Nevada Dietetic Association Executive Board will be conducted using standard parliamentary procedure.

### Procedure:

1. Robert's Rules of Order, Newly Revised, will be used as the standard for correct procedure.
2. The President will preside over all official Executive Board meetings and follow a standard agenda pattern.
  - Call to order
  - Determination of a quorum (over 66%) and identification of voting members
  - Approval of minutes of last meeting as mailed
  - Reports as needed:
    - Financial reports - Treasurer
    - Officer reports
    - Committee reports
    - Other reports (special projects, committees, etc.)
  - Unfinished business
  - New business
  - Adjournment
3. Any decision made by the Executive Board must be done in the form of a motion following all procedures outlined in Robert's Rules of Order, Newly Revised as they pertain to motions.
4. The Secretary will maintain a motion tracking file.

## **GUIDELINES FOR OFFICER/COMMITTEE CHAIRS**

### **Policy Statement:**

Each officer of the Board and Chairperson of NDA committees will be responsible for participating in Board activities, submitting required reports, and carrying out duties as assigned. Failure to meet these requirements will result in removal from office/committee.

### **Procedure:**

1. The Nominating Committee will provide all potential nominees for Board positions with a job description and be sure that candidates understand the duties, responsibilities and time requirements of the office for which they are running.
2. The NDA President will provide potential committee chairpersons with a job description and be sure that these individuals understand the duties, responsibilities, and time requirements of the committee they are being asked to chair.
3. Performance will be measured on the following parameters:
  - a. Evidence of progress on assigned duties/responsibilities of office.
  - b. Participation in Board meetings.
4. If an officer/committee chair fails to do the above activities for two (2) consecutive months/meetings, (s)he will be contacted by the President. The President will explain this policy, obtain information that might explain the failure to comply, and provide guidance. The individual will be given through the following Board meeting to meet their obligations. The President will document all communications and recommendations given to the individual.
5. If lack of participation continues, the situation will be brought before the entire Board at which time the Board will review the situation and determine whether the individual should continue in the position. The individual involved will be given an opportunity to present to the board if (s)he so chooses. If the vote is for removal, the President will notify the individual of the decision.
6. If an officer is removed or resigns from office, a replacement will be selected following the NDA By-laws. For a committee chair, the President will appoint a replacement.

Date Approved:5/00,Dates revised: 5/02; 1/05

Date for Review : 1/07

## **BOARD MEMBERS VOTING BY PROXY**

### **Policy Statement:**

The NDA Executive Board will permit voting by proxy in the event that a voting member is unable to attend a formal meeting of the Board.

### **Procedure:**

1. The Executive Board member may designate a qualified person to vote in his/her place. A qualified person is an NDA member who is familiar with board activities and/or the office/committee held by the Executive Board member.
2. The Executive Board Member selecting a proxy must notify the President no later than 48 hours in advance of the Board meeting.
3. The proxy appointment shall be submitted in writing or via email to the President prior to the start of the Board meeting, to become part of the minutes.

## MOTION TRACKING

### **Policy Statement:**

The Nevada Dietetic Association Secretary will maintain a record of all motions presented to the Nevada Dietetic Association Executive Board providing information on date, content, originator, action and status.

### **Procedure:**

1. A record of all motions and information relative to the status of each motion will be maintained following a standard format. (See suggested format on page 6)
2. The status of a motion may be any of the following and should be listed as such on the motion tracking form.

**Defeated** - a motion that fails to pass by not receiving at least fifty-one percent (51%) of a vote.

*Example:*

Motion: NDA will donate \$1 million to the ADA Foundation.

Originator: Sally Smith, second, Betty Jones

Date: 10/02/90

Vote: 5 opposed, 0 in favor

**Ongoing** - a motion that was approved and involves some action over time. The action should be described and person or committee responsible listed. Once the action has been completed on an ongoing motion, it should be moved to the finalized category. The date the status changes should be recorded.

*Example:*

Motion: NDA will have a reception for legislators during the next legislative session.

Originator: Kathy Carlson, second Bonnie Doe

Date: 10/02/90

Vote: unanimous

Responsibility: Legislative chair and committee contact Senator John Smith to develop plan. (After this event has occurred this motion should be transferred to finalized status.)

## MOTION TRACKING, Page 2

### Motion Status, Continued

**Finalized** - a motion requiring a limited amount of action or a one-time decision.

May also be a completed ongoing motion.

*Example:*

Motion: NDA will send \$50 to the ADA Foundation in memory of Susie Johnson.

Originator: Sally Nelson

Date: 10/02/90

Vote: unanimous

Responsibility: Treasurer will send check

**Policy/Procedure** - motions that involve additions or changes in the policy and procedure manual fit into this category. These motions need to be reviewed at Executive Board meetings until they have been officially incorporated into the policy and procedure manual. Once the policy or procedure has been developed and approved by the Executive Board the motion will move to the finalized category. The date of the status change should be recorded.

