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INDIANA DIETETIC ASSOCIATION INC STANDING RULES

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STANDING RULES

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I - MEMBERSHIP

STATE MEMBERSHIP LISTS

Data Management Information System (DMIS) provides access to the states from AND (The Academy of Nutrition and Dietetics). The state designates who has a password to the DMIS system and retrieve information. Indiana has designated the President, President-Elect, Executive Director, Webmaster and Administrative Assistant to have access to the DMIS system.

NEW MEMBER POLICY

Executive Director will write each new member, welcoming them to IDA. The packet includes: letter from the President, welcoming them to the Association; a copy of the most recent newsletter; a copy of any mass mailing that has recently been distributed if applicable; a map of the state that shows a breakdown of the district with a list of the District Presidents. The Executive Director sends a New Member report out monthly to the District Presidents, IDA President, and President-Elect.

MAILING LABEL POLICY

A. Member labels, electronic emails or lists are obtained through the IDA Administrative Assistant or Executive Director from the management software system for such activities as:

1. The Hoosier Dietitian and other Board approved statewide communications.
2. IDA Annual Meeting(s)
3. Ballots
4. Other Board approved functions.
5. The IDA Executive Director will send the districts a sortable electronic database at no charge to the district.

The database will:

- a. be sent in excel format
- b. include email addresses
- c. be sent to the district president or designee
- d. be sent 2 times per year, July and January.

The above labels, lists, electronic emails or diskettes are charged to the appropriate budget at cost plus mailing costs. If IDA co-sponsors a workshop, the same items may be obtained at cost plus mailing costs.

B. Requests of any mailings from other organizations/businesses (profit and non-profit) will be granted by a vote of the IDA Executive Board only for member printed labels and a printed list of members. Approved requests must be in compliance with the AND Code of Ethics. E-mail lists of members will not be provided outside of the organization. A rate scale, determined by the finance committee, will be set up for labels, printed lists and file on disk/email (districts only) based on “not-for-profit,” “for-profit” or district organization placing the order.

C. Electronic emails will be used by the Executive Director to send the IDA newsletter to

members.

- D. A mechanism for anyone who wishes to opt out of receiving future emails must be provided.
- E. Member mailing lists, disks, electronic emails and labels are for one-time use only. Lists must not be duplicated, transferred or sold to a third party or used for any purpose other than the expressed purpose. Violation of these specifics will be grounds for denial of any future rental requests.
- F. Shipping and handling charge of \$15 will be added to each order.

ACKNOWLEDGMENTS

Acknowledgments of birth, marriage, special awards, illness, and death of IDA Board Members (or their immediate families in the event of death) will be sent by the IDA Secretary. The notification should come from the District President. When the death is an IDA member, the District President notifies the IDA Secretary, who sends, with the acknowledgment, a note that a donation in the name of the deceased IDA member will be made to the Memorial Fund (see page 11 - Memorials) The names of deceased members will be printed In the IDA Newsletter. The District President is responsible for sending notification to the IDA Newsletter Editor.

MAILING LIST FOR IDA

Non-members of IDA who wish to receive copies of the IDA mailings and electronic notices should submit, in writing, each year, their request, with a check payable to IDA for \$20 to cover costs. The IDA Executive Director is then responsible for seeing that their names are added to the electronic email lists for the newsletter, and to the mailing list or electronic email list for meetings, workshops, webinars and seminars. The IDA Executive Director will update names each year in September. The IDA Executive Director will inform any person requesting such services of the policy in writing either by mail or electronic email. The person(s), not the IDA Executive Director, will then be responsible for renewing their service once each year.

USE OF EMAIL ADDRESSES

- A. Email addresses of AND members are to be used for appropriate business communication and are not to be sold to outside companies. Requests by outside groups for use of email to the membership other than ballots, newsletter, IDA sponsored meetings and webinars will be approved by the executive board.
- B. The purpose of nonmember email addresses is for recruitment. The non-member emails should NOT be on the same distribution list as member emails. A meeting or webinar announcement can be sent to a non-member if there is an opportunity to join AND.
- C. The purpose of the email must be clear in the subject line of the e-mail and in the early paragraphs.
- D. The postal address of the affiliate will be at the bottom of the e-mail.
- E. A mechanism for anyone who wishes to opt out of receiving future emails must be provided.

