

# **Northeast Dietetic Association By-Laws and Policy & Procedure Manual**

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## FOREWORD

This Manual consists of the NEDA By-Laws and Policies and Procedures. The documents prescribe what is required in order to fulfill the purpose of the NEDA and to meet PADA's Strategic Goals, as listed below.

The By-Laws are statements of fact requiring implementation without further individual interpretation. They have been developed within the framework of the By-Laws governing the Pennsylvania State Dietetic Association. Additions or changes to this document require ratification by the Pennsylvania Dietetic Association. Revisions of the By-Laws receive final approval from the PADA.

The Policies and Procedures have been developed for use within the Northeast Dietetic Association. Policies and Procedures in any organization should be part of the decision-making process that determines how the organization will function in meeting its overall goals and objectives. Policies and Procedures are broad statements to be used as guides in managerial decision-making and allow for some discretion in implementation. Additions, changes or updates to this section of the manual to accommodate current requirements can be accomplished by a majority vote of the NEDA Board of Directors.

### *PADA's Strategic Goals*

**The mission statement of the ADA and PADA is "Leading the Future of Dietetics".**

**PADA Strategic goals (adopted from ADA's 6 Strategic Goals):**

#### **STRATEGIC GOAL #1: Build an aligned, engaged and diverse membership**

- Objective 1. Retain current membership base while increasing members.
- Objective 2. Establish Diversity Task Force and Implement Task Force Programs.
- Objective 3. Inform high school and college students and the general public about career opportunities in dietetics.
- Objective 4. Reflect efforts to achieve this goal through the PADA budget.

#### **STRATEGIC GOAL #2: Influence key food, nutrition and health initiatives in Pennsylvania**

- Objective 1. Develop, implement and communicate a PADA policy and legislative agenda
- Objective 2. Liaison with groups and individuals to advance PADA's policy agenda.
- Objective 3. Communicate PADA's views on food, nutrition & health policies to a wide range of audiences.
- Objective 4. Reflect efforts to achieve this goal through the PADA budget.

#### **STRATEGIC GOAL #3. Increase demand for and utilization of services provided by members.**

- Objective 1. Promote and support activities that bring recognition to members' services.
- Objective 2. Support activities that increase remuneration for PADA members.

#### **STRATEGIC GOAL #4: Empower members to compete successfully in a rapidly changing environment.**

- Objective 1. Provide up-to-date leadership and professional practice education and resources to members.
- Objective 2. Provide members with methods and tools to market their services.
- Objective 3. Reflect efforts to achieve this goal through the PADA budget.

#### **STRATEGIC GOAL #5: Proactively focus on emerging areas of food and nutrition.**

- Objective 1. Use selected priority areas as a guide for developing professional development programs, projects, poster sessions and publications.
- Objective 2. Form key alliances/partnerships that support PADA in selected priority areas.
- Objective 3. Reflect efforts to achieve this goal through the PADA budget.

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BYLAWS OF THE NORTHEAST DIETETIC ASSOCIATION

November, 2004  
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*ARTICLE I – NAME*

This association shall be known as the Northeast District of the Pennsylvania Dietetic Association (also referred to as NEDA or Northeast Dietetic Association).

*ARTICLE II – PURPOSE*

The Northeast Dietetic Association “is the advocate of the dietetic profession serving the public through the promotion of optimal nutrition, health and well-being,” as stated in the PADA Bylaws.

*ARTICLE III – MEMBERSHIP*

Section 1. Classes of Membership

Membership in this Association will be limited to members of The American Dietetic Association (also referred to as ADA) whose official mailing address are typically listed in Pennsylvania. The ADA membership classifications will be those outlined in Article III of the ADA Bylaws. Membership categories of the NEDA include:

- Active members (Must be an ADA member; must join by June 1)
- Active members, late (Must be an ADA member; membership after June 1)
- Student members
- Retired members

Section 2. Qualifications

The current list of members of The ADA officially listed in Pennsylvania will be the official membership list of the PADA: All ADA members will automatically be members of the affiliate dietetic association according to their designation of a residence, work address, or other designated affiliate as indicated by the members. However, ADA/PADA members are not automatically members of the district dietetic association in the area in which they reside. To join NEDA, applicants must complete the NEDA application, available at [www.eatrightneda.org](http://www.eatrightneda.org), and submit the applicable membership fee as stated on the form.

Section 3. Dues

All member classes are subject to dues payment as set forth by the Board of Directors. All dues are payable by June 1. A fee will be charged for delinquent members after that date (except students). Retired membership status is gratis.

Section 4. Rights

All members of this Association have the rights and privileges as set forth in Article III of The American Dietetic Association Bylaws and will have corresponding rights and privileges in the conduct of business of the Association.

Section 5. Publications/Communications

All members whose NEDA dues are not in arrears will receive the NEDA publications/communications.

*ARTICLE IV. – FISCAL YEAR*

The operating and fiscal year of the Association will be determined by the Board of Directors.

*ARTICLE V. – AFFILIATION STATUS*

Section 1. State Affiliate

This Association will be affiliated with the state affiliate, the Pennsylvania Dietetic Association (PADA), and shall be represented by the NEDA Association President who shall serve as a voting member of the PADA Board of Directors. The NEDA President shall attend all PADA meetings and conference calls as able. If unable to attend, a proxy should be appointed, which may include the President-elect or another board member.

The NEDA and PADA will be affiliated with The American Dietetic Association. Officers, Delegates, and Chairs of the Association will be members of the PADA and ADA. Only members of PADA may be members of district dietetic associations. Governing documents of district dietetic associations must be approved of the Board of Directors of the PADA.

The NEDA President and Board Members will complete and submit to PADA a district agreement and assessment plus a strategic plan, and information, as requested by PADA, to be included in PADA's yearly budget statement for IRS auditing purposes will be required.

*ARTICLE VI. – BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE*

Section 1. The government of this association shall be vested in a Board of Directors.

Section 2. Board of Directors

Composition: The Board of Directors shall consist of the following elected officers with voting rights: President (only under a tie), President-Elect, Secretary, Treasurer, Nominating Chair, Nominating Chair-Elect, Chair of Professional Education, and Chair-Elect of Professional Education. Ex-officio members without vote include the Immediate Past President and any elected ADA and PADA officers who reside in the Association. Members of the Board of Directors must be members of the ADA and NEDA. The President shall serve as Chair of the Board of Directors.

Functions: The Board of Directors shall:

1. Establish policies and procedures consistent with the Bylaws for the management of the property and the affairs of this Association.
2. Supervise the execution and implementation of approved actions and properties.
3. Correlate the Association activities with PADA and ADA.
4. Determine budget, annual dues, and other fees.
5. Approve the program and arrangements for meetings and seminars.
6. Approve and administer the budget.
7. Make amendments to these Bylaws as outlined in Article XI – Amendments.

Meetings: All voting members of the Board of Directors are expected to attend all meetings. The procedure for notification of absentee members is outlined in the Association Policy and Procedure Manual.

1. The Board of Directors shall meet a minimum of **six** times a year, one of which will be a joint meeting of incoming and outgoing Boards.
2. Quorum: Two-thirds of the voting members shall constitute a quorum and no act of the members present shall be valid or binding unless passed by an affirmative vote of a majority of the total voting membership of the Board of Directors. Any action required to be taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing, setting forth the action to be taken, shall be signed by two-thirds of the members of the Board of Directors entitled to vote.

*ARTICLE VII – ELECTED OFFICERS & OFFICIALS*

Section 1. Officers

All association officers must be members of the ADA. The officers of this Association shall be a President, President-Elect, Secretary, Treasurer, Chair and Chair-Elect of the Professional Education, and Chair and Chair-Elect of the Nominating Committee. All officers shall assume office on June 1 following their election and shall serve until May 31 following the election of their successors. The duties of all elected officials and officers shall be consistent with the Bylaws and Policy and Procedure Manual of the Association.

