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IAND Travel Policy

IAND reimburses individuals for ordinary, necessary, and reasonable travel expenses that are directly related to affiliate business. Reimbursement should be fair and equitable to the individual and the affiliate using the lowest logical fare. Violation of the policy may result in denial of reimbursement.

LEADER/MEMBER TRAVEL AUTHORIZATION AND APPROVAL

1. The IAND President or Treasurer authorizes Academy paid travel and the Executive Director sends the leader/member an email that includes instructions to book travel.
2. The traveler may not finalize travel arrangements before receiving approval.
3. Expense reports for authorized travel must be submitted within ten (10) business days upon the conclusion of travel and approved by the IAND President and IAND Treasurer.
4. Expenses for personal travel ancillary to business travel are the traveler's responsibility. Only expenses incurred over the approved travel dates will be reimbursed.

TRANSPORTATION

Air Travel

1. Domestic travel (*within the 48 contiguous United States, Alaska, Hawaii, Canada and Mexico*): coach class is reimbursable. The additional cost for first and business class travel is at the traveler's expense.
2. Travelers are expected to make their reservations at least fourteen (14) days in advance, whenever possible, and book the lowest logical fare available on a major carrier. If the traveler was aware of the meeting more than fourteen (14) days in advance and confirms air travel less than fourteen (14) days prior to departure, the affiliate reserves the right to reimburse at the lowest fare.
3. For travelers extending their stay over a Saturday or other night to incur a lower airfare, the cost of meals and lodging are reimbursable if approved by the appropriate approver. The net savings to the affiliate must be more than the cost of the higher priced airfare or rail fare.
4. Expenses for 1 piece of checked baggage at standard rates will be reimbursed.
5. Rebooking or change fees will be reimbursed for emergency situations only.

Mileage Expense

Mileage is reimbursed at \$.58 for the actual number of miles driven. Cost of parking and tolls for approved business trips are reimbursable. Traffic fines and parking violations are not reimbursable.

HOTEL/LODGING

1. Lodging expenses are eligible for reimbursement only when they are incurred more than fifty (50) miles from the individual traveler's home of record. The IAND President may grant exceptions for unusual circumstances.
2. Should a traveler fail to cancel a reservation with the hotel directly, the individual will be responsible for payment of the hotel's "no show" charge.
3. For travelers extending their stay over a Saturday or other night to incur a lower airfare, the cost of meals and lodging are reimbursable if approved by the appropriate Approver. The net savings to the affiliate must be more than the cost of the higher priced airfare or rail fare.
4. Individuals sharing a room should submit their portion of hotel room charges on their own expense report. Unless otherwise approved by the appropriate approver, all affiliate-reimbursed travelers must share rooms. In the event the traveler wishes to have a single room, or the traveler is sharing a room with a non-affiliate member (e.g. spouse), the traveler will be responsible for paying the hotel directly for the full cost of room and tax (in addition to their incidentals). The traveler will be responsible for submitting an expense report with supporting documentation. The affiliate will reimburse them for ½ the room rate over the meeting dates.

EXPENSE ALLOWANCE AND OTHER EXPENSES

Daily Expense Allowance

Reimbursable expenses include:

1. Meals
2. Tips (not to exceed 20% of restaurant bill or \$2/bag)
3. Taxis to/from restaurants for non-business meals

Non-reimbursable items:

1. In-room movies
2. Personal expenses including, but, not limited too;
 - a. Car repair
 - b. Credit card interest
 - c. Day care for pets or children
 - d. Headphones on airlines
 - e. Massages
 - f. Medicine
 - g. Personal items such as toiletries, books, magazines, combs, toothbrushes, curling irons, hair dryers, etc.

Faxes

An individual, who incurs expenses for sending faxes for affiliate business, or for receiving them collect, should itemize such expenses.

MISCELLANEOUS BUSINESS SERVICES

Business Services

Receipts are always required for the following: printing, photocopying, binding services, shipping services, storage of affiliate property, secure storage rental, and similar incidental business-related expenses.