II - ELECTED OFFICERS

QUALIFICATIONS OF ELECTED OFFICERS

A. President-elect

1. Active or retired membership in AND/IDA.
2. Familiar with the Association, its activities and operation.
3. At least one (1) year of experience on the Board of Directors.
4. Personal and professional fitness for office.
5. Held elected office at the district, state or national level.
6. Available for office in time, travel, and necessary absence from employment for three consecutive years.
7. Ability and adequate facilities for performing duties.
8. Demonstrated leadership in the profession.

B. Secretary

1. Active or retired membership in AND/IDA.
2. Active in district and/or state association affairs.
3. Ability and adequate facilities for performing duties.
4. Available for duties of office for two consecutive years.
6. Prior experience on the Board of Directors.

C. Treasurer

1. Active or retired membership in AND/IDA.
2. Active in district and/or state association affairs.
3. Ability and integrity to have custody of all funds and securities of the Association.
4. Available for duties of the office for two (2) consecutive years.
5. Experience in budgeting, fiscal planning and management is desirable.
6. Access to a computer and willingness to utilize financial planning software provided by IDA.
7. Prior experience on the IDA Board of Directors.

D. Delegate

1. Active or retired membership in AND/IDA for at least three years immediately preceding the term as delegate.
2. Former officer of the state association, and presently an active and knowledgeable participant in association activities.
3. Available for duties of office in terms of time, travel, and absence from employment during the three consecutive year obligation in the office.
4. AND recommends that the delegate be out of this position for 2 years before running again for this office.
5. Able to communicate among district, state and the national association.
6. Ability and adequate facilities for performing duties.

E. Nominating Committee

1. Active or retired membership in AND/IDA.
2. Familiar with state and district association activities.
3. Knowledge of statewide membership.

F. Chair-elect, Council on Professional Issues

1. Active or retired membership in AND/IDA.
2. Familiar with the divisions of practice.
3. Prior experience on the Board of Directors.
4. Available for office in time, travel and absence from employment for two consecutive years.
5. Member of an AND Dietetic Practice Group.

POSITION OF IMMEDIATE PAST PRESIDENT

The Immediate Past President shall:

- A. Serve on the Board of Directors and Executive Committee as an ex-officio member, with voting privileges.
- B. Serve as an ex-officio member of the Nominating Committee.
- C. Serve as ex-officio member of the Spring Program Committee.
- D. Serve as chair of the Bylaws Committee.
- E. Conduct annual performance appraisal of Administrative Assistant and Executive Director.

TELLERS COMMITTEE

The Tellers Committee shall:

- A. Consist of a chair and two members appointed by the President (one of which may be the Secretary.)
- B. President is responsible for sending the Tellers Committee their Job Description and responsibilities.
- .F. The tellers committee will receive electronic votes from the Executive Director, record all votes and send a signed report of the results to the President and Secretary (Electronic signature is acceptable from the tellers committee).
(Secretary needs to notify all nominees, in writing, of results before Annual Spring Meeting using appropriate form letters.)
- F. Report winners of the election at the Annual Meeting. The Chair of the Tellers Committee or a Committee member should give the report.
- G. Retain copy of vote count until announcements have been made at the Annual Spring Meeting.
- H. The President is to notify the Newsletter Editor of the election results after it is announced at the IDA Annual Spring Meeting. Results of the election will be published in the Summer Newsletter.

III MEETINGS–

ANNUAL MEETING

- A. The President-elect shall serve as Chair for the Annual Meeting.
- B. The CPI Chair shall serve as Program Chair.
- C. If it is determined to participate in a joint meeting with other professional organizations, then the President-elect will be the official spokesperson for all IDA input.
- D. The Exhibits Chair will be responsible for communication with exhibitors prior to and following the Annual Meeting. Activities will be developed in accordance with the decision to solely sponsor or jointly sponsor the Annual Meeting.
- E. Scholarship(s), Fellowship(s), RDTY, RYDY, Honored Dietitian, Emerging Dietitian and all other awards will be presented at the Annual Meeting in accordance with the regulations listed in this document.
- F. Awardees and scholarship recipients are guests of IDA for the day the award/scholarship is presented; registration for this day (including meals) will be waived or refunded to these recipients.

EXHIBITOR POLICY

- A. Exhibits shall be allowed at the Annual Meeting. ..
- B. Any social or non-educational activities of the vendors should not conflict with planned activities of the Annual Meeting (does not include the Board Meeting). Vendors who plan activities need to be exhibiting or at least participating in the meeting.
- C. A minimum of two? noncompetitive hours should be scheduled into the Annual Meeting for viewing exhibits.