A. President: The President shall serve for one year.

Functions: The President shall:

1. Be the Chief Executive Officer of this Association and Chair of the Board of Directors; and shall preside at all membership and Board of Directors meetings and have the general powers of supervision and active management usually vested in the office of President consistent with Bylaws and the Policy and Procedure Manual.
2. Make appointments subject to the approval of the Board of Directors, except as otherwise specified in these Bylaws to fill vacancies that develop.
3. See that all recommendations submitted to the Board of Directors are duly considered and that all lawful orders and resolutions of the Board of Directors are carried out.
4. Be a voting member of the Fiscal Affairs Committee and be an ex-officio member, without vote, of all other committees except the Nominating Committee.
5. Be a voting member of the PADA Board of Directors.
6. Attend the PADA Annual Meeting as the official representative of this association.

B. President-Elect: The President-Elect shall serve for one year and on June 1 after election, shall automatically become President of the Association. The President-Elect shall succeed to the office of President in the case of vacancy in that office and then shall serve as President until the end of the term for which the President-Elect was originally elected.

Functions: The President-Elect shall:

1. Serve as a voting member of the Board of Directors.
2. Serve as newsletter author and editor, consulting with the Board of Directors as needed.
3. Become familiar with duties and responsibilities of the President and all other officers and act as coordinator of committees.

4. Perform the functions of the office of President in the absence or the disability of the President, as determined by the Board of Directors.
5. Appoint the Chairs of all standing committees (except the Executive Committee and the Fiscal Affairs Committee) to serve during the President-Elect's term as President.
6. Submit a roster of all elected and appointed district officers and Committee Chairs to the PADA President-Elect by June 1.
7. Be a voting member of the Fiscal Affairs Committee.
8. Perform such duties as may be designated by the Board of Directors.
9. Prepare a budget, with the Treasurer, for the fiscal year(s) in which he/she will be President.

C. Secretary: The Secretary shall serve two years.

Functions: The Secretary shall:

1. Serve as a voting member of the Board of Directors.
2. Have any and all powers and duties usually vested in the office of Secretary.
3. Issue the call for all meetings of the membership and Board of Directors or as directed by the President.
4. Be responsible for the minutes of all membership and Board of Directors meetings: for seeing that the minutes are recorded to be kept for that purpose; and for disseminating the minutes to the appropriate members as defined in the Policy and Procedure Manual.
5. Have custody of the pertinent documents of the Association, including records of incorporation.
6. Maintain the position of Historian when a vacancy has occurred.

D. Treasurer: The Treasurer shall serve for two years.

Functions: The Treasurer shall:

1. Serve as a voting member of the Board of Directors and Chair of the Fiscal Affairs Committee.
2. Have any and all powers and functions usually vested in the office of the Treasurer.
3. Have custody of all funds and securities of the Association and shall deposit the monies in the name and to the credit of the Association in such depositories as shall be designated by the Board of Directors.
4. See that full and accurate financial records of all receipts and disbursements are kept in books belonging to the Association and that these books are reviewed annually, as described in the duties of the Fiscal Affairs Committee.
5. Report the financial status of the Association to the Board of Directors at its meetings and to the membership at membership meetings and via the final newsletter of the fiscal year.
6. Prepare appropriate budgets and financial statements with the guidance and approval of the Fiscal Affairs Committee; assist the President-Elect in the preparation of the budget for the term as President.
7. Be responsible for submitting Association tax forms when due.
8. Collect and receive all dues and other monies paid to or belonging to the Association.
9. Draw any funds signed in the name of the Association.

E. Immediate Past-President: The Immediate Past President will serve for one year.

Functions: The Immediate Past President will:

1. Serve as an ex-officio member of the Board of Directors, without vote.
2. Serve as the Chair of Bylaws and Policy and Procedure.
3. Serve as an advisory member, without vote, of the Nominating Committee.
4. Serve as an ex-officio member, without vote, of the Executive Committee.



## Section 2. Other Elected Officials

A. Professional Education: The Chair of Professional Education shall serve for one year.

Functions: The Chair of Professional Education shall:

1. Plan fall and spring membership seminars.
2. Encourage participation of district members who are members of national practice groups to help plan/organize educational programs.
3. Identify continuing education needs of members and plan appropriate action to meet these needs.

Professional Education Chair-Elect: The Chair Elect of the Professional Education shall be elected by the Association membership to serve for one year and on June 1 after election shall automatically become Chair of the Professional Education.

Functions: The Chair-Elect of the Professional Education shall:

1. Become familiar with the duties and responsibilities of the Chair of Professional Education and assist wherever possible.
2. Perform the functions of the office in the absence of the Chair of Professional Education.
3. Perform other duties as requested by the Board of Directors.

B. Nominating Chair: The Nominating Chair shall serve for one year. The Chair-Elect shall serve for one year and on June 1 after election shall succeed to the office of Chair.

Functions: The Nominating Chair shall:

1. Solicit recommendations for elected positions and awards from the members of the Board of Directors, Special Committee Chair and Representatives, and the General Membership through the Association Newsletter and/or surveys.
2. Submit a report (in the form of a ballot) to the President by March 1<sup>st</sup> of each year, and this shall be submitted to the Secretary by March 15. The ballots must be in the provided to the membership by the first week of April. Ballots must be returned to the Chair no later than April 30<sup>th</sup>.
3. Ballots will be tabulated by Chair, Chair-Elect, and Immediate Past President.
4. Election results shall be reported to the President and Secretary by name of successful candidates only (no numerical count). A report of numerical count in case of vacancy in an office shall be filed with the Secretary.
5. Submit results to all candidates along with notification to general membership in the Association Newsletter.
6. Distribute information and receive data sheets for PADA awards.
7. Develop criteria for awards or scholarships given by this Association. Distribute this information via the Association newsletter and receive applications for these awards.
8. Solicit names for consideration for any of these awards. Present the names and criteria to the Board of Directors of this Association or to the PADA according to appropriate Bylaws.
9. Work in conjunction with PADA Nominating Representative for distribution of awards.

*ARTICLE VIII – COMMITTEES AND REPRESENTATIVES*

Section 1. Standing Committees and Special Committees

The activities of this Association shall be conducted by the Standing Committees and Special Committees. The Council and Committees, unless specifically designated otherwise, shall serve for the term of one year. The Council and Committee Chair shall provide written plans and reports as requested. The Council Chair and Standing Committee Chair will attend all Board of Directors meetings. Special Committee Chair shall be called to the Board of Directors meetings as necessary.

Functions:

1. Approve the formation of and monitor the status of Association dietetic practice groups.
2. Coordinate the development of quality assurance standards in the practice of dietetics.
3. Coordinate the activities of the Division of Practice.
4. Integrate and support other elements within the Association.

Section 2. Standing Committees

A. Bylaws and Policy and Procedure Manual Committee: The Immediate Past President will act as the Bylaws and Policy and Procedures Chair, consulting with the Executive Committee as needed.

Functions: This Committee shall:

1. Receive, recommend, and draft any changes in the Bylaws and Policy and Procedure Manual of this Association.
2. Present revisions to the Association Board of directors for review and recommendations.
3. Forward Bylaws changes to the Chair of the PADA Bylaws for review and recommendations.
4. Update Bylaws and Policy and Procedure Manual after approval of Revisions and disseminate as identified in the Policy and Procedure Manual.

B. Career Guidance/Job Referral/Diversity: This committee shall consist of a Chair appointed by the President. Additional members may be appointed as needed.

Functions: This committee shall:

1. Disseminate materials and plan all career guidance activities, including the recruitment of diverse populations to the profession.
2. Disseminate job forwards to the membership.

C. Fiscal Affairs Committee: This committee shall consist of the Treasurer as Chair, the President, President-Elect, the Immediate Past Treasurer, and the Immediate Past President of this Association.

Functions: This committee shall:

1. Act in an advisory capacity and give counsel upon any or all financial matters affecting this Association.
2. Draft a budget for income and expenditures for the fiscal year.
3. Serve as the internal auditor for this Association.
4. Since the NEDA is not incorporated, the PADA will review the financial records of this Association at the end of each fiscal year.