Expenses Due to Illness

Expenses, other than meals and lodging, incurred as a result of illness while traveling should be approved by the IAND President or Treasurer. Example: If an out-of-town traveler becomes ill and takes a cab to the local hospital, the traveler may be reimbursed for the cab fare. However, medical expenses are the responsibility of the traveler and/or their chosen medical plan.

RECEIPTS

All fully reimbursable expenditures must have the original receipts. If the expense is to be split between the affiliate and another organization, a copy is acceptable if the affiliate's portion is identified and it is noted where the original is on file.

1. Receipts should be attached chronologically as referenced on the expense report and attached on a separate sheet of paper when less than 8 ½ X 11". Reimbursement is based on submitted receipts and may not exceed the approved per-diem for the event/location.
2. Credit card bills and tear-off tabs for meals are not considered appropriate receipts unless validated by a cash register receipt.
3. If paying for other reimbursable individuals, it is preferable that each individual pay separately and obtain a receipt. If this is not appropriate, whoever pays the bill must note on the expense report the names of all individuals included on the receipt for the meal.
4. If a receipt is lost, the traveler must seek a duplicate. If this is impossible due to the nature of the receipt, a memo explaining the circumstances will be accepted.

PROCESSING OF REIMBURSEMENT REQUESTS

All IAND expense reimbursement requests must be submitted to the IAND Treasurer and approved by the IAND President and Treasurer.

Documentation requirements for reimbursement of IAND expenses not travel related will also follow these guidelines for reimbursement.

Reimbursement will not be processed and may be returned to the issuing party if:

1. Expense reimbursement requests are not accurately coded.
2. The amount exceeds IAND expense reimbursement limits and/or budget.
3. Documentation included with the expense report does not support the expense reimbursement amount or lacks necessary detail.

Membership List

45

Policy

Annual LISTS

- 1) Two free lists (including name, address, phone, email and membership status) will be provided to each district each year (July and January). The District list is delayed until The end July to allow complete and accurate updates to the data base following the new membership year which begins June 1.
- 2) The list, which is from AND Membership eligible individuals living in Indiana, as pulled through Data Management Information System (DMIS), will contain both IAND/AND members and non-members. Since this list contains non-member's names we have to adhere to AND's policy that it only be used for recruitment purposes. To meet the recruitment stipulation the contact to non-members must be one of the following:
 - a) Newsletter w/membership information ("how to join")
 - b) Meeting brochure w/differential pricing for members vs. non-members
 - c) Actual membership recruitment mailing
 - d) Phone/email contact for recruitment purpose only to non-members

Parliamentary Procedure

Robert's Rules

Why Parliamentary Procedure?

Parliamentary Procedure can sometimes appear to be an intimidating, threatening and confusing method that has been sent here to make our lives complicated and overworked. However the truth of the matter is that Parliamentary Procedure specifies a set of rules for the easy and orderly conduct of meetings. It allows every person within the group to be heard which helps members to make decision without confusion or being confused. In short, this time tested method of conducting business is not scary and complicated but an easy way to insure democratic rule, protection of rights, flexibility, and a fair hearing for everyone.

Developing an Agenda or Order of Business

It is customary for every group to adopt a standard order of business for meeting. When no role has been adopted, the following is the order.

1. Call to Order
2. Reading and approval of the minutes
3. Reports from officers and standing committees
4. Reports from special committees
5. Unfinished Business New Business
6. Program
7. Adjournment

Motions

The proper way for an individual to propose that a group take a certain action is by making a motion.≡ The following is the process for handing a motion.

1. A member rises and addresses the presiding officer for recognition.
2. The member is recognized.
3. The member proposes a motion.
4. Another members must second a motion
5. The presiding officer states the motion to the assembly.
6. The assembly can now discuss or debate the motion. Only one person at a time may speak. They must first be recognized by the presiding officer.

Preference should be given to:

- A. The person who proposed the motion.
- B. A member who has not spoken yet to the motion
- C. A member who seldom speaks to one who frequently addresses the assembly.
- D. The presiding officer should try to alternate between those favoring and those opposing the motion. Discussion must be confined to the question that is before the house.

7. The presiding officer takes the vote on the motion. Voting can be done by voice, show of hands; or balloting.
8. The presiding officer announces the result of the vote.
9. The floor is now open and another motion can be proposed.