HONORARIUMS & CORPORATE/ORGANIZATIONAL SPONSORS FOR IDA MEETINGS

- A. It is the responsibility of the Annual Meeting planning committee to develop the budget showing income and expenses for the meeting.
The president-elect (general program chair) will present the budget showing expenses and income (including corporate/organizational support) along with the request for registration fees to the IDA Board at the Board meeting prior to the Annual Meeting or by email to the IDA Board voting members no less than 3 months prior to the Annual Meeting to request registration fees. The registration fees will be approved by the IDA Board.
- B. Honorariums and sponsorships are to be determined by the planning committee in accordance with the budget.

SPONSORSHIP AND CO-SPONSORSHIP OF NON-IDA MEETINGS

- A. In order for IDA to sponsor an activity, workshop, seminar, webinar, etc., a request with justification including topic, date and fees must be presented to the Board of Directors for an affirmative vote.
- B. Co-sponsorship with request for financial aid must be approved by Board action; approval provides for membership notification via mail or electronic email and provision of appropriate continuing education credit through the Continuing Education Chair.

- C. Co-sponsorship without request for financial aid provides access to membership labels. With the approval of the Board of Directors, labels may be provided.
- D. The Board of Directors will notify the requesting co-sponsor that IDA co-sponsorship of meetings does not infer financial support should the meeting fail to meet budget.

MEETING REGISTRATION FEES FOR MEMBERS, NON-MEMBERS AND STUDENTS

- A. Members and non-members shall pay a registration fee for IDA Meetings. The following committee members, who have actively participated in the planning of the Meeting will have registration fees waived.
 - 1. General Chair (President Elect)
 - 2. Program Chair (CPI Chair)
 - 3. Registration Chair
 - 4. CPI Chair Elect
 - 5. Exhibits Chair
 - 6. Division of Practice Chairs, to include clinical, community, management, education, and ICD chair
 - 7. Other members at the discretion of the CPI Chair/President-Elect
 - 8. Treasurer
- B. Registration for Annual meeting for IDA President, President-Elect, CPI Chair, CPI Chair Elect, Executive Director and Registration Chair will be reimbursed. Lodging will be reimbursed at ½ of the hotel room rate, or full room rate for 2 of the above that share a room.
- C. District presidents (or alternate) will receive free registration (including meals which registration fee covers) and ½ of the hotel expense to the two day IDA Spring meeting when the Board meeting is attended. Registration and hotel costs are to be pre-paid by member and then reimbursed from IDA under the Member Initiative Team.
- D. Fees of non-members, including RDs & DTRs who are not AND members, shall be two times that of members. The Planning Committee determines guest fees. A courtesy of charging membership fees will be extended to Dietary Managers Association members. Registration fee refund policy should be decided by the Planning Committee, and stated in writing, on the Registration form.
- E. Registration for out-of-state AND members shall be the same as in-state members' fees.
- F. Awardees are guests of IDA for the registration fee and lunch on the day at which they receive their award.
- G. Definition of Dietetic Student:
A dietetic student is a student who is actively completing the minimum academic requirements for AND membership. This includes students in all degree programs, dietetic interns, dietetic technician programs and students in pre-planned experiences. A full-time graduate student who is a registered dietitian is included in this definition. A dietetic student or full-time graduate student who is a registered dietitian, attending Annual Meeting will be given reduced rates.
- H. Retired members pay a reduced rate.

IV BOARD OF DIRECTORS

- A. **Attendance:** Attendance at Board of Directors Meetings is important and input from all board members is necessary for an effective board. All elected members are expected to make provisions to attend each board meeting. **If the District President is unable to attend, an appointed representative from the district will attend to assure that each district is represented and will have a proxy vote for the district president they represent.**
- B.