D. Public Policy Chair (Legislative/Licensure): This committee shall consist of a Chairman appointed by the President; additional members may be appointed.

Functions: This committee shall:

1. Disseminate to the membership the information received from the ADA and PADA Legislative Committee.
2. Serve as a communication link between federal, state, and local legislative bodies and this Association under the direction of the Board of Directors.
3. The Chair shall attend legislation meetings and workshops as designated by the Board of Directors of the Association.

E. National Nutrition Month/Public Relations: This committee shall consist of a Chair and Co-Chair, appointed by the President.

Functions: This Committee shall:

1. Plan Nutrition month activities in the Association and coordinate any activities with those suggested by the ADA and PADA.
2. Develop a plan for all public relations activities which shall include: National Nutrition Month activities, and other public relations efforts. The Committee shall initiate and coordinate public relations activities of this Association, subject to the approval of the Board of Directors.

F. Membership: This committee shall consist of a Chair appointed by the President.

Functions: This Committee shall:

1. Ascertain the names of persons through lists provided by PADA, who are eligible, and invite them to apply for membership in this Association.
2. Contact former members to determine if they are interested in joining the Association.
3. Be responsible for maintaining and disseminating the official list of names and mailing addresses of the current member of the Association.
4. Compile membership lists for the Association directory and be responsible for providing (emailing) directory to all current members.
5. Update directory with names of new members who join during the year via notification to membership through the Association newsletter and/or emails to the NEDA membership.
6. Compile miscellaneous response data from the membership application form and forward the data to the President for review and dissemination.

G. Website Design Committee: This committee shall consist of a Chair appointed by the President.

Functions: This Committee shall:

1. Maintain [www.eatrightneda.org](http://www.eatrightneda.org) with up-to-date information and information regarding membership such as board meeting dates, seminar dates and electronic handouts/materials, membership renewal forms, membership networking events, quarterly newsletters, and other relevant materials.
2. Keep the treasurer abreast of website and hosting fees and dates for payment.

H. Nutrition Student Liaison: This position shall consist of a Chair appointed by the President.

Functions: This Liaison shall:

1. Serve as liaison between the NEDA Board of Directors/Appointed Chairpersons and nutrition/dietetics students who wish to attend board meetings and assist with NEDA projects and initiatives.

I. Executive Committee: This committee shall be composed of the President, President-Elect, Secretary, Treasurer and the Chair of the Professional Education. The Immediate Past President is an ex-officio member of this Committee. The President shall serve as Chair of this Committee.

Functions: This Committee shall:

1. Govern the activities and responsibilities of this Association when the Board of Directors is not available for meeting or between meetings of the Board.
2. Make decisions on behalf of the Association when immediate action is required.
3. Further provide continuity in government of the Association including long range planning.

### Section 3. Special Committees, Representatives

A. Special Events/PADA Annual Meeting: This Committee shall consist of a Chair and Co-Chair appointed by the Association President and approved by the President of PADA. The Chairman and Co-Chair shall act as liaison to the Association Board during the year prior to and the year during a PADA Annual Meeting hosted by this Association. Other members of this committee will be selected by the Chair.

Functions: This Committee shall:

1. Plan, implement, and evaluate the Annual Meeting of the PADA when this meeting is held in the Association area.
2. Follow the guidelines in the Annual Meeting Advisory Committee Manual consistent with the Bylaws and the Policy and Procedure Manual of the PADA and this Association.
3. Act as liaison to the Association Board of Directors, reporting progress and requesting assistance from the Association as needed.

B. ADA Foundation Representative: The Immediate Past President will be the representative.

Functions: This Representative shall:

1. Act as liaison between the foundation and this Association in accordance with the Policy and Procedure Manual of this Association.

C. Historian: A representative will be appointed by the President. If this position is vacant, the secretary will resume responsible until a representative is found.

Functions: This Representative shall:

1. Maintain a history of the Association's yearly achievements and awards.

### Section 3. Special Meetings

Special meetings of the members may be called by the Board of Directors or by petition of 25% of the total membership. Written or printed notice of said meeting, stating the place, date, hours, and purpose

thereof, shall be sent to each member of this Association, not less than fifteen (15) days nor more than thirty (30) days prior to date of said meeting.

*ARTICLE IX – FISCAL YEAR*

The fiscal year of this Association shall be consistent with the fiscal year of PADA, June 1 through May 31.

*ARTICLE X - NOMINATION, ELECTION AND REMOVAL OF OFFICERS*

Section 1. Nomination Process

The elected members of the Nominating Committee will identify suitable potential candidates for the ballot. Following input from all committee members, a final selection will be made.

Section 2. Criteria

Members of the Nominating Committee will not be eligible to be a candidate for office. If possible, no person will simultaneously hold more than one office. Details of candidate criteria and office responsibilities are set forth in the Association Policy and Procedure Manual.

Section 3. Elections

Elections for the office of President-Elect, Secretary, Treasurer, and Chairs of the Nominating Committee and of Professional Education and will be conducted annually. A President-Elect, Professional Education Chair, and Nominating Committee Chair will be elected annually; Treasurer and Secretary members after two (2) year term. One candidate, with an option for a write-in candidate, is the minimum allowable for the ballot. The candidate receiving the largest number of votes will be elected to the office. The person from each district dietetic association receiving the largest number of votes for the Nominating Committee will be elected. A tie vote will be determined by lot.

TELLERS COMMITTEE. There will no longer be a tellers committee since the NEDA ballot is sent via electronic survey and all votes are automatically electronically tabulated.

Section 4. Re-Election

The President, President-Elect, and Secretary will be ineligible for immediate re-election to their respective offices.

Section 5. Vacancies

If any of the following offices become vacant, the unexpired term will be filled in the following manner:

PRESIDENT. The President-Elect will succeed to the office of President for the remainder of the unexpired term and then for the term elected.

PRESIDENT-ELECT. A special election by the membership will be conducted if the vacancy occurs prior to the end of the term served for the President-Elect. If the vacancy occurs after November 1, the President-Elect-Elect will succeed to the office for the unexpired term and then for the term elected.

SECRETARY or TREASURER. The Board of Directors will appoint a successor to fill the unexpired term.

NOMINATING COMMITTEE CHAIR AND PROFESSIONAL EDUCATION CHAIR. The senior person receiving the next highest number of votes will become Chair.

*ARTICLE XI – AMENDMENTS*

These Bylaws may be amended by the affirmative vote of two-thirds of the voting membership of the Board of Directors at any regular or special meeting of the Board of Directors provided that notice of the proposed amendment(s) be given by mail, electronic transmission, or through this Association's Newsletter to all members at least thirty (30) days prior to the meeting of the Board of Directors at which the amendment(s) is to be voted. The Bylaws are subject always to the power of the members to change such action by the Directors by a majority vote of the members entitled to vote thereon at any regular or special meeting duly convened after notice to the members of that purpose.

*ARTICLE XII – PROHIBITED ACTIVITIES*

No part of the net earnings of this Association shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons except the Association shall be authorized and empowered to make payments and distributions in furtherance of the purpose set forth in Article II of these Bylaws. Notwithstanding any other provision of the Articles in these Bylaws, the Association shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income tax under Section 501(c) (6) of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent United States Internal Revenue Law).

