

WESTERN NEW YORK DIETETIC ASSOCIATION

POLICY AND PROCEDURE HANDBOOK

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Last Full Review Date: 4/2016

EFFECTIVE DATE: JULY 2016
WESTERN NEW YORK DIETETIC ASSOCIATION
ACTIVITIES/OPERATIONS CALENDAR

REVIEW DATE: EVERY TWO YEARS

DATE	ACTIVITY	RESPONSIBILITY OF or RESPOND TO:	BOD	Operations Council
July				
1	START PROGRAM/FISCAL YEAR			
TBD	E-Mail BOD/Coordinating Cabinet with Goals of the Year and upcoming dates, make arrangements for Summer BOD/OC meeting.	President	X	X
TBD	Organize Finance Committee meeting.	President	X	
TBD	Principles of District Affiliation and District Reports Due to NYSAND President	President	X	
August				
TBD	Host Summer BOD/OC meeting.	President	X	X
TBD	Travel Memo for NYSAND Fall Meeting Received	NYSAND to send to President, President-Elect	X	
Sept				
TBD	First monthly BOD/OC meeting.	President	X	
TBD - early Sept	Outreach by nominating committee (at Meet & Greet event) to prepare preliminary ballot	Nominating Chair, Nominating Chair-elect		X
TBD	Submit District Strategic Plan to NYSAND	President	X	
TBD	Review criteria for all awards and begin solicitation of nominations	Immediate Past President	X	X
TBD	Annual Meet & Greet	Professional Issues Chair	X	
TBD	Nominating committee conference call to prepare preliminary ballot	Nominating Committee Chair, Nominating Committee	X	X
TBD	NYSAND Fall Leadership meeting	Informantional		
October				
TBD	Monthly BOD/OC meeting	President	X	
TBD - early Oct	Continue solicitations for all awards: Outstanding Dietetics Student & Educator; RYDY, RDTY, DD, Legislative and Media due Feb 1 st .	Immediate Past President	X	
TBD	Fall HOD Meeting	Delegates		
TBD	AND FNCE	President		
31	Provide job descriptions to interested candidates for ballot.	Nominating Chair, Nominating Chair-elect	X	X

**WESTERN NEW YORK DIETETIC ASSOCIATION
ACTIVITIES/OPERATIONS CALENDAR**

DATE	ACTIVITY	RESPONSIBILITY OF or RESPOND TO:	BOD	Operations Council
November				
TBD	Monthly BOD/OC meeting	President	X	X
1	File IRS tax return	Treasurer	X	
Mid	Finalize WNYDA award winners Outstanding Dietetics Educator and all awards at November BOD meeting.	Immediate Past President	X	
December				
TBD	Monthly BOD/OC meeting	President	X	X
28	Summary of Strategic Plan Update due to NYSAND	President	X	
28	Award Nominations due to NYSAND: Outstanding Dietetics Student, Educator	Immediate Past President	X	
28	Prepare final ballot with Nominating Chair-elect to be presented at January BOD/OC meeting.	Nominating Chair	X	X
January				
TBD	Monthly BOD/OC meeting	President	X	X
TBD	Ballot presented to BOD/OC for vote. Collect Bio information from candidates.	Nominating Chair	X	X
TBD	Start planning WNYDA Annual Meeting	President-Elect	X	
February				
TBD	Monthly BOD/OC meeting	President	X	X
1	Nominations for RYDY, RDTR, DD, Isabelle Hallahan, Jack Bellick Awards, due to NYSAND	Immediate Past President	X	
TBD	Post WNYDA ballot to survey monkey	Nominating Chair	X	X