Four General Types of Motions

1. Main Motions introduce subjects to the assembly for its consideration
 - * They cannot be made when another motion is before the assembly (before considered by the assembly)
 - * They can be postponed or affected by privileged, subsidiary, and incidental motions.
 - * i.e.: Move that we purchase if ≅
2. Subsidiary Motions change or affect how the main motion is handled.
 - * They are voted on before the main motion.
 - * i.e.: move the question before the assembly be amended by striking out...≅
3. Privileged Motions are about special or important matters not related to pending business
 - * They are extremely urgent motions
 - * i.e.: move we adjourn ≅
4. Incidental Motions are questions of procedure that arise out of other motions.
 - * They must be considered before the other motions.
 - * i.e.: Move to suspend the rule for The purpose of I ≅

Amending a Motion

The purpose of the motion to amend ≅ is to modify a motion which has already been presented in such a manner that will be more satisfactory to the members.

Methods of amending:

1. By addition or insertion -- to add something to the motion which it did not contain.
2. By elimination or by striking out -- to subtract or eliminate something from a motion that was originally part of it.
3. By substitution - this method is a combination of the first two methods, since in amending by substitution something is stricken and something is inserted in its place. The substitution portion may consist of a word, a phrase, a clause, or an entirely new motion.

An important principle to understand in connection with any form of the motion to amend is that an amendment may be hostile, but it must be germane. By hostile is meant opposed to the spirit and aim of the motion to which it is applied. By germane is meant having direct bearing upon the subject of the motion, which is relevant or relating to it.

An amendment may be opposed to actual intent of the original motion and, in fact nullify it, but if it relates to the same subject matter, it is germane.

| Type of Record | Retention Period [Minimum Length of Time to Retain (in years)] |
|---|---|
| Accounts Payable Ledgers and Schedules | 7 |
| Accounts Receivable Ledgers and Schedules | 7 |
| Annual Reports | Permanently |
| Articles of Incorporation | Permanently |
| Audit Reports | Permanently |
| Bank Statements/Reconciliations | 7 |
| Bylaws | Permanently |
| Budgets | 7 |
| Capital Stock and Bond Records | Permanently |
| Cash Books | Permanently |
| Charts of Accounts | Permanently |
| Checks, Cancelled | 7 |
| Contracts (if greater than or equal to \$50,000 or a work for hire) | 10 years post contract expiration |
| Other Contracts: | |
| Sponsorships | 10 years post contract expiration |
| Fact Sheets | 10 years post contract expiration |
| Corporate Projects – Consumer Ed. | 10 years post contract expiration |
| Vendors (Consultants, Researchers, Etc.) | 7 years post contract expiration |
| Contracts, Federal - All hiring and employee records | <ul style="list-style-type: none"> • if greater than 150 employees or federal contracts valued at \$150,000 or more - retain for at least 2 years • If less than 150 employees and federal contracts under \$150,000 - retain for at least 1 year |
| Other: | |
| Copyright Registrations/Assignments | Permanently |
| Deeds | Permanently |
| Depreciations Records and Schedules | 7 |
| Donor Records | 7 |
| EEO-1 Reports | At least 1 year; if the reports relate to a charge of discrimination, retain until final disposition of the charge |
| Employee Expense Reports | 3 |