*ARTICLE XIII – INDEMNIFICATION OF OFFICERS*

Section 1 Indemnification of Officers

- A. The Association shall indemnify to the full extent required by law, and may indemnify or agree to indemnify to the full extent permitted by law, any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or contemplated action, suit, or proceeding whether civil, criminal, administrative, or investigative (including, but not limited to, court costs, attorneys' fees and any amount paid in any settlement), by reason of that person's being or having been an officer, or agent of the Association or of any other enterprise at the request of the Association. Notwithstanding the foregoing, the Association has no obligation to purchase insurance on behalf of any person who is or was an officer or agent of the Association against any liability asserted against or incurred by him in any such capacity or arising out of his status as such. The Association at the sole discretion of the Board of Directors may provide such insurance. Such indemnification as set forth in this paragraph shall not impair any other right any such person may have.
- B. Said indemnification can be made only if a determination has been made, with the advice of counsel for the Association, by members of the Board of Directors not involved in the claim or proceeding or by a disinterested person or persons named by said members of the Board of Directors not involved in the claim or proceeding, or by the members, or by independent legal counsel in a written opinion:
  - 1) that the officer or agent acted or failed to act, and in either case, in faith and in a manner he reasonably believed to be in, or not opposed to, the best interest of the Association and with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful; and

- 2) that the amount of proposed indemnification is reasonable; and
- 3) that the proposed indemnification is just and proper and can be legally made by the Association under then existing law; and
- 4) that the indemnification shall be made by the Association in an amount stated in the determination; provided, however, that the indemnification provided for herein shall not be available if the act or failure to act giving rise to the claim for indemnification has been determined by a court to have constituted willful misconduct or recklessness.

## Section 2 Limitation of Officers' Personal Liability

No officer shall be personally liable for monetary damages as such for any action taken, or any failure to take any action, unless:

- A. The director has breached or failed to perform the duties of his office relating to the standard of care and justifiable reliance as set forth in Section 3 of this Article; and
- B. The breach or failure to perform self-dealing, willful misconduct or recklessness; PROVIDED, HOWEVER, that the provisions of this section shall not apply to: 1) the responsibility or liability of an officer pursuant to any criminal statutes; or 2) the liability of an officer for the payment of taxes pursuant to local, state, or federal law.

## Section 3 Standard of Care of Officers and Justifiable Reliance by Officers

An officer shall stand in a fiduciary relation to the Association and shall perform his duties as an officer, including his duties as a member of any committee of the board upon which he may serve, in good faith, in a manner he reasonably believes to be in the best interests of the Association, and with such care, including reasonable inquiry, skill, and diligence, as a person of ordinary prudence would use under similar circumstances. In performing his duties, an officer shall be entitled to rely in good faith on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by and of the following: 1) one or more officers of the Association whom the officer reasonably believes to be other persons as to matters to which the officer reasonably believes to be reliable and competent in the matters presented; 2) counsel, public accountants, or others as to matters to which the officer reasonably believes to be within the professional or expert competence of such person;

3) a committee of the board upon its designated authority, which committee the officer reasonably believes to merit confidence. An officer shall not be considered to be acting in good faith if he has knowledge concerning the matter in question that would cause his reliance to be unwarranted. In discharging the duties of their respective positions, the Board of Directors, committees of the board and individual officers may, in considering the best interests of the Association, consider the effects of any action upon communities in which offices or other establishments of the Association are located and other pertinent factors. The consideration of those factors shall not constitute a violation of the foregoing duties of the officers as set forth herein. Absent breach of fiduciary duty, lack of good faith

or self-dealing, actions taken as an officer, or any failure to take any action shall be presumed to be in the best interests of the Association.

Section 4 Advance Payment of Expenses

Expenses incurred by an officer or agent in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding upon receipt of an undertaking by or on behalf of such person to repay such amount if it shall ultimately be determined that the person is not entitled to be indemnified by the Association.

Section 5 Insurance or Indemnification Fund

The Association shall have the power to buy and maintain insurance and to establish and fund a self-insurance indemnification reserve fund on behalf of the officers and agents of the Association and a person serving at the request of the Association as an officer or agent on another organization, against liability incurred in any such capacity, or arising out of his status as such.

Section 6 Validity

The invalidity of any portion of this Article XIV shall not affect the validity of the remainder herself.

Section 7 Application

This Article shall not apply to any actions filed or any breach of performance of duty or any failure of performance of duty prior to January 27, 1987.

Section 8 Contract Rights: Amendment or Repeal

All rights to indemnification under this Article XIV shall be deemed a contract between the Association and the persons to be indemnified under this Article XIV pursuant to which the Association and each such person intent to be legally bound. Any repeal, amendment or modification of this Article shall be prospective only and shall not affect any rights or obligations then existing.

*ARTICLE XV – DISSOLUTION*

On the dissolution of this Association, the Board of Directors, after paying or making provision for the payment of all liabilities of this Association, shall dispose of all its assets exclusively to The American Dietetic Association or the Pennsylvania Dietetic Association or a successor organization to be used for the benefit of its Pennsylvania members.



Section 100 - Administration Policies

Policy Number

|     |   |
|-----|---|
| 101 | Purpose of Policy and Procedure Manual                            |
| 102 | Distribution of NEDA Manual                                       |
| 103 | Organizational Chart  |
| 104 | Voting Status of Members of the Board of Directors                |
| 105 | Amending the By-Laws  |
| 106 | Review of the Policy and Procedure Manual                         |
| 107 | Addition and/or Revisions to Policies and Procedures              |
| 108 | Attendance at Board Meetings – Causes for Dismissal               |
| 109 | Ability of Elected and Appointed Officers to Serve Term in Office |
| 110 | Resignation of Board of Director Members                          |
| 111 | Quorum  |
| 112 | Filling Board of Director Vacancies: Elected Officers             |
| 113 | Filling Board of Director Vacancies: Appointed Officers           |
| 114 | --  |
| 115 | Tellers Committee   |
| 116 | Executive Committee   |
| 117 | Ad Hoc Committee  |
| 118 | Mailing   |
| 119 | Flowers/Donations   |
| 120 | Paperless Policy  |

Section 100

Policy Number 101

Subject: Purpose of Policy and Procedure Manual

Policy: The members of the Northeast District of the Pennsylvania Dietetic Association (also called NEDA or Northeast Dietetic Association) shall apply the written policies and procedures contained in this manual to carry out essential and frequently repeated activities of the Association.

The policies contained in this manual are consistent with the by-laws of the Pennsylvania Dietetic Association and the Northeast Dietetic Association. (The PADA by-laws and Policy and Procedure Manual are available at: [www.eatrightpa.org/about/bod.htm](http://www.eatrightpa.org/about/bod.htm))

Responsibility: All members of the Northeast Dietetic Association.

Reference: PADA By-laws, NEDA By-laws

Formulated: September 10, 1991  
Last Revision: January 28, 2009

Section 100

Policy Number 102

Subject: Distribution of the By-Laws and the Policy and Procedure Manual

Policy: At the beginning of their term in office, all officers and standing committee Chairs will receive a copy of the NEDA By-laws and Policy and Procedure Manual.

Procedure:

- A. Those members designated to receive a copy of the Manual will be responsible for the following:
  - 1. Update the manual upon receipt of revisions or corrections
  - 2. Transfer their copy to their incoming counterpart on the Board of Directors
- B. The Manual will be distributed to the following members:
  - 1. President
  - 2. President-Elect
  - 3. Secretary
  - 4. Treasurer
  - 5. Chair, Professional Education
  - 6. Chair, Nominating, Awards & Scholarship
  - 7. Standing Committees:
    - a. Legislative and Licensure
    - b. Public Relations/National Nutrition Month
    - c. Historian
    - d. Career Guidance/Job Referral/Diversity
    - e. By-laws, Policy and Procedures
    - f. Membership
    - g. Nutrition Student Liaison
    - h. Website Design Chair
- C. The Chair of By-Laws, Policy and Procedures will be responsible for monitoring the transfer of the Manual between incoming and outgoing Board of Director Members.
- D. The Chair of By-Laws, Policy and Procedures, with the assistance of the Secretary, will be responsible for the preparation, publication, and distribution of all changes to the Policy and Procedure Manual.

Responsibility: NEDA Board of Directors  
Chair, By-Laws, Policy and Procedures

Reference: NEDA By-Laws, Article 7, Section 2, NEDA Policies 106 & 107

Formulated: September 10, 1991  
Last Revision: January 21, 2009

Section 100

Policy Number 103

Subject: Organization Chart

Policy: The organization chart of the Northeast District of the Pennsylvania Dietetic Association depicts the organization as defined in the By-laws.