*Example:*

Motion: NDA will maintain a savings reserve of 10% of the current operating budget.

Originator: Kathy Carlson, second Sally Nelson

Date: 10/02/90

Vote: unanimous

Responsibility: Secretary will refer this to policy/procedure person for development. Will be brought to Executive Board for approval within 6 months.

**Standard Business** - these motions cover general operating motions such as approving minutes, treasurer's report and annual budget.

*Example:*

Motion: To approve minutes as submitted

Originator: Betty Jones, second Kathy Carlson

Date: 10/02/90

Vote: unanimous

3. Any motions involving policy and procedure will be given to the President so work can begin on development of the requested policy and/or procedure.
4. At each Executive board meeting the Secretary will present the board with any previously approved motions in the ongoing or policy/procedure status to see if the status is to be continued as is or changed.

## Motion Tracking Form

Motion	Originator	Date	Vote	Motion Status	Responsibility
<i>Example:</i> NDA will maintain a savings reserve of 10% of the current operating budget.	Kathy Carlson Seconded by Sally Nelson	10/2/90	Unanimous	Passed	Secretary will refer this to policy/ procedure person for development. Will be brought to Board for approval within 6 months.

**Motion Status Categories: Defeated, On-going, Finalized, Policy& Procedure, Standard Business**

## **POLICY AND PROCEDURE MANUAL**

### **Policy Statement:**

The Nevada Dietetic Association will maintain a written policy and procedure manual. All policies and procedure revisions must be approved by a vote of at least fifty-one percent (51%) of the Executive Board.

### **Procedure:**

1. The NDA Policy and Procedure (P & P) manual will be maintained by the Secretary or an individual appointed by the President. Only the P&P manual in effect will be kept on file. Any board member may be asked to write specific policies or procedures relative to his/her office or expertise.
2. All policies and procedures will be written in the format used in this policy and procedure manual.
3. Policy and/or procedure additions and/or changes will be distributed to all voting members of the Executive Board at least two (2) weeks in advance of the meeting at which they will be voted on to allow time for review. If initially presented at a meeting of the Executive Board, the submitted items will need to be voted on at the next board meeting or by mail/email.
4. Approved motions of policy/procedure status must be incorporated into the policy and procedure manual within two (2) months of approval.
5. The standard review period for individual policies and procedures will be a maximum of two (2) years.
6. The P&P Manual will be reviewed by the Secretary or appointed person at the beginning of each fiscal year to determine which policies are due to expire that year. The Secretary or appointed person will provide the President with a list of policies to be reviewed during the year within six (6) weeks of the beginning of the fiscal year. The President will assign individual policies due for review to Board members for review and recommendation following the procedure outlined below:
  - a. The Board member will review the policy/procedure and initially make a determination as to whether the policy/procedure should be continued without change, continued with modification or eliminated and will report this determination with rationale to the entire Board. A recommendation to continue with modification should include suggested modifications.
  - b. The Executive Board will vote on the recommendation and based on their decision the policy/procedure will be eliminated, continued without change or modified per Board instructions.
  - c. If the policy/procedure is to be modified it will be done following steps 2-4 in this policy.

**Date Approved: 9/93, Date revised: 5/02, 9/05**

**Date for Review: 9/07**

## GUIDELINES FOR OFFICERS FILES

### **Policy Statement:**

Officers will maintain files pertinent to their offices. Permanent records of the Association will be maintained by the Secretary and Treasurer.

Records maintained by the Secretary include past and current:

Bylaws	Minutes of the Board and general business meetings
List of awardees	List of officers
Original ballot	Policy and Procedure Manual – current only

Records maintained by the Treasurer include past and current:

*Annual budgets	Regular financial reports
Bank statements	Receipts and canceled checks
*Account books (hard copy or electronic medium)	*IRS forms and government correspondence

\*These financial files will be maintained indefinitely. Other financial records will be discarded after four (4) years.

### **Procedure:**

1. Officers will be responsible for passing files pertinent to their offices to the **individuals** succeeding them. The outgoing officers should review these files with the incoming officers.
2. The Secretary will keep the records listed above in two sets. The current or active records will contain the items listed in the policy for the current and preceding four (4) years. The historical set of records will contain all records five (5) years or older.
3. The Treasurer will keep the financial records listed above in two sets. The current or active records will contain the items listed in the policy and the current and preceding four (4) years. The historical set of financial records will contain the items with an asterik (\*) indefinitely.
4. Records should be periodically reviewed by at least two (2) individuals appointed by the President. Records not required to be maintained can be discarded.