**WESTERN NEW YORK DIETETIC ASSOCIATION
CALENDAR**

DATE	ACTIVITY	RESPONSIBILITY OF or RESPOND TO:	BOD	Operations Council
March	National Nutrition Month			
TBD	Monthly BOD/OC meeting	President	X	X
1	All District ANDF contributions due to NYSAND	Treasurer	X	
TBD	RD Day			
	Receive Travel Memo for NYSAND Spring Meeting	NYSAND to send to President, President-Elect		
TBD	Polls open for WNYDA ballot (2 week period).	Nominating Chair, Nominating Chair-elect	X	X
Mid	Submit district activities summary to NYSAND for Spring meeting (upon email from NYSAND President).	President	X	
TBD	BOD and candidates notified of ballot results	Nominating Chair	X	
TBD	Nominating Chair notifies Membership of ballot results. Results e-blasted to all WNYDA members.	Membership Chair	X	
April				
TBD	Monthly BOD/OC meeting	President	X	X
TBD	Announce NYSAND award winners to WNYDA membership	Immediate Past President	X	
TBD	Review Chrymko scholarships	Immediate Past President, President, President-elect	X	
Mid	Receive meeting packets for NYSAND Spring Meeting	President	X	X
TBD	PPW, Washington, DC (Dates may vary – per AND)	PPC, President	X	X
TBD	HOD Virtual Meeting	Delegates		
TBD	NYSAND Spring BOD Meeting	President	X	X
TBD	NYSAND AME		X	
May				
TBD	Monthly BOD/OC meeting	President	X	X
1	Review appointed positions for 2014-2015. Recruit as needed.	President-elect	X	
Mid	Send upcoming BOD/OC directory to NYSAND (upon email request).	President		
TBD	AND FNCE Registration and Housing opens	Informational		
June				
TBD	WNYDA Annual Dinner	President-Elect	X	X
TBD	Deadline to submit vouchers and bills for payment in current fiscal year	Treasurer	X	
30	Treasurer's books close; prepare books and financial reports to send to accountant		X	

EFFECTIVE DATE: JULY 2016

REVIEW DATE: EVERY TWO YEARS

**WESTERN NEW YORK DIETETIC ASSOCIATION
POLICY ON**

ATTENDANCE AT BOARD OF DIRECTORS/OPERATIONS COUNCIL MEETINGS

It is Western New York Dietetic Association's policy that all officers and committee chairs are adequately represented at WNYDA board meetings and official conference calls.

Attendance of all Board of Directors and Operation Council members is expected for all board meetings and official conference calls. If unable to attend a meeting, or if the participant cannot stay for the full agenda, a report must be submitted to the President at least **2 days** prior to the meeting. If a committee member can attend the meeting as a substitute for the chair, it is expected that they will be able to give the report.

Please note: all Board of Directors and Operation Council members must be in attendance for at least 75% of board meetings and official conference calls.

**WESTERN NEW YORK DIETETIC ASSOCIATION
POLICY ON
AWARDS DESCRIPTIONS**

The following awards are governed by the New York State Academy of Nutrition and Dietetics. All recipients from WNYDA will be recognized with the award at the district level. These recipients will then be sent to NYSAND for further consideration at the state level.

**Distinguished Dietitian of the Year
(NYSAND Awards 1)**

This award recognizes outstanding service to WNYDA and the profession of dietetics. The candidate must be a member of the Academy, NYSAND and WNYDA a minimum of 10 years and currently a member of the Academy, NYSAND and WNYDA, usually an RD, but a non-RD may be considered. To be considered for the NYSAND Distinguished Dietitian Award, the candidate shall have provided outstanding service to NYSAND; the NYSAND application deadline is **February 1**:

**Recognized Young Dietitian of the Year
(NYSAND Awards 1 per district)**

The RYDY award recognizes the accomplishments of young dietitians. The candidate must be a member of the Academy, NYSAND and WNYDA and must be 35 years of age or younger as of March 31, in the year of the award. To be considered for the NYSAND RYDY Award, the application deadline is **February 1**:

**Emerging Dietetics Leader
(NYSAND Awards 1)**

This award recognizes the accomplishments of dietitians regardless of their age who have made distinctive contributions to the Academy early in their dietetics career. Candidates must be a member of the Academy, NYSAND and WNYDA and an active participant in state and district associations for at least 5 years, but no greater than 10 years. To be considered for NYSAND recognition, application deadline is **February 1**:

**Excellence in Food Service Management
(NYSAND – Isabelle A. Hallahan Award (1))**

This award recognizes accomplishments by a female dietitian working directly in a foodservice management capacity. The candidate must be a member of the Academy, NYSAND and WNYDA, registered or eligible for registration and has or is pursuing a Master’s degree in food service management or related field. The NYSAND award is the Isabelle A. Hallahan Award and includes a financial gift; the NYSAND application deadline is **February 1**:

**Early Contribution/New Professional
(NYSAND – Jack Bellick Award (1))**

This award recognizes the consistent participation of a student member or active member (credentialed within the past 3 years) in district or state activities. The candidate must be a member of the Academy, NYSAND and a district affiliate. The NYSAND Award includes an all-expense paid trip to the NYSAND Annual Meeting and Board of Directors/Coordinating Cabinet meeting that precedes it; the application deadline is **February 1**:

**Media Excellence Award
(NYSAND Awards 1)**

This award recognizes media involvement for at least three years that promotes scientifically sound nutrition information and the profession of dietetics. The candidate must be a member of the Academy, NYSAND and WNYDA. Application deadline for NYSAND award is **February 1**:

**Excellence in Legislative Advocacy
(NYSAND Awards 1)**

This award recognizes at least three years of active involvement and leadership in legislation and public policy development that promotes the profession of dietetics. The candidate must be a member of the Academy, NYSAND and WNYDA but cannot be a current state or district LNC or Reimbursement Chair in the year nominated for the award. The application deadline for NYSAND recognition is **February 1**:

**Outstanding Dietetics Educator Award
(NYSAND Awards 1 Per Program Type)**

This award recognizes teaching, mentoring and leadership activities of faculty and preceptors. Candidates must be an educator or preceptor of an ACEND-accredited or approved dietetics education program. The candidate must be a member of the Academy, NYSAND, and WNYDA. To be considered for the NYSAND Outstanding Dietetics Educator Award application deadline is **December 15**:

**Outstanding Student Award
(NYSAND Awards 1 Per Program Type)**

This award recognizes outstanding dietetics students. The nominee must submit a resume that documents experience, honors received, community service, etc., a copy of his/her transcript, and two letters from faculty members or preceptors documenting the academic and professional achievements and the potential of the student. The candidate must be a member of the Academy, NYSAND, and WNYDA. The deadline for consideration for NYSAND award is **February 1**:

The following awards are not affiliated with NYSAND. They are governed by the WNYDA and/or the affiliated associations.

Recognized Dietetic Technician of the Year

This award recognizes the accomplishments of dietetic technicians. Candidates must be a member of the Academy, NYSAND and WNYDA. There is no age restriction associated with this award.

Friend of the Association Award

This is a WNYDA award that recognizes non-WNYDA members who have provided support to WNYDA and/or local support of the profession of dietetics. This award is presented on a merit basis not an annual basis:

Gertrude Chrymko Memorial Scholarship

This WNYDA scholarship is awarded to an outstanding ECC Dietetic Technology student in memory of Gertrude Chrymko. The award is a financial gift and is mainly supported by the Chrymko family. Candidates must submit letters of recommendation from ECC instructors as well as a copy of their transcript.

Council of Food Service Associations Silver Medal Award

WNYDA awards the Silver Medal annually at the Council of Food Service Associations Annual Recognition dinner. The awardee is someone how has contributed greatly to both the WNYDA and the profession, at large. Nominations for this award are due by **December 31st**.

EFFECTIVE DATE: JULY 2016

REVIEW DATE: EVERY TWO YEARS

**WESTERN NEW YORK DIETETIC ASSOCIATION
POLICY ON
AWARDS TIME LINE**

Mid-Sept	Immediate Past President reviews awards for criteria and application process. Due dates are reviewed (as these differ per award).
Sept	Call for nominations, for all awards, at the annual Meet & Greet.
Oct – Nov	Past President sends call for nominations, for awards due in December, to membership chair to be sent to WNYDA membership. Nominations received are discussed at the WNYDA BOD meetings.
Nov 1	Nominations due to Past President for awards due in December (Outstanding Dietetics Educator)
Nov	Finalize WNYDA award winners for Outstanding Dietetics Educator at November BOD meeting. Past President to contact WNYDA award winners and provide nomination letter to accompany their NYSAND award application.
Dec 1	Nominations due to Past President for awards due in February.
Dec 15	Outstanding Dietetics Educator award due date (must be postmarked by Dec 15 th).
Dec	Finalize WNYDA award winners for Distinguished Dietitian, RYDY, Emerging Leader, Jack Bellick, Excellence in Food Service, Media Excellence, Excellence in Legislative Advocacy, Outstanding Student, Recognized Diet Technician and Friend of the Association Awards at December BOD meeting.
Mid Dec	Past President to contact WNYDA award winners for above awards and provide Nomination Letter to accompany their NYSAND award application.
Feb 1	Due date for Distinguished Dietitian, RYDY, Emerging Leader, Jack Bellick, Excellence in Food Service, Media Excellence, Excellence in Legislative Advocacy, and Outstanding Student Awards (must be emailed by Feb 1).
March-April	Past President to review Chrymko scholarship nominees received from ECC (Past President to organize committee for this review). Past President to notify Chrymko winners.
March-April	Past President to announce NYSAND award winners to WNYDA BOD & Membership.
April-May	Past President to coordinate award ceremony at WNYDA Annual Meeting:

- Discuss Annual Meeting timeline/agenda with President-Elect
- Invite award winners to the Annual Dinner.
- Line up speakers (friend, coworker etc) to present awards.