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| | |
|---|--|
| Employee Retirement Income Security Act Plan Documents/Contribution Reports | Permanently |
| Employment Tax Records Employment tax records, including each employee's Social Security number, pay, dates of payment, taxes withheld (including FUTA and FICA taxes) | 6 |
| Employment Verification - The Employment Eligibility Verification Form I-9 (and related documents) required under the Federal Immigration Reform and Control Act (IRCA) | retain for at least 3 years from the date of hire or one year from the date of termination, whichever is later |
| Ethics Complaints & Case Records | 5 |
| Expense Analyses and Schedules | 7 |
| Financial Statements, Audited | Permanently |
| General Ledgers | Permanently |
| Insurance Policies/Claims/Reports | At least 1 year following the expiration of the time allowed for making claims under the policy; if the policies and related documents are the subject of litigation, retain until final disposition of the litigation |
| Inventories, Records of | 7 |
| Invoices (both received by & issued by Affiliate) | 7 |
| Leases | 10 years after the lease has expired |
| Legal Correspondence/Litigation Files | Permanently |
| Lobbying Documents | 3 |
| Previous and current session of Congress | 3 |
| Membership Records | 3 |
| Minutes (BOD) | Permanently |
| Minutes (Committees & Task Forces) LPPC and ADAPAC | Permanently |
| Other committees & Task Forces | 2 |
| Mortgages | Permanently |
| Patent Materials | Permanently |
| Pension/401k Plan Materials | Permanently |
| Petty Cash Records | 7 |
| Planned Giving Documents | Permanently |
| Property Appraisals | Permanently |
| Property Records | Permanently |
| Purchase Orders | 10 |
| Registration Eligibility and Related Records | 5 |
| Real Estate Contracts/Closing Documents | Permanently |

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| | |
|--|-------------|
| Releases | 10 |
| Sales Orders (for Affiliate products) | 1 |
| Savings Bond Registration Records of Employees | Permanently |
| Scrap and Salvage Records | 7 |
| Tax Correspondence | Permanently |
| Tax Returns and Worksheets | Permanently |
| Trademark Registrations/Assignments | Permanently |
| Unemployment Insurance | 5 |
| Wage and Hour Materials Payroll records, certificates, agreements, plans, notices, time cards, work-time schedules, wage rate tables, etc. - | 3 |

Website (www.eatrightin.org)

Policies and Procedures



Purpose

The website was created to give IAND members a central point to look for matters related to their profession in the state of Indiana. The goal is to provide information and resources that will enhance the careers of IAND members.

History

The Indiana Academy of Nutrition and Dietetics website was first put on the Internet in the fall of 1998. Since then it has grown in number and content from about 5 pages to almost 40 pages. It includes a Member-Only section for IAND members.

Terminology

- **IAND Webhost** - The IAND Webhost is hired by the IAND Board to maintain the operation of the IAND website. This includes providing the Internet address for accessing the website. The webhost designs the web pages and the Executive Director places content as directed by the Board of Directors. The IAND database for accessing the member-only section is also maintained by the IAND Executive Director.
- **Web page** - Any page within the website. A webpage may be several screens long
- **Website** - All of the screens and files that hold the content for the IAND website

Issues

A website will only succeed if it attracts users who find content they can use. **This content needs to be updated frequently enough to make a user want to return frequently.** The challenge for the success of the IAND website is to have enough member-volunteers willing to devote time to providing content and working with the website maintenance manager to keep the website fresh and full of useful content. The Executive Director will monitor the website quarterly and notify appropriate people of information that should be removed, added or updated.

Content ideas for the website

"Public" pages

This is the place to let non-IAND dietitians and other nutrition professionals know what is going on within the association. It should showcase programs, meetings, and members that demonstrate the work of the association. It should "hint" at the benefits that one could obtain by joining the Academy of Nutrition and Dietetics (and thus being a member of IAND if they reside in Indiana). One way to do this is to mention content that is only available on the member-only part of the website, and to provide links to the AND website for information on becoming an AND member.

"Member-only" pages

This is where the association and the districts could really provide "value-added" content for members. The goal is to have the IAND member think to check the member-only website as a first contact whenever they are looking for information related to their careers. Putting the employment and employment-wanted pages here would be added incentive for non-AND members to join. Scholarship information for students is also listed here. Students should be encouraged to join AND so that they also have access to these materials. However, such materials would also be available through their dietetic programs. But getting students interested and aware of the website early on could be a great recruiting tool! If the state and districts put their newsletters, educational materials from meetings, possible CPE opportunities and, perhaps, a member directory on the member-only website, there would be a cost-savings. Basic documents like bylaws, standing rules, committee minutes and other association related items should be available. Easy access to this information would allow members to get a better feel for the issues being discussed by the association.

District pages on the website

Districts can have web pages that are accessible by all IAND members. Districts can further personalize the website with information, news, and items specific to their area.

To assist the Executive Director it is recommended that each district have a designated contact person to send the district information for posting on the website.