## FINANCIAL EXPENSE PROCEDURES

### Policy Statement:

All monies of the Nevada Dietetic Association will be kept in one checking and one savings account. The maximum amount in the checking account will be \$2500 with any excess of funds above this amount maintained in a savings account. A minimum balance of 10% of the current operating budget is to remain in the savings account as a reserve.

For record keeping purposes, revenues and expenditures will be categorized as follows:

#### Revenues

ADA Rebates  
Annual Meeting: Registration  
Annual Meeting: Vendor Fees  
Annual Meeting: Speaker Support  
Annual Meeting: Silent Auction  
Fundraising  
Dividends on Savings  
SNDA/NNDDA  
Mailing List Labels  
Other (Donations, Website Advertising, etc)

#### Expenditures

Operating Expenses  
NNM/Legislative Activities  
Website Maintenance  
ISP Provider  
Legal Fees/Corporate Filing/State Fees  
Mail/Printing/Postage  
Audit  
Conference Calls  
Supplies  
Projects  
Donations/Gifts  
Meetings  
NDA Board Retreat/Board Meetings Travel/Food  
FNCE President  
FNCE President-Elect  
ADA Public Policy  
ADA NSPS/MNT  
ADA Leadership  
ADA HOD Spring  
State Meeting  
Site: Rooms/Food/Equipment  
Speaker Fees  
Printing/Postage/Supplies  
Officer Travel  
Entertainment  
Scholarship  
Silent Auction  
Refunds  
Plaques/Awards

## FINANCIAL EXPENSE PROCEDURES, Page 2

### Procedures:

1. The annual budget will be developed as per the “Annual Budget Development” Policy and Procedure.
2. Monies received by the Treasurer and transfers of funds between savings and checking accounts must be recorded on the NDA Income or Funds Transfer Voucher (see next page) and be logged in the checkbook or savings account ledger. This assures that all receipts and fund transfers are properly handled and verifiable on audit.
3. Expenses will be handled according to P&P “Reimbursement Procedures”
4. The Board must approve increases of more than 10% to the budget line items.
5. The Treasurer will provide financial reports to the Executive Board at each board meeting. A copy of the Treasurer's report will go to each board member for their review. The Treasurer's report will include revenues and expenditures, comparisons with budget (anticipated expenses and income), and current cash balances in checking and savings accounts.
6. The checking and savings accounts must be balanced at least every quarter. The balancing format shown on the back of the bank statement can be used quarterly or monthly using an electronic reconciliation program.
7. A minimum of 2 signators will be required on the account. The two signators will be the current treasurers and the delegate to the House of Delegates, ADA. Only one signature is required on checks. The primary signator is the current treasurer or other person as designated by the Executive Board.

**Nevada Dietetic Association Income Voucher**

Date:
Received from:

Income Category: <input type="checkbox"/> ADA Rebate <input type="checkbox"/> State Conference <input type="checkbox"/> Fundraising <input type="checkbox"/> Donations <input type="checkbox"/> Advertising <input type="checkbox"/> Other: _____
Description:
Amount: \$

Deposited: <input type="checkbox"/> mail <input type="checkbox"/> in person	
Checking: 0734-771140	Savings: 6834-686339
Amount: \$	Amount: \$
Date:	Date:
Wells Fargo Branch:	
Deposited By:	

**Nevada Dietetic Association Funds Transfer Voucher**

Funds Transfer Record: <input type="checkbox"/> on-line <input type="checkbox"/> in person	
<input type="checkbox"/> Checking to Savings	<input type="checkbox"/> Savings to Checking
Date:	Date:
Amount: \$	Amount: \$
Transferred By:	

## FINANCIAL AUDIT

### **Policy Statement:**

An audit of the financial records for the previous two (2) years will be conducted at the end of each Treasurer's term of office. This audit can be an internal or external audit as specified by the Executive Board.

### **Procedures:**

- a. The Treasurer will obtain a cost estimate for an external audit at least 3 months prior to the end of the current Treasurer's term.
  - b. At the last Executive Board meeting in the fiscal year the audit estimates will be evaluated and a decision made by the board to do either an internal or external audit.
1. If the Executive Board decides to use an internal audit, the following procedure will be used:
    - a. The Executive Board will appoint two (2) NDA members to do the audit. Neither of these people can be the current Treasurer, but they may have been a former officer.
    - b. The Treasurer will turn over all financial records from her/his term of office to the assigned auditors within one month (end of June) from the close of the fiscal year in which her/his term ends.
    - c. The assigned auditors will review the books for proper assignment of revenues and expenditures, correct math, appropriate payment of expenses and agreement with bank statements. The auditor will be given a time frame in which to conduct the audit; usually one month following receipt of the books (end of July).
    - d. Upon completion of the review, the assigned auditors will submit a written report to the Executive Board on the status of the financial records.
    - e. The new Treasurer will not receive the financial books until the audit is complete and approved by the Executive Board.
  2. If the Executive Board decides to use an external audit, the following procedure will be used:
    - c. If an external audit is approved, the Treasurer will give all financial records from her/his term of office to the auditing firm within one month (end of June) from the close fiscal year in which her/his term ends.
    - d. The new Treasurer will not receive the financial books until the audit is complete and approved by the Executive Board.

