



# INDIANA ACADEMY OF NUTRITION AND DIETETICS, INC 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 can 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 IAND. The packet includes: letter from the President, welcoming them to the Academy; 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, IAND President, and President-Elect.

### **MAILING LABEL POLICY**

- A. Member labels, electronic e-mails or lists are obtained through the IAND 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. IAND Annual Meeting(s)
  3. Ballots
  4. Other Board approved functions.
  5. The IAND Executive Director will send the districts an electronic database at no charge to the district.  
The database will:
    - a. be sent in excel format
    - b. include e-mail 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 e-mails or other hard copy versions are charged to the appropriate budget at cost plus mailing costs. If IAND 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 IAND 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.
  1. If an outside organization (profit and non-profit) would like to send correspondence via email to IAND membership, the following procedure must be followed:
    - a. Submit request to IAND Executive Director or President
    - b. IAND Executive Board will vote on request, ensuring that the request and organization are in compliance with AND Code of Ethics.
    - c. Requesting organization will be charged a minimum fee of \$500 for an all-member email or \$200 for a district specific email. IAND will retain 50% of district specific email fee and reimburse district the remaining 50% of the \$200 fee.

- d. Upon receiving payment, IAND Executive Director will send a one-time email to IAND members.

- C. Electronic e-mails will be used by the Executive Director to send the IAND newsletter to members.
- D. A mechanism for anyone who wishes to opt out of receiving future e-mails must be provided.
- E. Member mailing lists, electronic e-mails 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 to be determined annually by finance committee

***ACKNOWLEDGMENTS***

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

***MAILING LIST FOR IAND***

Non-Members of IAND who wish to receive copies of the IAND mailings and electronic notices should submit, in writing, each year, their request, with a check payable to IAND for \$25 to cover costs. The IAND Executive Director is then responsible for seeing that their names are added to the electronic e-mail lists for the newsletter, and to the mailing list or electronic e-mail list for meetings, workshops, webinars and seminars. The IAND Executive Director will update names each year in September. The IAND Executive Director will inform any person requesting such services of the policy in writing either by mail or electronic e-mail. The person(s), not the IAND Executive Director, will then be responsible for renewing their service once each year.

***USE OF EMAIL ADDRESSES***

- A. E-mail 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 e-mail to the membership other than ballots, newsletter, IAND sponsored meetings and webinars will be approved by the executive board.
- B. The purpose of non-member email addresses is for recruitment. The non-member e-mails should NOT be on the same distribution list as member e-mails. 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 e-mail 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. Offer a mechanism for members to opt out of receiving future e-mails.

## II - ELECTED OFFICERS

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#### QUALIFICATIONS OF ELECTED OFFICERS

##### **A. President-elect**

1. Active or retired membership in AND/IAND for at least three (3) years immediately preceding term as President-elect.
2. Familiar with the Academy, its activities and operation.
3. The nominee will have at least one (1) year of experience on the Board of Directors within the last 5 years immediately preceding term as President-elect. It is preferred that the nominee has held elected office at the district, state or national level or has held an appointed position at the state or national level.
4. Personal and professional fitness for office.
5. Available for office in time, travel, and necessary absence from employment for three consecutive years.
6. Ability and adequate facilities for performing duties.
7. Demonstrated leadership in the profession.

##### **B. Secretary**

1. Active or retired membership in AND/IAND for at least three (3) years immediately preceding term as secretary.
2. Active in district and/or state Academy affairs.
3. Ability and adequate facilities for performing duties.
4. Available for duties of office for two (2) consecutive years.
5. Prior experience on the Board of Directors.
6. Ability and adequate facilities for performing duties.

##### **C. Treasurer**

1. Active or retired membership in AND/IAND for at least three (3) years immediately preceding term as treasurer.
2. Active in district and/or state Academy affairs.
3. Ability and integrity to have custody of all funds and securities of the Academy.
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 IAND.
7. Prior experience on the IAND Board of Directors.
8. Ability and adequate facilities for performing duties.

**D. Delegate**

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

**E. Nominating Committee**

1. Active or retired membership in AND/IAND for at least three (3) years immediately preceding term on the nominating committee.
2. Familiar with state and district Academy activities.
3. Knowledge of statewide membership.
4. Ability and adequate facilities for performing duties.

**F. Chair-elect, Council on Professional Issues**

1. Active or retired membership in AND/IAND.
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 (2) consecutive years.
5. Member of an AND Dietetic Practice Group.
6. Ability and adequate facilities for performing duties.

**POSITION OF IMMEDIATE PAST PRESIDENT**

The Immediate Past President shall:

1. Serve on the Board of Directors and Executive Committee as an ex-officio member, with voting privileges.
2. Serve as an ex-officio member of the Nominating Committee.
3. Serve as ex-officio member of the Annual Meeting Program Committee.
4. Serve as chair of the Bylaws Committee.
5. Conduct annual performance appraisal of the Executive Director.

### ***Nominating Committee***

The Nominating Committee shall:

- A. Consist of a chair and two members elected by membership of the Indiana Academy.
- B. President is responsible for sending the Nominating Committee Job Description and responsibilities of open elected positions.
- C. The nominating committee will receive electronic voting records 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 nominating committee).  
(Secretary needs to notify all nominees, in writing, of results before Annual Meeting using appropriate form letters.)
- D. Report winners of the election at the Annual Meeting. The Chair of the Nominating Committee or a Committee member should give the report.
- E. Retain copy of vote count until announcements have been made at the Annual Meeting.
- F. The President is to notify the Newsletter Editor of the election results after it is announced at the IAND Annual Meeting. Results of the election will be published in the Newsletter following the Annual Meeting.