Procedure: Please refer to chart, next page, as well as NEDA By-laws.

Responsibility: All Members

References: NEDA By-laws

Formulated: September 10, 1991  
Last Revision: January 28, 2009

N.E.D.A. ORGANIZATIONAL CHART

N.E.D.A. GENERAL MEMBERSHIP

S.D.A. Membership

N.E.D.A. BOARD OF DIRECTORS

I

Elected Officers:

-----  
President President Secretary Treasurer Nominating Nominating Council on Council on  
Elect Chair Elect Chair Elect Practice Chair Practice Chair  
Elect

Ex-Officio/Non-voting:

Immediate Past President

Elected ADA Officers and  
elected PADA Officers residing  
in Association

Appointed Positions:

Standing Committees

Special Committees

Divisions of Practice

-----  
By-laws and P&P Manual  
Career Guidance/Diversity  
Fiscal Affairs Legislative Info  
& Public Policy  
National Nutrition Month/  
Public Relations  
Membership Committee  
Executive Committee

-----  
Special Events:  
PADA Annual  
Meeting  
ADA Foundation Rep  
NSPS Committee

-----  
Clinical Dietetics Education and  
Research Community Dietetics  
Management Practice Consultation  
and Private  
Practice  
Quality Assurance Association  
Practice Groups

Web Design  
Historian  
Nutrition Student Liaison  
Newsletter Editor

Section 100

Policy Number 104

Subject: Voting status of Members of the Board of Directors

Policy: Voting rights of the members of the Board of Directors shall be in accordance with the NEDA By-laws

Procedure:

- A. The following members of the Board of Directors are accorded voting rights.
  - 1. President-Elect
  - 2. Secretary
  - 3. Treasurer
  - 4. Nominating Chair
  - 5. Nominating Chair-Elect
  - 6. Chair of Professional Education
  - 7. Chair-Elect of Professional Education.
- B. Ex-officia members without voting rights include:
  - 1. Immediate Past President
  - 2. Elected ADA Officers
  - 3. Elected PADA Officers
  - 4. Other Committee Chairs
  - 5. President (will only vote under a tie.)

Responsibility: NEDA President

Reference: NEDA By-laws, Article V, Section 2

Formulated: September 10, 1991  
Last Revision: January 21, 2009

Section 100

Policy Number 105

Subject: Amending the By-laws

Policy: The By-laws of the Northeast District of the Pennsylvania Dietetic Association will be amended in accordance with Article XI of the By-laws.

Procedure: A. As stated in the NEDA By-laws.

#### ARTICLE XI - AMENDMENTS

These By-Laws may be amended by the affirmative vote of two thirds of the voting membership of the Board of Directors at any regular or special meeting of the Board of Directors provided that notice of the proposed amendment(s) be given by mail, electronic transmission, or through this Association's Newsletter to all members at least 60 days prior to the meeting of the Board of Directors at which the amendment(s) is to be voted. The By-Laws are subject always to the power of the members to change such action by the Directors by a majority vote of the members entitled to vote thereon at any regular or special meeting duly convened after notice to the members of that purpose.

Responsibility: All members of the Northeast District of the PADA.

Reference: PADA By-Laws  
NEDA By-Laws, Article XI

Formulated: September 10, 1991  
Last Revision: January 21, 2009

Section 100

Policy Number 106

Subject: Review of Policy and Procedure Manual

Policy: The Policy and Procedure Manual shall be reviewed annually and revised as necessary.

Procedure:

- A. At the June meeting of the Board of Directors, the President will request input relative to Policy and Procedure revisions from Chair By-Laws, Policy & Procedures.
- B. The President will then call a meeting of the committee consisting of the President, President-elect and Chair of By-laws and Policies and Procedures to consider revisions.
- C. Updated policies will be presented to the outgoing Board of Directors for review and approval at the September Board of Directors meeting.
- D. Approved changes will be given to the President-elect for inclusion in the manual.

Responsibility: NEDA Board of Directors  
P&P Committee

Reference: NEDA By-Laws, Article 7, Section 2  
NEDA Policy 102

Formulated: September 10, 1991  
Last Revision: January 22, 2009



Section 100

Policy Number 107

Subject: Addition and/or Revisions to Policies & Procedures

Policy: The Policy and Procedure Manual shall be updated as necessary.

Procedure:

- A. The addition to or updating of specific policies may be initiated by any member of the Board of Directors of the Northeast District of the Pennsylvania Dietetic Association.
- B. Member(s) suggesting/requesting changes will prepare a draft and submit a copy to the President and the Chair of By-laws and Policies and Procedures.
- C. The policy will be presented to the Board at a regularly scheduled Board of Directors meeting.
- D. The submitting member must be present at the meeting to establish need for change and/or answer questions.
- E. The Board of Directors at its discretion may appoint a committee to study the proposed revision/addition. This committee shall be composed of:
  - 1. The President-Elect
  - 2. Two other Board of Director members approved by the President

Responsibility: NEDA Board of Directors

Reference: NEDA Policy 102

Formulated: September 10, 1991  
Last Revision: Jan. 22, 2009

Section 100

Policy Number 108

Subject:

Attendance at Board of Directors Meetings; Causes for Dismissal

Policy:

It is expected that all members of the Board of Directors will attend all scheduled meetings of the Board.

Procedure:

- A. Voting Members of the Board of Directors.
  - 1. Are expected to attend all scheduled meetings.
  - 2. Will submit a written report when unable to attend.
  - 3. May be asked by the President to resign if 1/3 of the scheduled Board of Directors meetings are missed.
- B. Non-voting members of the Board of Directors.
  - 1. Are expected to attend all scheduled meetings.
  - 2. Will submit a written report when unable to attend.
  - 3. May be asked by the President to resign if 2/3 of the meetings are missed.

Responsibility:

NEDA Board of Directors

References:

NEDA Policy 104

Formulated: September 10, 1991

Last Revision: Jan. 22, 2009

Section 100

Policy Number 109

Subject: Ability of Elected and Appointed Officials to Serve Term in Office

Policy: The ability of members to serve as elected and appointed officials shall be based on but not limited to the following:

Procedure:

- A. Elected and appointed officials shall be able to:
  - 1. Assume office June 1 following their election and serve until May 31 of the following year unless otherwise designated in the By-laws.
  - 2. Assume office June 1 following their appointment to the Board of Directors and serve until May 31 of the following year.
- B. Elected and Appointed Officials shall:
  - 1. Be an ADA/NEDA member in good standing.
  - 2. Be willing and able to attend scheduled Board of Directors meetings.
  - 3. Be able to complete term in office.
  - 4. Have past experience as Chairperson of Committee or sections. (Elected officials)
  - 5. Maintain high quality of professionalism.

Responsibility: NEDA President, Chair and Chair-Elect Nominating Committee.  
Members of the Board of Directors.

Reference: NEDA By-laws, Article VI

Formulated: September 10, 1991  
Last Revision: January 28, 2009

Section 100

Policy Number 110

Subject: Resignation of Board of Director Members

Policy: Members of the Board of Directors or committee members may request to be excused from duties.

Procedure:

1. Members who have an office, committee assignment, or other duty find they are unable to perform the duties of the position, a resignation should be submitted, in writing, to the President or appointing power.
2. The duties of a position must not be abandoned until the resignation is accepted or becomes effective.
3. The governing board will proceed to fill the vacancy as outlined in the By-laws, Article VIII, Section 1, and policy number 112.

Responsibility: Office holders, committee members.

Reference: Roberts Rule of Order, Chapter 32, Section 8, Part Paragraph 4  
NEDA By-laws, Article VIII, Section 1  
NEDA Policy 112

Formulated: September 10, 1991  
Last Revision: January 28, 2009

Section 100

Policy Number 111

Subject: Quorum

Policy: In accordance with the NEDA By-laws: "Two-thirds of the voting members shall constitute a quorum and no act of the members present shall be valid or binding by an affirmative vote of a majority of the total voting membership of the Board of Directors."