Date Approved: 9/93 Date(s) Reviewed/ revised: 5/02, 5/05

Date for next review: 5/07

## **REIMBURSEMENT PROCEDURES**

### **Policy Statement:**

Nevada Dietetic Association board members (officers, committee chairs, and special project coordinators) will be reimbursed for expenses incurred conducting association business according to the following guidelines:

1. At the beginning of each year, a budget will be developed as described elsewhere in this manual. Members are responsible for knowing how much has been budgeted for expenses or travel for which they expect to be reimbursed.
2. Members are expected to research prices before making any purchases and notify the board if the expense is likely to exceed the amount budgeted. The board must then reevaluate the budget and decide whether to authorize the member to proceed with the purchase at the higher amount.
3. Expenses for authorized travel and purchases (postage, printing, office supplies, telephone, etc.) will be reimbursed when within budget guidelines.
4. Expenses for the NDA State Meeting and all Executive Board meetings (travel, meals, airport parking) will be reimbursed for all voting members of the Executive Board if the distance traveled exceeds 30 miles.
5. When reimbursement is provided for meals, a maximum of \$45 per day will be paid.
6. Receipts are required for all purchases (including meals) and must be submitted with a completed NDA Expense Voucher (see next page).
7. When reimbursement is provided for ground travel, it will be based on the current federal business rate per mile.
8. Members are expected to use NDA funds wisely to get the best value at the lowest price and to be fully accountable to the board and to the NDA members for any purchases made.

### **Procedures:**

1. All reimbursement requests will be made by completing an NDA Expense Voucher (next page) and submitting it with receipts attached to the President for approval.
2. After a request is approved by the President, she/he will send it on to the Treasurer who will mail a reimbursement check to the member within two weeks of receiving the voucher.
3. Requests for reimbursement for any unauthorized and/or unbudgeted expenses of less than \$50 will be reviewed by the President who can decide at her/his discretion whether or not to approve the request. Requests for reimbursement for any unauthorized and/or unbudgeted expenses of more than \$50 must be brought before the Executive Board for consideration.

**Date Approved: 9/93 Date(s) Reviewed/ revised: 5/02, 5/05**

**Date for next review: 5/07**

**Nevada Dietetic Association Expense Voucher**

Date:	Requested By:		
<i>Make Checks Payable to:</i>			
Address: _____			
	City	State	Zipcode
<b>Expense Amount, Description and Budgeted Category:</b>			
<b>Operating:</b>	\$ _____		
Description: _____			
Category: π Nutrition Month Website   π ISP Provider   π Legal Fees π Mailing/Printing/Postage        π Audit π Conference calls/calling card   π Supplies       π Projects π Donation or gift       π Other:			
<b>ADA and Board Meetings:</b>	\$ _____		
Description: _____			
Category: π FNCE   π ADA Public Policy   π ADA NSPS/MNT π ADA Leadership   π ADA HOD Spring   π Mid-Year Board Meeting π Board Retreat   π Other:			
<b>State Conference:</b>	\$ _____		
Description: _____			
Category: π Site: Meals/Equipment   π Speaker Fees π Printing/Postage/Supplies   π Officer Travel π Entertainment       π Scholarship       π Silent Auction π Refunds   π Plaques/Awards   π Other:			
<b>Total Amount All Categories:</b>	\$ _____		

Approved by NDA President:	Date:	Amount:	
Check Issued by NDA Treasurer:	Date:	Check #:	Amount: \$

## ANNUAL BUDGET DEVELOPMENT

### Policy Statement:

The Budget Committee will set up a yearly budget to be completed by June 1<sup>st</sup> with input from committee chairs as to their budget needs. This will aid in planning the year's activities.

### Procedure:

1. The President-Elect will chair the Budget Committee composed of the President-Elect, the Treasurer, and one other individual appointed by the President. The current President will serve in an advisory capacity. Budget committee meetings open to all members.
2. The fiscal year will coincide with the year of office of the President.
3. The committee chairs and officers will provide their estimated expenses and/or revenues to the President-Elect 30 days prior to the beginning of the fiscal year.
4. Revenues and Expenditure categories will be consistent with those listed in the Financial Procedures.
5. The annual budget must be approved by a vote of at least fifty-one percent (51%) of the Executive Board within 45 days of the beginning of the fiscal year.
6. The budgeted amounts will appear as part of the Treasurer's reports to allow for analysis of expenditures compared to the estimated budget.