Information that a district might want to include on their web pages could be:

Public pages

1. Membership Information
2. District Office and Phone Number
3. President Name and Information
4. Educational/Business Meetings
5. Awards
6. Pictures

Member-only pages

1. Officers Name and Information
2. Newsletters
3. Member directory
4. Job Announcements and Promotions

**Consent for using information must be obtained by using the consent form in Appendix C of this manual.

Employment Posting Policies

It is necessary to have a standard policy on what can be posted on the website related to those looking to employ someone and those seeking employment. The following is the policy in place for utilizing the IAND website for this purpose.

Only dietitian employment opportunities from employers located in Indiana or having job locations in Indiana will be posted to the website.

The employment opportunity will be posted on the Employment webpage in the Member-Only part of the website.

Indiana residents, or AND members moving into the state of Indiana, who do not yet have access to the member only page, may email the Executive Director to receive a list of current employment postings. This is offered on a one time basis.

All employment opportunities will be posted for 90 days (or longer if requested by the contact person). After 90 days, the Executive Director has permission to delete the posting.

Dietetic Program Information on the IAND Web Site

Dietetic programs in Indiana that are listed on our IAND web site have the opportunity to post information about their programs on the web page. Working through the Executive Director, each program can revise and update information as needed.

Items submitted to the Executive Director for posting on the website

1. Should be submitted electronically
 2. Should be accompanied by a completed Website Information Submission Form which is available at the bottom of the IAND Board page
 3. All text information should be submitted in a word processing form like Microsoft Word, WordPerfect, Microsoft Notepad, or submitted as text directly in an email message.
 4. Images submitted to the website should be submitted in an image format such as a jpg, tif, or bmp file.
- All documents submitted should be checked for correct grammar and spelling.

Appendix A – Content Responsibility

All Information to be posted on the IAND web page should be submitted electronically to the Executive Director for approval. To post information on the IAND webpage, complete the Information Submission Form and electronically submit it along with the information. The Information Submission Form is available on the IAND website-Member only under IAND Board reports at bottom of page.

| Web Site Page | Person Responsible |
|---|--|
| IAND Board of Directors Information | President |
| Bylaws | Past President |
| Standing Rules | Past President |
| District Pages | District President or Designated Representative |
| IN DHCC | IN DHCC Chair or Designated Representative |
| Annual Meeting | President-Elect |
| AND FNCE® | President |
| University and Intern Programs | Program Directors |
| Diet Manual | Diet Manual Chair |
| Dietetic Certification in Indiana | Executive Director |
| Update AND Profile | Executive Director |
| Scholarships | Scholarship Chair |
| Awards | CPI Chair-Elect, PR/Media Chair, Honored Dietitian Chair, and Education Chair |
| Continuing Education | Continuing Education Chair |
| Delegate Report | Delegate |
| Hoosier Dietitian | Newsletter Editor and Executive Director |
| IAND Board Report | President |
| Job Openings | Executive Director |
| Legislative Initiatives | State Policy Representative/State Regulatory Specialist/ Public Policy Coordinator |
| NNM | PR/Media Chair |
| Ballot and Biographical information for Elections | Nomination Committee Chair and Executive Director |
| State Meeting Online Registration | Meeting General Chair and Executive Director |
| Overall review Quarterly | Executive Director |
| | |

Appendix B – Web Site Posting Consent Form to use pictures and information on the website

The purpose of the IAND web site is to inform its members of IAND activities, educational opportunities, and employment opportunities. The website is intended to be used as a resource for IAND leaders and members. There is a section of the website available to anyone who can connect via the Internet. There is a separate section that is just for members of IAND.

This form provides the Executive Director with permission to place information about a person on the website.

I give my permission to the Indiana Academy of Nutrition and Dietetics to post to its web site, www.eatrightin.org my likeness for awards, activities, and other related items.

Further, I give permission to post the following information: (Please Check):

| | | |
|-------------|---------------------------------|-------------|
| | Name _____ | |
| <u>Home</u> | | <u>Work</u> |
| _____ | | |
| _____ | E-mail | _____ |
| _____ | Fax | _____ |
| _____ | Phone | _____ |
| _____ | University Affiliation | _____ |
| _____ | Employer/Employment Affiliation | _____ |

It is further understood that if at anytime I decide that I do not want my likeness posted to the website I need only inform the IAND Executive Director at the e-mail address posted on the website and it will be changed.