June

- Buy awards and make certificates.
 - Request check from Treasurer for Chrymko scholarship
- Awards presentations at Annual Dinner (awardees to attend for free).
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EFFECTIVE DATE: JULY 2016

REVIEW DATE: EVERY TWO YEARS

**WESTERN NEW YORK DIETETIC ASSOCIATION
POLICY ON
DOCUMENT RETENTION AND DESTRUCTION**

I. Purpose

This policy provides for the systematic review, retention and destruction of documents received or created by the Western New York Dietetic Association in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form (including electronic documents), contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records.

II. Document Retention

The Western New York Dietetic Association follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

III. Corporate Records

Annual Reports to NYSAND	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	5 years
Board Policies/Resolutions	Permanent
By-laws (current)	Permanent
By-laws (previous)	Only need to retain version closest to current
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
Contracts (after expiration)	3 years
Accounting and Corporate Tax Records	Permanent
Annual Audits and Financial Statements	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Cash Receipts	3 years

Credit Card Receipts	3 years
Check Registers	7 years
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
Donor Records and Acknowledgement Letters	7 years
Grant Applications and Contracts	5 years after completion

IV. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

V. Emergency Planning

Documents and financial files that are essential to keeping WNYDA operating in an emergency will be duplicated or backed up at least every week and maintained off site.

VI. Document Destruction

The President and Secretary/Treasurer are responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

VII. Compliance

Failure to follow this policy can result in possible civil and criminal sanctions against WNYDA, and possible disciplinary action against responsible individuals.

Effective: July 2016

EFFECTIVE DATE: JULY 2016

REVIEW DATE: EVERY TWO YEARS

**WESTERN NEW YORK DIETETIC ASSOCIATION
POLICY ON
ELECTIONS (NOMINATIONS) TIME LINE**

May-June	Outgoing Nominating Chair will turn over to the incoming Nominating Chair all information to solicit candidates for the next year(including the password for the electronic survey website used by the members to vote for positions on the board of directors).
July-August	Nominating Chair and Nominating Chair-elect will meet (in person, by phone or electronically) to discuss ideas they have for recruiting WNYDA members to the positions that need to be filled. The Nominating Chair should review the WNYDA bylaws to become familiar with the qualifications of the officers to be placed on the ballot.
Mid-Sept	Outreach is started to recruit for available ballot positions. Preferably, members are approached at the Meet & Greet event by the nominating committee to solicit interest in running. In addition, other outreach methods will be used to contact the people that the committee has chosen as possible candidates for the open positions.
Sept – Dec	Interested (and eligible) candidates will be approached by the nominating committee. Job descriptions will be provided to those interested.
Dec	The Nominating Chair confirms with individuals their agreement to be on the upcoming WNYDA Ballot. Prepare final ballot (the ballot should include at least 2 candidates for each position) to be presented at the January BOD meeting for approval.
Jan –Feb	Final ballot is presented to WNYDA BOD. Approval of the final ballot must be no less than 45 days prior to the first open day of voting.
Jan-Feb	The Nominating Chair will collect from each nominee a statement of why they are running for the position, including a short bio with current employment information.
Feb-March	The Nominating Chair will construct the electronic ballot using the bio information provided by each candidate. The electronic ballot will be developed. The Nominating Chair elect will review the electronic ballot to ensure accuracy.
Feb-April	Members will be notified electronically when voting begins and will be given 2 weeks from the date of notice to complete voting. After 1 week, a reminder will be sent to members.
March-April	Electronic polls close. Nominating Chair notifies candidates (both winners and losers) of the results. Once all candidates have been notified, the Nominating Chair informs the BOD of the results. Upon, BOD notification, communication announcing the winners is sent to all WNYDA members.
June	Election results announced by the incoming President at the WNYDA Annual meeting.
July 1	New officers assume office.