Date Approved: 9/93 Date(s) Reviewed/ revised: 5/02, 5/05

Date for next review: 5/07

## OUT-OF-STATE TRAVEL

### Policy Statement:

The Nevada Dietetic Association will reimburse officers for travel expense incurred attending out-of-state professional meetings as outlined below. The dollar amount of the reimbursement and specific expenses covered will be assigned each year based on the availability of funds and the needs of the association. When possible, officers should use travel allowances provided by their employer using the Nevada Dietetic Association as supplemental assistance.

### General Guidelines (as revenues allow):

President - all expenses to the FNCE annual meeting

President-Elect - all expenses not covered by FNCE to Leadership workshop

Delegate - all expenses not covered by FNCE to attend the HOD mid-year meeting and the HOD meeting at the FNCE annual meeting

Legislative Chair or Chair-Elect - all expenses to attend the annual Public Policy Workshop in Washington, D.C.

Media Representative - partial expenses to attend the media training sessions at the FNCE annual meeting

Reimbursement Representative - all expenses not covered by FNCE's sponsored meetings for NSPS representatives

SPRC Representative - all expenses not covered by FNCE to the biennial meeting for SPRC representatives

### Procedures:

1. The budget committee will assign dollar amounts and specific expenses to be covered in the yearly budget following the policy guidelines as closely as funding availability allows. The Executive Board will vote on the final budget.
2. Upon approval of the budget, the Treasurer will notify each officer or chair person receiving travel money as to the total amount allowed and reimbursable items.
3. Officers will make every attempt to make maximum use of the available funds by using reduced fares, sharing a hotel room and using employer travel allowances when possible.
4. To obtain reimbursement, the individual must follow the procedures outlined in P & P "Reimbursement Procedures".



## MAILING LISTS

### Policy Statement:

Use of the NDA membership list should be limited to the official state association business or other activities designed to benefit or enhance the membership, such as seminars, recruitment, surveys or announcements of educational materials, sponsored by NDA or district association. Other individuals or organizations will be assessed a fee.

### Procedure:

1. The membership list will be received from ADA. The Data Base will be updated by the individual responsible for maintaining the mailing list, as appointed by the President. She/he shall provide the listing or update to the President or designee and others as appropriate. (i.e. District Associations)
2. All requests for the NDA membership list or mailing labels of this list need to be sent to the President in written form. The request should provide information on the individual or group requesting the list/labels and the reason for wanting the list/labels. A list will be provided for NDA sponsored activities only. Labels will be provided for other requests.
3. The President will approve or reject the request based on the information provided in the written request.
4. The President will notify in writing the individual maintaining the membership list of any approved request and provide this person with the necessary information.
5. NDA will charge a fee for labels as listed below:
  - a) *Non-NDA members - \$75*
  - b) *NDA members - \$25*
6. The individual maintaining the file will send the list/labels to the appropriate individual with a bill when required. A statement requesting that the labels are to be used for a single mailing only will be included. A hard copy will be sent for all non-ADA sponsored requests. A copy of the bill will be sent to the Treasurer at the same time.
7. The Treasurer will maintain a record of:
  - who received the list/labels (written request)
  - the bill, when required
  - a payment, when issued

## **CONFLICT OF INTEREST**

### **Policy Statement:**

All members of the Nevada Dietetic Association shall avoid conflicts between their personal interests and the interests of the Association. If a member of the Nevada Dietetic Association is aware of any personal interest related to an issue that exists or is under consideration by the Association, the individual shall immediately and prior to the discussion about or action on the issue

- 1) disclose the existence of all personal interests and
- 2) abstain from voting and/or attempting to influence the decision.

The disclosure of personal interest shall be noted in the minutes of the meeting in which it is made and in the minutes of subsequent meetings at which the issue is discussed. If the individual is a voting member, the minutes will show that the individual abstained from voting.

### **DEFINITIONS:**

1. Conflict of interest includes situations where in a NDA member:
  - is involved in an NDA decision or action regarding another entity in which the member has a financial interest, is an employee, is a director, or is a consultant;
  - discloses information relating to the business of the Association which can be used by another entity.
2. The term NDA member shall include the member and any member of the member's immediate family.
3. Other entities include any organization or individual which does business or seeks to do business with the Association or which competes with the Association in products or services.

**RESOLUTION:** The President shall have final authority to determine whether a conflict of interest exists. The first attempt to resolve the conflict should be made by the presiding officer of the committee or meeting. If not resolved satisfactorily, a potential conflict may be submitted to the President for resolution.

### **GUIDELINES:**

1. This policy shall be furnished to each officer and to each committee member; printed in the P & P Manual; and included with the standing rules of the Board of Directors.
2. Volunteers will use discretion in accepting gifts, entertainment or other favors from another entity. In general, they should be accepted only in the conduct of normal business functions.