Printed Name

Signature

Date

Self Evaluation

Board Member Self Evaluation Form



INDIANA ACADEMY OF NUTRITION AND DIETETICS BOARD ORIENTATION INDIVIDUAL BOARD MEMBER SELF-EVALUATION

Complete the following self-evaluation. This is only for your use and is not to be returned.

| | YES | NO | NOT SURE |
|--|-----|----|----------|
| 1. Do I understand and support the mission and vision of the Indiana Academy of Nutrition and Dietetics? | | | |
| 2. Am I knowledgeable about the organization's plan of work and services available to members? | | | |
| 3. Do I follow trends and important developments related to the Indiana Academy of Nutrition and Dietetics? | | | |
| 4. Do I read and understand the financial statements? | | | |
| 5. Do I recommend/nominate other individuals for service on the board? | | | |
| 6. Do I prepare for and participate in board meetings and Initiative Team Meetings? | | | |
| 7. Do I act as an Ambassador for the Indiana Academy of Nutrition and Dietetics? | | | |
| 8. Do I find serving on the board a satisfying and rewarding experience? | | | |
| 9. Am I willing to donate my time outside of the board meetings to advance the plan of work of the organization? | | | |
| 10. Do I make the board meetings a priority and arrange my schedule so I can be in attendance? | | | |
| ANY OTHER THOUGHTS | | | |
| | | | |
| | | | |
| | | | |

Meeting Evaluation

Board Meeting Evaluation Form

INDIANA ACADEMY OF NUTRITION AND DIETETICS BOARD MEETING EVALUATIONS

Complete the following board meeting evaluation. Please return without identifying yourself so that we may improve our meeting process.

| | O.K. | NEEDS IMPROVEMENT | SUGGESTIONS FOR IMPROVEMENT |
|---|------|-------------------|-----------------------------|
| 1. The agenda was clear, supported by the necessary documents, and circulated prior to the meeting. | | | |
| 2. All board members were prepared to discuss materials sent in advance of the meeting. | | | |
| 3. Reports were clear and contained needed information. | | | |
| 4. We avoided getting into administrative/management details. | | | |
| 5. A diversity of opinions was expressed and issues were dealt with in a respectful manner. | | | |
| 6. The chair guided the meeting effectively, and members participated responsibly | | | |
| 7. The next steps or plans of action were identified and responsibility assigned | | | |
| 8. All board members were present. | | | |
| 9. The meeting began and ended on time | | | |
| 10. The meeting room was conducive to work. | | | |
| 11. The annual budget is related to the strategic plan. | | | |
| COMMENTS: | | | |

Continuing Professional Education: Prior Approval Instructions

The Commission on Dietetic Registration (CDR) has switched to a paperless system for prior approval of Continuing Professional Education (CPE) activities. All Activities and their supporting materials are now submitted directly to the CDR Database by the organizations contact, and **then reviewed by the Indiana affiliate reviewer** online. Activity verifications are generated by the CDR CPE Database.

Use the following link to access the Prior Approval CPE Guidelines and the Online CPE Database: <http://www.cdrnet.org/form-prior-approval>

The following information is required for the Online Continuing Professional Education (CPE) Database:

Activity Title
Activity Provider
Activity Date(s)
Estimated Number of CDR Credentialed Practitioners / Others
Location (city & state) If the activity is to be held in multiple locations, please provide a listing that includes each city, state, and date
Target Audience
Activity Chair (the individual who planned the meeting)
Activity Contact Person (receives certificates of attendance and additional materials), phone number, address, email address
Type of Activity
Number of CPE Hours Requested
Learning Need Code(s)

The certificate of completion must include:

Participant's Name
Registration Number
Activity Title
Activity Number
Date Completed
CPEUs Awarded
CPE Level

Please submit request form at least 6 weeks prior to activity date. If you have any questions, please contact Julie McCullough at: jmccullo@usi.edu or call [812-461-5213](tel:812-461-5213)