EFFECTIVE DATE: JULY 2016

REVIEW DATE: EVERY TWO YEARS

**WESTERN NEW YORK DIETETIC ASSOCIATION
POLICY ON
MEMBERSHIP**

The membership year for the Western New York Dietetic Association (WNYDA) is July 1st– June 30th. Membership applications are accepted on an ongoing basis and renew annually unless cancelled by the member. The following membership categories exist:

1) Active:

- Is a registered dietitian (RD); dietetic technician, registered (DTR); or has established eligibility to write the Registration Examination for Dietitians or Dietetic Technicians, administered by the Commission on Dietetic Registration (CDR).
- Has completed a baccalaureate degree and dietetics program (Plan IV, Plan V, Didactic, Dietetic Internship, Coordinated or AP4 programs) that the Commission on Accreditation for Dietetics Education (CADE) has accredited or approved.
- Has completed an associate degree program for dietetic technicians that CADE has accredited or approved.
- Has earned a master's or doctoral degree and holds any one degree (baccalaureate, master's or doctoral) in one of the following areas: dietetics, food and nutrition, nutrition, community/public health nutrition, food science and/or food service systems management. A regionally accredited college or university must confer degrees used to satisfy membership qualifications.
- Is a member of the Academy of Nutrition and Dietetics

PRIVILEGES OF ACTIVE MEMBERSHIP

Active members whose dues are not in arrears shall be entitled one vote in each matter subject to member vote and are eligible to hold elected and appointed offices and positions.

2) Student:

- Is a student currently enrolled in a CADE-accredited or approved dietetics program who does not meet requirements for Active membership.
- Is a student enrolled in a regionally accredited, post-secondary education program that CADE has not accredited or approved. This classification is available to students who state their intent to enter a CADE-accredited or approved program.
- Is a current Active member returning to school on a full-time basis for a baccalaureate or advanced degree or to complete a CADE-accredited or approved dietetics program.

PRIVILEGES OF STUDENT MEMBERSHIP

Student members whose dues are not in arrears shall be entitled one vote in each matter subject to member vote, have a right to vote in elections, and be eligible to hold appointed student positions. Student members shall not have a right to hold elected positions.

3) Retired:

- Any dietetics practitioner qualifying for the Active membership category who is:
 - No longer employed in dietetic practice or education and is at least 62 years of age.
 - Retired on total (permanent) disability.

PRIVILEGES OF RETIRED MEMBERSHIP

Retired members whose dues are not in arrears shall be entitled to all the rights of the Active membership category.

Verification of Academy membership will be confirmed prior to processing (provisional membership will be granted in the meantime). Those applicants determined not to be current academy members will:

- 1) Be notified of non-membership Academy status.
- 2) A 30-day grace period will be granted for them to join the Academy.
- 3) Written confirmation of Academy membership must be received within those 30 days.
- 4) If no confirmation is received, their WNYDA membership will be revoked and no funds will be returned.

EFFECTIVE DATE: JULY 2016

REVIEW DATE: EVERY TWO YEARS

**WESTERN NEW YORK DIETETIC ASSOCIATION
POLICY ON
REIMBURSEMENT OF EXPENSES**

The work of the Association is done primarily by volunteer leaders.

It is the policy of WNYDA to reimburse those leaders for certain expenses incurred in the process of carrying out the responsibilities which they are performing on behalf of WNYDA. In incurring any expenses to the Association, care should be taken to choose the least expensive method.

Completed legible vouchers for reimbursement should be submitted to the Treasurer in a timely fashion (generally within 30 days) accompanied by receipts. The Treasurer will process received vouchers within 30 days.

WNYDA's tax exempt form must be used for all purchases. A copy of this form can be obtained from the Treasurer. If this form is not utilized, the tax will not be reimbursed to the individual.

OTHER AUTHORIZED EXPENSES:

Each member of the Board, Coordinating Cabinet, Task Force(s) or Supporting Positions is budgeted for reimbursement of authorized expenses necessary to carry out the duties or projects on an annual basis. Reimbursement will be the actual cost of communications, printing, supplies or other expenses. No unbudgeted expenses may be incurred without Board approval.

EFFECTIVE DATE: JULY 2016

REVIEW DATE: EVERY TWO YEARS

**WESTERN NEW YORK DIETETIC ASSOCIATION
POLICY ON
WHISTLEBLOWER POLICY**

If any member of the Board of Directors (BOD), Operations Council (OC), reasonably believes that some policy, practice or activity of the Western New York Dietetic Association (WNYDA) is in violation of the law, a written complaint may be filed by any of the persons previously named with the President or its acting agent.

It is the intent of WNYDA to adhere to all laws and regulations that apply to the Association, and the underlying purpose of this Policy is to support the Association's goal of legal compliance. The support of all members of the BOD, OC, is necessary to achieving compliance with various laws and regulations. Any of these persons is protected from retaliation only if they bring the alleged unlawful activity, policy or practice to the attention of WNYDA and provide WNYDA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to those who comply with this requirement.