## CONFLICT OF INTEREST - Page 2

### Procedure:

1. All officers and chairpersons will sign a statement at the beginning of their term of office stating that they will not have any conflict of interest with NDA and its activities.
2. The President, after review by the voting members of the Executive Board, shall have final authority to determine whether a conflict of interest exists.
3. If a conflict exists and decisions have been made with involvement of the person having the conflict, all actions taken by the Executive Board on this subject will need to be reviewed. If the subject is active or has policy implications, the subject will need to be brought back before the Executive Board for vote.
4. An individual with a conflict of interest not disclosed who participates in actions relative to a particular subject will be asked to resign their position on the Executive Board.

**Nevada Dietetic Association**  
Statement of CONFLICT OF INTEREST

**Statement of Conflict of Interest:**

All members of the Nevada Dietetic Association shall avoid conflicts between their personal interests and the interests of the Association. If a member of the Nevada Dietetic Association is aware of any personal interest related to an issue that exists or is under consideration by the Association, the individual shall immediately and prior to the discussion about or action on the issue

- 1) disclose the existence of all personal interests and
- 2) abstain from voting and/or attempting to influence the decision.

The disclosure of personal interest shall be noted in the minutes of the meeting in which it is made and in the minutes of subsequent meetings at which the issue is discussed. If the individual is a voting member, the minutes will show that the individual abstained from voting.

**DEFINITIONS:**

1. Conflict of interest includes situations where in a NDA member:
  - is involved in an NDA decision or action regarding another entity in which the member has a financial interest, is an employee, is a director, or is a consultant;
  - discloses information relating to the business of the Association which can be used by another entity.
2. The term NDA member shall include the member and any member of the member's immediate family.
3. Other entities include any organization or individual which does business or seeks to do business with the Association or which competes with the Association in products or services.

As a member of the Board of Directors or Committee, the following is a record of my review and understanding of the NDA Conflict of Interest Policy. If at any time in the performance of my volunteer duties associated with NDA I have a Conflict of Interest I will immediately disclose such conflict and abstain from voting and/or attempting to influence the decision.

\_\_\_\_\_

(Name of Board or Committee)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Date)

## NDA STATE MEETING

### **Policy Statement:**

The President-Elect shall be ultimately responsible for the annual state meeting with input and approval of the Board of Directors prior to program commitments and expenditures\*.

### **Procedures:**

1. The state meeting will alternate between the north and the south unless otherwise determined by the Board.
2. Each district hosting the meeting will have a standing committee for local arrangements that will have a chairperson who would request member assistance in arrangements for facilities, meals, printing, registration, hospitality, travel arrangements, exhibitors, poster sessions, etc., as needed.
3. The President-Elect-Elect may begin to work on the next meeting as soon as he/she is elected.
4. The President-Elect-Elect should develop a meeting theme for format, budget, fee schedule, and exhibit plan with input from the district committee and Board of Directors. This plan must be approved no later than ten (10) months prior to the State meeting before any program can be executed.
5. Dates for the next meeting should be identified within sixty (60) days of the current meeting. Dates will be confirmed with the availability of the meeting facility and approved by the Board.
6. The meeting schedule must allow time for a general business meeting wherein association members have an opportunity to learn what the association is doing and to provide input on pertinent issues of the association.
7. The annual meeting budget must include, when financially possible, a line item for the student development fund listing the number of grants and the amount of each grant for that year. The preliminary budget should be developed no later than ten (10) months prior to the upcoming annual meeting.
8. Receipts from expenses incurred and registration will be logged by the President-Elect and follow usual financial procedures. Final accounting is the responsibility of the President-Elect.
9. Speakers will be compensated in the following manner:
  - a) Non-NDA members – travel, hotel, meals and honorarium as requested.
  - b) NDA members – registration fee waived in lieu of honorarium.

**NDA STATE MEETING, Page 2**

10. Voting members of the Board are reimbursed for travel, hotel, and meals at the state meeting. Registration fee is waived.

*\*If the Annual State Meeting is held in conjunction with another major professional meeting, these guidelines may be amended by the Executive Board for that meeting as needed.*

## STUDENT SCHOLARSHIP FUND

### Policy Statement:

NDA will establish and maintain a Nevada Dietetic Student Professional Scholarship Fund to assist dietetic students enrolled in B.S., M.S. programs, or a person in an approved planned experiential program in Nevada to attend the NDA annual meeting. *A student is considered to be an individual enrolled in at least 6 semester hours at a college institution and is in the process of attaining a bachelor's or higher degree in nutrition, dietetics or a related field, or is enrolled in an internship or AP4 program, or non-ADA accredited approved post-secondary program with intent to enter an ADA accredited/approved program within three years.*