## **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 IAND 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), Recognized Dietetic Technician of the Year, Recognized Young Dietitian of the Year, Honored Dietitian, Emerging Dietitian Leader and all other awards will be presented at the Annual Meeting in accordance with the regulations listed in this document. Monetary awards for scholarship shall be mailed to awardees in August of the year they were awarded.
- F. Awardees and scholarship recipients are guests of IAND for the day the award/scholarships 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 Non-competitive hours should be scheduled into the Annual Meeting for viewing exhibits, for those seeking Continuing Education Units. (Student meeting may be held during exhibits).
- D. Solicitation of funds for charitable or for-profit purposes by an exhibitor must be associated with IAND business or approved by the Board of Directors prior to the event.

***HONORARIUMS & CORPORATE/ORGANIZATIONAL SPONSORS FOR IAND 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 IAND Board at the Board meeting prior to the Annual Meeting or by e-mail to the IAND 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 IAND Board.
- B. Honorariums and sponsorships are to be determined by the planning committee in accordance with the budget.

***SPONSORSHIP AND CO-SPONSORSHIP OF NON-IAND MEETINGS***

- A. In order for IAND 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 e-mail 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 IAND 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 IAND Meetings.  
The following committee members, who have actively participated in the planning of the Meeting will have registration fees waived. Every committee member is responsible for payment of their meals and hotel at the meeting unless otherwise noted in this document.
  - 1. General Chair (President Elect)
  - 2. Program Chair (CPI Chair)
  - 3. Registration Chair
  - 4. CPI Chair Elect
  - 5. Exhibits Chair
  - 6. Other members at the discretion of the President/President-Elect
  - 7. Treasurer

- B. Registration for Annual meeting for IAND President, President-Elect, CPI Chair, CPI Chair Elect, Treasurer, Executive Director, Exhibits Chair 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 (must still pay for meals) to the two-day IAND Annual meeting when the Board meeting is attended. Additionally, district presidents will only be eligible for reimbursement of IAND Annual Meeting expenses if they attend four of the five in-person and/or online board meetings. Registration costs are to be pre-paid by member and then reimbursed from IAND 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 Annual Meeting Committee determines guest fees. A courtesy of charging membership fees will be extended to the Academy of Nutrition and Foodservice Professionals members.  
Registration fee refund policy should be decided by the Annual Meeting Committee.
- E. Registration for out-of-state AND members shall be the same as in-state members' fees.
- F. Awardees and honorees are guests of IAND 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.

#### ***OTHER MEETINGS***

District Academies and Dietetic Practice Groups may utilize IAND webinar systems to hold a meeting for their membership.

#### **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 they represent. In addition, positions eligible for reimbursement of expenses relate to the Annual Meeting must personally attend 4 of 5 meetings, either in-person or call-in.

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 <sup>1</sup>	yes
Membership chair	no
Reimbursement Chair	no
Public Policy Coordinator	no
State Policy Representative/Consumer Protection Coordinator/State Regulatory Specialist	no
Continuing Education Chair	no
Strategic Partnership Coordinator	no
State DPG Chairs	no
ANDF Representative/Annual Meeting Sponsorship and Exhibit Chair	no
Historian/Outstanding Dietitian/50 Year Member Awards	no
Indiana Diet Manual Chair	no
Liaisons to Allied Groups	no
Executive Director	no
Licensure Chair (when appointed)	no
Scholarship and Education Chair	no
Digital Communications Chair	no
Nominating Committee Members	no
Annual Meeting Registration Chair	no

- A. **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.
- B. **Reports:** Each member filing a report for the minutes must give a typewritten or send an electronic copy of the report to the IAND Secretary at the time of the Board Meeting on 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.

- C. **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.
- D. **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.
- E. **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.
- F. **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 IAND 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 budgeted by IAND 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 31<sup>st</sup>, 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 pool travel 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, 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 appointed meeting of leaders as shown in the table below or delegated by the board of directors. This is to include any pre and/or post meetings of the House of Delegates.

	FNCE				AND HOD			Leadership Institute or President Elect Orientation		
	Travel	Hotel	Per Diem	Reg	Travel	Hotel	Per Diem	Travel	Hotel	Per Diem
President	X	X	X	X						
President-Elect*	X	X	X	X				X	X	X
Delegate	AND	X	X	X	AND	X	X			
Exec Director	X	X	X	X						

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

- D. For reimbursement purposes, the Delegate(s) is expected to attend the House of Delegates Meeting when available through AND.

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.

- E. 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 IAND member.
- B. **Indiana Diet Manual:** The proceeds and disbursements of the Indiana Diet Manual Committee are handled by the Treasurer.
- C. **Surety Bond:** The IAND shall provide a Surety Bond for the office of Treasurer, President and Executive Director.
- D. **Scholarships**
  - 1. *IAND Scholarships:* Up to three Dietetic scholarships. No one award will exceed \$1000 or be less than \$300. Finance committee to determine number of scholarships and award amount annually. The Scholarship Committee will establish the criteria for the awards. To be awarded to 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. *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.
  - 3. *JoAnne Frances Lintzenich Memorial Award* of \$500 based on the criteria established by the Scholarship Committee.
  - 4. 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.
  - 5. Scholarship Funds shall be dispersed in August of the year of the award unless otherwise approved by the Board of Directors.
- E. **Indemnification:** Board members conducting Academy business are assured indemnification.
- F. **Cash Reserves:** IAND 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 IAND Treasurer for approval and payment.
- B. All checks shall include signatures of both the Treasurer and President.
- C. Except for the Annual 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. IAND has written a Conflict of Interest Policy designed to help officers identify situations that present potential conflicts of interest. It also provides IAND 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.
- C. IAND Board members are asked to sign the "IAND Conflict of Interest and Confidentiality Attestation" per the Conflict of Interest Policy and Procedure (see the IAND 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.