Procedure:

- A. All voting members of the Board of Directors are expected to attend all meetings.
- B. If a quorum does not exist Roberts Rules of Order, Chapter XI 39 Quorum, Paragraph 7 may be used. "Where an important opportunity would be lost unless acted upon immediately, the members present can, at their own risk, act in the emergency with the hope that their action will be ratified by a later meeting at which a quorum is present."

Responsibility: President

Reference: NEDA By-Laws, Article V, Section 2, Part C, Paragraph 2  
Roberts Rules of Order, Chapter XI, Section 39, Paragraph 7.

Formulated: September 10, 1991  
Last Revision: January 28, 2009

Section 100

Policy Number 112

Subject: Filling Board of Director Vacancies: Elected Officers

Policy: Vacancies occurring on the Board of Directors will be filled in accordance with the By-laws.

Procedure: A. Article VIII, Section 3 of the By-laws will be followed in filling vacancies of the following elected officers.

1. President
2. President-elect
3. Chair-elect Council on Practice
4. Secretary
5. Treasurer
6. Chair Council on Practice
7. Nominating Chair
8. Nominating Chair-elect

Responsibility: NEDA President, Nominating Committee Chair.  
NEDA Board of Directors.

Reference: NEDA By-Laws, Article VIII, Section 3.

Formulated: September 10, 1991  
Last Revision: January 28, 2009

Section 100

Policy Number 113

Subject:

Filling Board of Director Vacancies: Appointed Officers

Policy:

Filling vacancies in appointed offices on the Board of Directors will be the responsibility of the President or the Chair, Council on Practice as stated in the By-laws.

Procedure:

A. The President or the Chair, Council on Practice will after reviewing the general membership list select the person willing and qualified to fill the position.

Responsibility:

NEDA President or Chair, Council on Practice.

Reference:

NEDA By-Laws, Article VI, Section 1, A, 2

Formulated: September 10, 1991

Last Revision: January 28, 2009

Section 100

Policy Number 115

Subject: Tellers Committee

Policy: There will no longer be a Tellers Committee.

Procedure: A. Since the NEDA now utilizes electronic surveys for the spring NEDA Ballot, there will no longer be a tellers committee to tally votes.

Responsibility: NEDA President, President-Elect, Secretary, Board of Directors.

References: NEDA By-laws, Article VII, Section 3.

Formulated: September 10, 1991  
Last Revision: January 28, 2009



Section 100

Policy Number 116

- Subject:** Executive Committee
- Policy:** The Executive Committee shall be charged with governing the NEDA when Board of Directors is not available or between meetings of the Board of Directors.
- Procedure:** This Committee will be convened by its Chair, the Association President:
1. when immediate action must be taken between Board of Director meetings.
  2. to make long-range plans affecting the Association in preparation for discussion at Board of Director meetings.
  3. to fill unexpected vacancies, on a temporary basis if necessary, to provide continuity in the government of this Association.
- Responsibility:** President, President-Elect, Secretary, Treasurer, Chair, Council on Practice

**References:** NEDA By-Laws, Article VII, Section 2, Paragraph H Article VII, Section 3

Formulated: September 10, 1991  
Last Revision: January 28, 2009

Section 100

Policy Number 117

Subject: Ad Hoc Committee

Policy: A special committee shall be appointed for a specific purpose, case or situation.

Procedure:

1. If it is decided a special committee is necessary, the committee may be appointed in one of two ways:
  - a. Appointment by the President
  - b. Election by ballot
2. If the Chair (President) appoints the committee, he has the duty to select its Chair. This is done by naming that person to the committee first.
3. If the committee is appointed by a power other than the Chair (assembly, board of directors, or executive board), the body that elects the committee members has the power to designate anyone of the committee as its chair.
4. Committee members will be selected based on their qualifications and dependability.
5. The president may be an ex-officia member of the committee.
6. The special committee continues to exist until the duty assigned to it is accomplished, unless discharged sooner, and it ceases to exist as soon as the assembly receives its final report.
7. If a time frame has been established for the existence of the committee, it should be sufficient to allow the members to complete their work. Additional time may be granted by the President/Board of Directors if requested by the committee Chair.
8. A special committee should not be appointed to perform a task that falls within the assigned function of an existing standing committee.

Responsibility: President, Board of Directors, Ad Hoc Committee

Reference: Roberts Rules of Order, Chapter 16, Sections 49, 50, 51

Formulated: September 10, 1991  
Last Revision: January 28, 2009

Section 100

Policy Number 118

Subject: Mailing

Policy: Materials prepared for official mailing by the NEDA may contain the PADA Management Services address as a return address.

Procedure: A. NEDA will use PADA's Management Services address as its official return address. This address will appear on all the NEDA stationary. The address follows:

NEDA  
C/O PADA  
96 Northwoods Blvd, Ste. B2  
Columbus, OH 43235

B. PADA Management Services will forward all NEDA mail to the NEDA President in person at PADA meetings or via mail.

C. The NEDA, EIN: 23-2515362, listed as a "not-for-profit/tax exempt" 501 C (6) organization, uses the above PADA address for IRS purposes as of 3/2008.

Responsibility: Secretary, Treasurer

References: NEDA By-Laws, Article XIII

Section 100

Policy Number 119

Subject: Flowers/Donations

Policy: Flowers/donations may be sent by a NEDA board member at the discretion of the other Board members in the event of a natural disaster, death of a member of their immediate family (immediate family will be identified as a parent, child, or spouse) or another unforeseen disastrous event.

Procedure: Upon learning of a natural disaster or death in the family of a board member, NEDA member will call one of the Executive Board (see below).

The Executive Board members upon learning of the event will contact other Executive Board members and identify the individual who can most readily send Flowers/donations, which can be sent to the home of the bereaved board member or to Another suitable location.

The invoice will be submitted to the Treasurer with a Payment Request form.

Responsibility: BOD; Members at large; Executive Board: President, President-Elect; Secretary, Treasure

Reference:

Formulated: January 1992  
Last Revision: January 28, 2009

Section 100

Policy Number 120

Subject: Paperless Policy

Policy: To save the environment and on cost to the NEDA, NEDA communications will now be paperless.

Procedure: A. NEDA communications will now be paperless, including:

- The NEDA Quarterly Newsletters (emailed and posted to [www.eatrightneda.org](http://www.eatrightneda.org))
- The NEDA Membership Book (emailed bi-annually with updates)
- The NEDA Ballot (provided as an electronic survey)
- NEDA Seminar handouts (depending on the circumstances; emailed and/or posted to [www.eatrightneda.org](http://www.eatrightneda.org))

B. The Policies and Procedures and Bylaws of the NEDA will be placed on the NEDA website at: [www.eatrightneda.org](http://www.eatrightneda.org)

C. Exceptions: The membership application and brochures for our Fall and Spring seminars will continue to be mailed.

Responsibility: NEDA Board of Directors

References: NEDA Board Meeting, April 2008

Formulated: January 28, 2009

Last Revision:

Section 200- Treasurer/ Fiscal Policies

Policy Number

|     |   |
|-----|---|
| 201 | Duties of Treasurer                                       |
| 202 | Fiscal Affairs Committee                                  |
| 203 | Budget Preparation  |
| 204 | Payment Request/Receipt Form                              |
| 205 | Reimbursable Expenses                                     |
| 206 | Travel Reimbursement                                      |
| 207 | Review of Dues Structure                                  |
| 208 | Return Check Policy                                       |
| 209 | Income Reporting  |
| 210 | Financial Reimbursement for Leadership Development        |
| 211 | PADAPAC Fundraising                                       |
| 212 | PADAF Fundraising   |
| 213 | Good Standing with the IRS and the PA Department of State |

Section 200

Policy Number 201

Subject: Duties of the Treasurer

Policy: The treasurer of the Northeast District of the Pennsylvania Dietetic Association shall be responsible for the deposit and disbursement of all NEDA funds in the name of and to the credit of NEDA in the depository approved by the NEDA Board of Directors. The treasurer shall also prepare financial reports as required which will ensure the fiscal stability of the NEDA.