### Procedure:

1. Funds will be designated each year during the budget development process for this item. The amount of money in this budget item will be determined by the overall financial status of the association. The budget will designate how many grants will be given and at what level.
2. The grant may be used to cover registration fees and/or travel expenses incurred while attending the NDA annual meeting.
3. An announcement of the grant availability will be included sent to directors of dietetics programs in the state.
4. Grant application and review will be handled by the Nominating Committee.
5. After review of all valid applications, the Nominating Committee representative will present the committee's recommendations to the Executive Board for approval. Upon approval, written confirmation and expense procedure forms will be sent to the grant recipients.
6. In order to be reimbursed, grant recipients will be able to receive funds after the annual meeting. They will need to submit a 1-2 paragraph written report on how attendance at this meeting benefited them. Expense forms of any expenses covered by the grant must be submitted with the report within two (2) weeks following the annual meeting.
7. If the number of qualified applicants exceeds the number of grants approved for that year, the committee will evaluate each grant in terms of grade level in school and anticipated sharing of information obtained at the annual meeting.
8. A file of submitted applications and outcome will be maintained with the Nominating Committee's permanent records. A record of recipients will be maintained

**STUDENT DEVELOPMENT FUND GRANT APPLICATION**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

\_\_\_\_\_ E MAIL \_\_\_\_\_

UNIVERSITY \_\_\_\_\_

DECLARED MAJOR \_\_\_\_\_

GRADE LEVEL (CIRCLE ONE) FRESH SOPH JR SR GRAD

PLANNED EXPERIENTIAL PROGRAM/AP4

FACILITY \_\_\_\_\_

ADDRESS \_\_\_\_\_

EXPECTED DATE OF COMPLETION \_\_\_\_\_

ANTICIPATED USE OF GRANT FUNDS (REGISTRATION, TRAVEL, ETC)

HOW WILL ATTENDANCE AT THIS MEETING BENEFIT YOUR CARREER?

(Each grantee will submit 1-2 papargraphs on a separate sheet and attach to this application, your planned project.)

ADVISOR SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

9/05

## WEBSITE POLICY AND PROCEDURE

### Policy Statement:

The Nevada Dietetic Association will use the “**nevadard.org**” website as the primary communication tool for the state membership. The website will replace the newsletter. Monitoring and selection of items to be put on the website will be performed by the Web Administrator (an appointed member for a two-year term) with final approval by the President and, if pertinent, on specified topics by the NDA Executive Board.

### Procedures:

1. A web maintenance and graphic design consultant will be retained. The annual budget will reflect a monthly maintenance fee that will be built into the budget and include other miscellaneous fees as determined.
2. The website will be reviewed and updated by the appointed web administrator on a monthly basis. The web administrator will send all updates to the consultant for correct formatting and addition to the website.
3. The NDA President will review all material for the website and submit to the NDA Board for review and approval as needed.
4. The web administrator has the authority to solicit articles from members or other individuals with expertise or information pertinent to the association. The web administrator may solicit other NDA members to assist with responsibilities.
5. The web administrator will review, edit, and word process articles submitted and then forward to the web consultant for inclusion in the website.
6. Annually the NDA will accept a report from the web administrator to include: update on content, review of the graphics, review of submission policies, advertising policies, consultant performance, communication, and any other online related services.
7. For those members who do not have access to the web, NDA will make available a copy of the website information upon request. The web administrator will be the contact person to copy and mail to members requesting this information.
8. Monthly bills from the web consultant and ISP (Internet Service Provider) will be paid by the Treasurer using the expense voucher approval system.

## NOMINATING COMMITTEE

**Policy Statement:** The nominating committee will follow established procedures in developing a ballot, documenting voting results, and assembling awards packets.

### **Procedure:**

1. The nominating committee shall be composed of three members. The senior member (3rd and final year of office) shall assume the title and responsibilities of Chair.
2. The Chair shall maintain the nominating committee file, which shall contain voting results, copies of current and previous ballots, current by-laws, policy and procedure manual, candidate's biographical sketch template, and sample copies of letters notifying candidates of voting outcome, and student grant recipients.
3. The Chair shall determine which offices need to be placed on the ballot and shall confer with the Board of Directors and nominating committee members to produce a list of potential candidates.
4. The Chair shall delegate and share in responsibility for contacting potential candidates, explaining duties and time demands by providing copies of by-laws and policies and procedures pertaining to each office. **President-Elect candidates are to be informed of the required Leadership Training and must be available to attend.**
5. The Chair shall send a "Candidate's Biographical Sketch Template" to each candidate to be returned by February 1<sup>st</sup>. The form should be returned to the 2nd year nominating committee member to allow preparation of the ballot.
6. The 2nd year nominating committee member shall prepare the ballot and review its final form with the Chair before submitting to the Secretary for distribution to the membership by February 15. Ballots will be mailed to the membership by February 22<sup>nd</sup>. The returning ballots must be postmarked by March 15<sup>th</sup> to be counted.
7. The first year nominating committee member shall collect and notify the chair of the election results.
8. The Chair shall submit a written report of election results to the secretary and shall send notification of results to each candidate.
9. At the end of the Chair's term, the nominating committee file shall be passed to the incoming Chair.
10. The Chair shall maintain a record of current and previous officers and length of terms.
11. The Chair can utilize the attached questionnaire when recruiting.
12. The nominating committee is responsible for awards per the Awards Policy.
13. The Nominating Committee is responsible for the student scholarship award and the student development fund.