| Position | Vote |
|-----------------------------------|-------------|
| President | yes |
| President-elect | yes |
| Immediate Past President | yes |
| Secretary | yes |
| Treasurer | yes |
| Delegate | yes |
| Chair of CPI | yes |
| Chair-elect of CPI | yes |
| Chair of Nominating Committee | yes |
| District presidents ¹ | yes |
| SPRC Chair/Membership chair | no |
| Reimbursement Chair | no |
| Public Policy Coordinator | no |
| State Policy Representative | no |
| Continuing Education Chair | no |
| Public Relations Chair | no |
| Newsletter editor(s) ² | no |
| CPI section Chairs | no |
| Media Representative | no |
| Dietetic Technician Rep | no |
| State DPG Chairs | no |
| ANDF Representative | no |
| Historian | no |
| Honored Dietitian Award Chair | no |
| Indiana Diet Manual Chair | no |
| Web Maintenance Manager | no |

| Position | Vote |
|---------------------------------------|-------------|
| Annual Meeting Exhibits/Sponsor Chair | no |
| Liaisons to Allied Groups | no |
| State Regulatory Specialist | yes |
| Executive Director | no |
| Licensure Chair | no |
| Scholarship Chair | no |
| Certification/Licensure Board Liaison | no |

- B. **Absences:** In case of absence, the President should be notified before the Board meeting. After two unexcused absences from Board meetings by a member whose attendance is mandatory, the Executive Committee will review the absence and take appropriate action.
- C. **Reports:** Each member filing a report for the minutes must give a typewritten or send an electronic copy of the report to the IDA Secretary at the time of the Board Meeting or no more than seven days following the meeting. Otherwise, the minutes will read "No written report." Liaisons to allied groups and media representatives should report orally (along with a written report) to the Board of Directors at least once a year.
- D. **Length of meetings:** For the purpose of addressing old business, conducting new business, presenting consent agenda items and addressing any new immediate concerns/announcements, the face-to-face Board Meetings will attempt to be no longer than 4 hours in duration. Initiative Teams are required to communicate with their team and be prepared prior to day of the actual Board Meeting. Initiative teams are encouraged to make their actual report/propose motions prior to the Board Meeting. Conference Call Board meetings will attempt to be no longer than 2 hours in duration.
- E. **Directory** - A directory of the Board of Directors which includes positions, names, addresses, phone numbers, fax numbers and email addresses shall be prepared by the President and Executive Director and distributed electronically before the first Board of Directors meeting of their term of office.
- F. **Orientation of the Board:** The purpose of the orientation session will be to review Standing Rules, Bylaws, Policies & Procedures, to discuss Board Procedures and to develop strategic planning for the incoming Board.
- G. **Agenda:** The Board of Directors will be notified in advance to submit agenda items. Information regarding the requested agenda item is to be submitted so that board members may review topics for discussion/vote prior to meeting. Routine business items that are non-controversial and self-explanatory (items that do not need discussion) will be noted as Consent Agenda items. The consent agenda items will be voted on per the Consent Agenda Policy and Procedure.

OTHER COMMITTEES

A. Bylaws Committee Meetings

Any member wishing to propose an amendment must submit a request, in writing, to the Bylaws Committee.

B. Special Committee Meetings

Special Committees serve at the discretion of the President. The Committee Chair plans and submits for approval a budget in accordance with the charges to the Committee.

V - FINANCES

TRAVEL

A. Members of the IDA Board of Directors who are required to attend Board meetings and those members who have been requested by the Board of Directors to attend a specific Board meeting shall be reimbursed for the following:

1. Approved travel of all Board Members is reimbursed at the rate determined by the finance committee annually. It will be reflective of the reimbursement rate provided by AND and stay within the Federal Guidelines for Reimbursement. Travel reimbursement requests must be submitted on the official form to the treasurer within 45 days after the completion of travel or before May 31st, whichever is sooner.

2. Travel to standing or special committee meetings when it is included in the committee budget for the year or approved by the Board of Directors.

3. Car pooling is encouraged.

B. When the travel is out-of-state or not within practical driving distance, reimbursement will follow the state travel rules.

C. The President, President-elect, incoming President-elect, Executive Director and Delegate(s) shall be reimbursed for the cost of travel, registration fee, hotel and per Diem (which will be determined annually by the finance committee using AND Guidelines to attend the AND Annual Meeting and Exhibition (FNCE), the AND Spring Delegates Meeting and/or the AND Meeting of Leaders as shown in the table below. This is to include any pre and/or post meetings of the House of Delegates.

| | FNCE | | | | AND HOD | | | Leadership Institute | | |
|-----------|--------|-------|----------|-----|---------|-------|----------|----------------------|-------|----------|
| | Travel | Hotel | Per Diem | Reg | Travel | Hotel | Per Diem | Travel | Hotel | Per Diem |
| President | X | X | X | X | X | X | X | | | |

| | | | | | | | | | | |
|---------------------------|-----|---|---|---|-----|---|---|---|---|---|
| President-Elect* | X | X | X | X | X | X | X | X | X | X |
| Incoming President-Elect* | | | | | X | X | X | X | X | X |
| Delegates | AND | X | X | X | AND | X | X | | | |
| Executive Director | x | x | x | x | | | | | | |

* Leadership Institute attendees are to be president elects and/or new delegate or attendee at the discretion of the executive board.