WNYDA will not retaliate against any member of the BOD, OC, who, in good faith, has made a protest or raised a complaint against some practice of WNYDA, or of another individual or entity with whom WNYDA has a business relationship on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

WNYDA will not retaliate against any member of the BOD, OC, who discloses or threatens to disclose to a supervisor or a public body any activity, policy or practice of WNYDA that such a person reasonably believes is in violation of the law, or a rule or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare or protection of the environment.

Procedure:

Each member of the BOD and/or OC are required to sign this form each year. The secretary will maintain these signed forms on file for no less than seven years.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about this policy.

Signature

Position

Date

PR – 1.1

EFFECTIVE DATE: JULY 2016

REVIEW DATE: EVERY TWO YEARS

**WESTERN NEW YORK DIETETIC ASSOCIATION
PROCEDURE FOR**

EMAIL, CONFERENCE CALL, MAIL OR FAX VOTES BY BOARD OF DIRECTORS

The WNYDA Bylaws provide for the transaction of business between meetings by e-mail, conference call, mail, or fax.

This procedure shall be followed for e-mail votes.

1. The BOD and Operations Council will give advance written consent to conduct official business using e-mail technology as an electronic meeting. Consent forms will be distributed and collected at the first BOD/OC meeting of the business year.
 2. All votes by the Operations Council are used for information only *with the exception* of amending the bylaws.
 3. The WNYDA President would initiate the e-mail vote procedure once it is determined that it is necessary by having the Secretary send the motion to the BOD with a time frame of 1 week maximum for discussion, deliberation, response and any necessary amendments to the original motion.
 4. Electronic meeting notices need to include a reminder that any participant may withdraw their permission and then compel a conference call to better deliberate the resolution in question.
 5. Notices may be sent by regular mail or by e-mail if the electronic addresses of all members are verified.
 6. All participants must have access to e-mail during this period. Discussion must follow directly with reply to all so a complete history of the discussion follows, allowing for deliberation. Each board member needs to include a signature line when posting comments.
 7. A quorum of voting members (a simple majority of the voting members) must be established to act on a resolution. A maximum of 7 days will be allowed for voting on the resolution. The record of all votes must be available for inspection and maintained in association records, by the WNYDA Secretary. Voting also must have reply to all so the record of yes, no and abstentions is tallied, accurate and complete. A maximum of 5 days will be allowed for tallying the votes.
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8. The WNYDA Secretary shall tally the votes, report the results to the BOD and

enter them into the minutes of the next BOD meeting.

ELECTRONIC MEETING CONSENT FORM

I hereby consent to participate in electronic meetings and voting as outlined in the WNYDA procedure for such meetings.

I verify that my preferred e-mail address for advance notice of electronic meetings and voting is:

Email address: _____

Signed: _____

Name, WNYDA Office, Year: _____

Date _____

This procedure shall be followed for conference call voting.

1. The WNYDA President would initiate the conference call vote procedure once it is determined that it is necessary by clearing a date and sending the resolution(s) to the BOD by e-mail or first class mail.
2. All BOD members on the conference call must be able to hear all other participants and individuals must identify themselves when speaking to allow for deliberation, discussion and debate.
3. A quorum of voting members (a simple majority of the voting members) must be established to vote on a resolution. The president will initiate a roll call, with the Secretary tallying the votes as yes, no and abstention. The record of votes will be available for inspection and maintained in association records.
4. When a conference call is utilized as a method of conducting business, all action taken will be considered official acts of the BOD.

PO – 10.1

EFFECTIVE DATE: JULY 2016

REVIEW DATE: EVERY TWO YEARS

**WESTERN NEW YORK DIETETIC ASSOCIATION
POLICY ON
Registration Waiver for Program Coordinator(s) & Presenter(s)**

- Program Planners for major program events (Meet-n-Greet, RDN Day, Annual Recognition event, monthly CEU programs) will have registration fees waived for the event. Up to 2 planner registration fees will be waived per event.
- Program Presenter(s) for WNYDA professional events will have registration fees waived for the event.

PO – 11.1

EFFECTIVE DATE: JULY 2016

REVIEW DATE: EVERY TWO YEARS

**WESTERN NEW YORK DIETETIC ASSOCIATION
POLICY ON
Investment of Funds**

Excess WNYDA funds may be allocated for investment purposes where proceeds benefit members via student scholarships. Requires a Board vote of approval.