Procedure: A. The treasurer will:

1. Serve as a voting member of the NEDA Board of Directors and Chairman of the Fiscal Affairs Committee.
2. Have custody of all funds and securities of this Association and deposit monies in the name and to the credit of this Association in the approved depositories.
3. Secure new authorization cards and credit/debit cards, as appropriate, for incoming President and Treasurer. The incoming president will determine which association officer in addition to the treasurer will have the authority to deposit or withdraw funds. The treasurer will be responsible for facilitating the transition of officers responsible for fiscal procedures, which includes changing of designated signatures for the approved depository.
4. Maintain complete and accurate financial record of all receipts and disbursements.
5. Financial records will be kept for a period of 7 years.
6. Report the financial status of this association at regularly scheduled meetings of the Board of Directors and membership.
7. Provide an end-of-the-year finance report for the NEDA final newsletter and for PADA as requested (via the District Annual Report and Assessment).
8. Submit association tax forms as required.
9. Deposit dues obtained from the membership chairman, registration fees from seminars and workshops, along with other monies paid or belonging to this association, within a reasonable timeframe.
10. Reviews all expense vouchers and issues prompt payment of expenses. Questionable expenses will be reviewed with the president prior to payment.
11. The treasurer will maintain a raffle "seed fund" to assist with fundraising events. This is cash, in small bills, for the chairperson of the event to use to make change for raffles or 50-50 events. This money must be returned to the treasurer for safekeeping until the next event and is not considered as proceeds for the raffle.

Responsibility: President, Treasurer, President-Elect

References: NEDA By-Laws, Article VI, Section I, EDA policies 301 and 401

Formulated: September 10, 1991  
Last Revision: January 27, 2009

Section 200

Policy Number 202

Subject: Fiscal Affairs Committee

Policy: The Fiscal Affairs Committee shall consist of the President, President-Elect, Immediate Past President, Treasurer, and Immediate Past Treasurer and function in an advisory capacity.

Procedure:

- A. This committee will meet at a convenient time prior to the new fiscal year for the purpose of drafting the annual budget of this association.
- B. The current treasurer will serve as the chairman of this committee.
- C. The proposed budget will be presented by the treasurer at the July Board of Directors meeting.
- D. Approved suggestions made by the Board of Directors members will be incorporated into the proposed budget.
- E. The annual budget shall be approved by the members of the board not later than the August Board of Directors meeting.
- F. This committee shall serve as the internal auditors for this association.
- G. Recommendations from the external auditors of the PADA will be reviewed by the Fiscal Affairs Committee and incorporated into the next fiscal budget.

Responsibility: President, President-Elect, Treasurer, Immediate Past President, Immediate Past Treasurer

References: NEDA By-Laws Article VII, Section 3, Paragraph C. NEDA Policy 201

Formulated: September 10, 1991

Last Revision: January 23, 2009



Section 200

Policy Number 203

Subject: Budget Preparation

Policy: The Annual Budget of the Northeast Dietetic Association shall be developed according to the established format and fiscal projections.

Procedure: The Fiscal Affairs Committee will propose an annual budget using, but not limited to, the following format (see next page).

Responsibility: Fiscal Affairs Committee  
All Members of the NEDA Board of Directors

References: NEDA By-Laws Article VII, Section 2, Paragraph C  
NEDA Policies 201, 202

Formulated: September 10, 1991

Last Revision: January 23, 2009

NORTHEAST DIETETIC ASSOCIATION  
POLICY AND PROCEDURE MANUAL

2008-2009

BUDGET

| ACTUAL EXPENDITURES YEAR: |                                | PROPOSED BUDGET YEAR: |
|---------------------------|--------------------------------|-----------------------|
|                           | MEMBERSHIP                     | \$                    |
|                           | MEMBERSHIP BENEFIT             | \$                    |
|                           | NEWSLETTER                     | \$                    |
|                           | LEGISLATION                    | \$                    |
|                           | MEMBER BUSINESS TRIP EXPENSES  | \$                    |
|                           | SCHOLARSHIPS                   | \$                    |
|                           | ACHIEVEMENTS/ACKNOWLEDGEMENTS  | \$                    |
|                           | TURNOVER MEETING               | \$                    |
|                           | SEMINARS/WORKSHOPS             | \$                    |
|                           | ADA FOUNDATION/PADAF           | \$                    |
|                           | GENERAL BUSINESS EXPENSES      | \$                    |
|                           | HOLIDAY DINNER                 | \$                    |
|                           | NUTRITION MONTH                | \$                    |
|                           | PADA FUNCTIONS                 | \$                    |
|                           | PUBLIC RELATIONS (DM Taste In) | \$                    |
|                           | PROMOTIONS (Wine Tasting)      | \$                    |
|                           | WEBSITE                        | \$                    |
|                           | FUND RAISERS (PADAPAC)         | \$                    |
|                           | MEALS ON WHEELS                | \$                    |
|                           |                                | \$                    |

| ACTUAL INCOME YEAR: |                             | PROPOSED INCOME YEAR: |
|---------------------|-----------------------------|-----------------------|
|                     | DUES: ACTIVE                | \$                    |
|                     | DONATIONS                   | \$                    |
|                     | TURNOVER MEETING            | \$ -                  |
|                     | SEMINARS/WORKSHOPS          | \$                    |
|                     | BANK INTERESTS              | \$                    |
|                     | MISCELLANEOUS               | \$ -                  |
|                     | CD INTEREST                 | \$                    |
|                     | REFUNDS                     | \$ -                  |
|                     | PHARMA DONATIONS (Taste-In) | \$                    |
|                     | PADA GRANTS                 | \$                    |
|                     | PROMOTIONS                  | \$                    |
|                     |                             | \$                    |
|                     | CD HOLDINGS                 | \$                    |

Section 200

Policy Number 204

Subject: Expense Reimbursement Form

Policy: The Expense Reimbursement Form (see next page) shall be completed by an authorized NEDA member before allowable expenses can be paid or submitted after use of the debit card to justify expense.

Procedure:

- A. Complete the Expense Reimbursement Form. Computerized or duplicate copies are available from the treasurer.
- B. Select the appropriate expenditure category listed under the NEDA chart of account codes, attached to this policy.
- D. Attach all appropriate bills, receipts or expense vouchers.
- E. Provide a brief description of the expense incurred.
- F. A request for an advance payment for a travel allowance may be submitted using this form. Include a statement to this effect under "Description of Expense". Upon completion of the travel another Expense Reimbursement form must be submitted indicating the actual costs and accompanied by the receipts to make the necessary adjustments.
- G. The completed form will be submitted to the treasurer for approval. The approval of the president is also required on all travel expense requests.
- H. All approved post purchase payments will be made by check. The President and Treasurer may purchase NEDA related goods and services using the NEDA debit card. An expenditure request form must be filled out to document the transaction.