- D. For reimbursement purposes, the President, President-elect and Delegate(s) are expected to attend the House of Delegates Meeting.
- E. Public Policy Coordinator , State Policy Representative, State Regulatory Specialist and Reimbursement Chair (as approved in the budget) and Executive Director shall be reimbursed for cost of travel, registration fee, hotel and per diem (determined by the finance committee annually) to attend the AND Legislative Workshop.
- F. State Media Representative (as approved in the budget) shall be reimbursed for cost of travel, registration fee, hotel, and per diem (determined by the finance committee annually) to attend the AND State Media Representative training if chosen to be a participant by AND.

OTHER EXPENSES

- A. **Memorials:** The Secretary will instruct the Treasurer to transfer \$100 to the Memorial Fund as a tribute to deceased members. It is the responsibility of the District President to inform the Secretary of the passing of any IDA member.
- B. **Indiana Diet Manual:** The proceeds and disbursements of the Indiana Diet Manual Committee are handled by the Treasurer.
- C. **Surety Bond:** The IDA shall provide a Surety Bond for the office of Treasurer and President.
- D. **Scholarships**
 1. *IDA Scholarships:* Up to three Dietetic scholarships of \$1000 each for a senior or seniors (a junior if in a Coordinated Program in Dietetics) graduating from a dietetics program at an Indiana College or University, provided they are continuing toward membership in the Academy of Nutrition and Dietetics.
 2. *IDA Dietetic Technician Scholarship* of \$1000 each to be awarded based on the criteria established by the Scholarship Committee.
 3. *Lute Troutt Fellowship* (\$1,000) and *Mary Hebenstreit Memorial Fellowship* (amount to be determined by the family’s donation) for Indiana resident(s) who continue their dietetics career in a graduate degree program.
 4. *JoAnne Frances Lintzenich Memorial Award* of \$500 based on the criteria established by the Scholarship Committee.
 5. *IDA Membership Scholarship(s).* The Scholarship Committee, based on the previous year Spring meeting donations to the Membership Scholarship fund, will determine the number and amount of the scholarship(s). No one award will exceed \$1000 or be less than \$300. The Scholarship Committee will establish the

criteria for the award.

6. *IDA Memorial Scholarship(s)*. The Scholarship Committee, based on the previous Years donations to the Memorial Scholarship fund, will determine the number and amount of the scholarship(s). No one award will exceed \$1000 or be less than \$300. The Scholarship Committee will establish the criteria for the award.
7. Awardees of non-monetary awards are allowed one guest on the day of the awards to include lunch. Monetary awardees are asked to pay for guests who plan to come to lunch.

E. **Indemnification:** Board members conducting Association business are assured indemnification.

F **Cash Reserves:** IDA must maintain a minimum of 75% annual budget in cash reserves unless approved by 2/3's of the voting membership of the Board Of Directors (BOD) present at any meeting of the BOD.

VOUCHER PROCEDURE

- A. Treasurer does not make disbursement without a voucher. All expenses, with receipts, shall be submitted on a voucher form to the IDA Treasurer for approval and payment.
- B. All checks shall include signatures of both the Treasurer and President.
- C. Except for the Annual State Spring Meeting expenses, the Board of Directors or the Finance Committee must approve any expenditure over \$150, not approved in the budget.

VI - CONFLICT OF INTEREST

- A. IDA has written a Conflict of Interest Policy designed to help officers of IDA identify situations that present potential conflicts of interest. It also provides IDA with a procedure that will allow a transaction to be treated as valid and binding even if a director or officer has or may have a conflict of interest with respect to the transaction.
- B. IDA Board members are asked to sign the "IDA Conflict of Interest and Confidentiality Attestation" per the Conflict of Interest Policy and Procedure (see the IDA Policy and Procedure Manual).

VII - AMENDMENTS

- A. The Standing Rules may be amended by the affirmative vote of two-thirds (2/3) of the voting membership of the Board of Directors; present at any meeting of the Board of Directors.