## Candidate' s Biographical Sketch Template

**NDA appreciates your willingness to run for NDA office. Please complete the following as you would like the information to appear on the NDA Ballot. Please Type or print legibly.**

**NOTE: The same information provided in other formats is acceptable providing all points are covered. DO NOT JUST ATTACH A RESUME**

**Return the completed form by January 1 to:**

<b>Name:</b>	<b>Credentials:</b>
<b>Work Address:</b>	<b>Home Address:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>Email</b>	<b>Fax</b>
<b>Education:</b>	
<b>Professional Activities/Offices held:</b>	
<b>Work Experience: [Job Title(s) and Worksite(s)]:</b>	
<b>Position Seeking:</b>	
<b>Goals for Office: (Approximately 50 words or less):</b>	

## AWARDS

### **Policy Statement:**

The NDA Board will select ADA honor/award recipients or nominees. We will support the nominations of our members who are nominated by practice groups for ADA honors or awards as approved by the Board. ADA will also be notified of the selection of our state award for *Nevada Outstanding Dietitian*.

### **Procedure:**

1. The nominating committee is responsible to distribute information regarding the awards and honors to the district associations within 30 days of receipt from ADA. (Usually sent out August/September.) The nominating committee will also solicit nominations in other ways as they see fit. (i.e. Website)
2. Criteria for selection of ADA awards and honors will be according to those dictated by ADA. Criteria for the state award Nevada Outstanding Dietitian is included in this document.
3. Nominations will be received by the nominating committee within 45 days prior to the ADA deadline to allow for distribution to the board members for evaluation and voting at board meeting at which they will be selected. ADA honor/award nominations which are originated within the state will be approved by the board before submissions. Letters of support for nominations of state members originated outside the state should be approved by the board if they are on NDA stationery.
4. The nominating committee is responsible for submission of the packet to ADA by the April 1 deadline.
5. Award recipients will be announced and recognized at the Annual State Meeting and at the following district meetings. They will also be recognized on the website.

## **BUSINESS PARTNERSHIP AWARDS**

### **Partnership Award**

This award is given to an organization or recipient that has continuously supported NDA and its on-going strategic plan in a multitude of ways. This may include, but not be limited to the criteria listed below. This recipient would have continuously endeavored to support the RDs basic mission as the nutrition expert—to promote optimal health through optimal nutrition. In addition, the recipient may have provided financial, speaker, and CEU support as well as service to members in reference to products, programs, events, and educational materials.

### **Criteria**

This recipient would have displayed support of the NDA and its members in one or more of the following ways:

- Major sponsor at Annual Meeting
- Sponsor of chapter meetings
- Distribute excellent educational materials, such as booklets, books, manuals, or fact sheets
- Participate in RD sponsored events

Nomination process: Three (3) months prior to the Annual Meeting, an announcement will be sent to NDA members via email soliciting nominations. The email will include selection criteria, deadline for submission, and a form to be completed and submitted to the NDA Executive Board.

Selection procedure: The-NDA Executive Board will review the submitted nominations and vote. The recipient will be recognized and given an award plaque at the Annual Meeting.

Selection procedure: The Nominating committee will put forward nominations for this award and this will be voted on by the Executive committee.

## NEVADA'S DIETITIAN OF THE YEAR

### **Purpose:**

The purpose of this award is to recognize a member of the Nevada Dietetic Association (NDA) who has made an outstanding contribution toward the advancement of the dietetic profession in the State of Nevada

### **Criteria:**

Evidence of excellence must be demonstrated leadership in at least one of the following areas:

- 1) Leadership - Having a principal role in activities or efforts related to the profession of dietetics (Examples including, but not limited to, service on district, state and/or national ADA committees and boards; public policy activities)
- 2) Scholarship - Advancing the science of dietetics through creative activities. (Examples including, but not limited to, contributions to the literature, presentations at national meetings, invited lectures)
- 3) Professional Practice - Working to promote nutritional well-being of Nevadans through education, clinical practice, public policy. (Examples including, but not limited to, innovative programs, work with the media)

### **Application:**

A letter of rationale for this award may be made by the district associations or any NDA member.

A nomination should include a minimum of one and a maximum of three letters of support addressing the criteria listed above, as well as a recent curriculum vitae or resume of the candidate.

**Evaluation of Application:** Selection of the Dietitian of the Year is made by NDA Board Members.