Responsibility: NEDA Members of the Board of Directors, Treasurer & President

References: NEDA By-Laws, Article VI, section 1, D, Para. 2  
NEDA policies 201, 203, 205, 206

Formulated: September 10, 1991  
Last Revision: January 23, 2009

NORTHEAST DIETETIC ASSOCIATION  
POLICY AND PROCEDURE MANUAL

EXPENSE REIMBURSEMENT FORM MONTH/YEAR OCCURRED \_\_\_\_\_

|  |                          |                               |        |
|--|--------------------------|-------------------------------|--------|
| <p>When submitting form for expenses, please put all related expenses on one form and add all related charges for one check, no matter what date they occur</p> <p><b>Example:</b></p> <p>1700.01 Postage for seminar           \$ 17.00</p> <p>1700.19 Banquet and reception fees   \$130.00</p> <p>1700.24 Speakers travel expense       \$ 1080.00</p> <p>Total:                                       \$1227.00</p><br><p>Name _____ Board</p> <p>Position _____</p> | Expeniture cost centers: |                               |        |
|  | 1000                     | Membership                    | 0.01   |
|  | 1100                     | Newsletter                    | 0.02   |
|  | 1200                     | Legislation                   | 0.03   |
|  | 1300                     | Member Business Trip Expenses | 0.04   |
|  | 1400                     | Scholarships                  | 0.05   |
|  | 1500                     | Achievements/Acknowledgements | 0.06   |
|  | 1600                     | Turnover Meeting              | 0.07   |
|  | 1700                     | Seminars/Workshps             | 0.08   |
|  | 1701                     | Spring Seminar                |        |
|  | 1800                     | PADA Foundation               | 0.09   |
|  | 1900                     | General Business Expenses     | 0.10   |
|  | 2000                     | Nutrition Month               | 0.11   |
|  | 2100                     | PADA Functions                | 0.12   |
|  | 2200                     | Public Relations              | 0.13   |
|  | 2300                     | Fund Raisers                  | 0.14   |
|  | 2400                     | RD Network                    | 0.15   |
|  | 2500                     | Web Site                      | 0.16   |
|  | 2600                     | PADAPAC                       | 0.17   |
|  | Cost Center              | Description                   | Amount |
|  |                          |                               | 0.18   |
|  |                          |                               | 0.19   |
|  |                          |                               | 0.20   |
|  |                          |                               | 0.21   |
|  |                          |                               | 0.22   |
|  |                          |                               | 0.23   |
|  |                          |                               | 0.24   |
| Check payable to:  |                          |                               | 0.25   |
| Mail to:   |                          |                               | 0.26   |
| Address  |                          |                               | 0.27   |
| City, state  |                          |                               | 0.28   |
| Zip  |                          |                               | 0.29   |
|  |                          |                               | 0.3    |
|  |                          |                               | 0.61   |
|  |                          |                               | 0.51   |
|  |                          |                               | 0.55   |
|  |                          |                               | 0.31   |

|      |                               |      |                                      |
|------|-------------------------------|------|--------------------------------------|
| 1000 | Membership                    | 0.01 | Postage Expenses                     |
| 1100 | Newsletter                    | 0.02 | Telephone                            |
| 1200 | Legislation                   | 0.03 | Office Supplies                      |
| 1300 | Member Business Trip Expenses | 0.04 | Security                             |
| 1400 | Scholarships                  | 0.05 | Photography                          |
| 1500 | Achievements/Acknowledgements | 0.06 | Awards and Plaques                   |
| 1600 | Turnover Meeting              | 0.07 | Flowers/Cards/Gifts                  |
| 1700 | Seminars/Workshps             | 0.08 | Typing services                      |
| 1701 | Spring Seminar                |      |                                      |
| 1800 | PADA Foundation               | 0.09 | Printing/Copying                     |
| 1900 | General Business Expenses     | 0.10 | ADA Malpractice Insurance            |
| 2000 | Nutrition Month               | 0.11 | Treasury Audit Fee                   |
| 2100 | PADA Functions                | 0.12 | Newspaper Fee (Ads, Publishing Fees) |
| 2200 | Public Relations              | 0.13 | PADAF                                |
| 2300 | Fund Raisers                  | 0.14 | Registration Fees                    |
| 2400 | RD Network                    | 0.15 | Transportation Expenses              |
| 2500 | Web Site                      | 0.16 | Meals Expenses                       |
| 2600 | PADAPAC                       | 0.17 | Lodging Expenses                     |
|      |                               |      | 0.18                                 |
| 2800 | Donations                     | 0.19 | Seminar/Workshop Banquet Charges     |
| 2700 | Promotions                    | 0.20 | Refreshments                         |
|      |                               |      | 0.21                                 |
|      |                               |      | 0.22                                 |
|      |                               |      | 0.23                                 |
|      |                               |      | 0.24                                 |
|      |                               |      | 0.25                                 |
|      |                               |      | 0.26                                 |
|      |                               |      | 0.27                                 |
|      |                               |      | 0.28                                 |
|      |                               |      | 0.29                                 |
|      |                               |      | 0.3                                  |
|      |                               |      | 0.61                                 |
|      |                               |      | 0.51                                 |
|      |                               |      | 0.55                                 |
|      |                               |      | 0.31                                 |

Section 200

Policy Number 205

Subject: Reimbursable Expenses

Policy: Certain expenses incurred by the Board of Directors of the NEDA in conducting the business of the Association shall be reimbursable.

Procedure:

- A. Any member of the Board of Directors who incurs expenses while fulfilling the duties of his/her office will submit the Expense Reimbursement Form to the Treasurer as soon as possible after an expense is incurred. Payment will not be made if this form is not properly completed and accompanied by required documentation.
- B. Expenses for which a bill is submitted to be paid directly by the Association will be paid directly to the originator of the bill. Such expenses are not considered reimbursable to an Association member.
- C. When an expense doesn't fall under cost center categories or is questionable, the Treasurer will review the request with the President before tendering payment.
- D. The Treasurer will review the completed expense form, approve the request and make payment to the member by check.
- E. Committee members cannot incur expenses in their own right. The Chairman of the Committee as a member of the Board of Directors can submit the request if it is a reimbursable expense.
- F. Special Committee Chairmen are eligible for reimbursement when conducting business at the request of the Board of Directors.
- G. Expenses incurred as the result of business conducted for PADA, reimbursable by PADA, are not reimbursable by the NEDA.

Responsibility: The Treasurer, All Board of Director Members

References: NEDA By-Laws, Article VI, Section 1-D  
NEDA By-Laws, Article VII, Section 2-C  
NEDA Policies 201, 204

Formulated: September 10, 1991  
Last Revision: January 23, 2009

Section 200

Policy Number 206

Subject: Travel Reimbursement

Policy: NEDA shall reimburse members of the Board of Directors for expenses not reimbursed by PADA when attendance is required at State Association Board of Directors meetings. Reimbursement for non-required attendance at PADA functions must be approved by the NEDA Board. Reimbursement for travel must be approved by both President and Treasurer.

- Procedure:
- A. The board member will submit the Expense Reimbursement form with the necessary receipts.
  - B. Reimbursement will be based on the following:
    - 1. Travel by car at the current IRS government travel rate.
    - 2. Travel by Public Transportation. Actual fare.
    - 3. Lodging -One-half double room occupancy up to
    - 4. Meals -up to a maximum of \$35 per day based on the following:
      - Breakfast -\$7.50
      - Lunch -\$10.00
      - Dinner -\$18.00An overnight stay will be reimbursed for three meals. A one-day only will be reimbursed for breakfast and lunch only.
  - C. Board members may request a travel advance for approved expenses by submitting the Expense Reimbursement Form showing estimated expenses. Post travel another payment request form will be submitted showing actual costs and accompanied by receipts for adjustment.
  - D. Reimbursement allowances should be reviewed yearly to assure relation to current costs.

Responsibility: Treasurer, NEDA Board of Director Members

References: NEDA Payment Request Form, NEDA Policy 204.

Formulated: September 10, 1991

Last Revision: January 23, 2009

Section 200

Policy Number 207

Subject: Review of Dues Structure

Policy: Dues structure for membership in the NEDA shall be reviewed annually to determine its efficacy in meeting the financial needs of the Association.

Procedure: The Treasurer will be responsible to review on an on-going basis the dues structure of the Association. Results of the review will be submitted at a Spring Board of Directors meeting.

- A. This review will:
  - 1. Compare actual up-to-date expenditures against the budgeted figures.
  - 2. Anticipate expenditures based on requests made to the Board of Directors (e.g donations for related professional causes, travel requests, etc.)
  - 3. Consider increases or decreases in the membership list.
  - 3. Include profits or losses from Seminars conducted to date.
  - 4. Recognize the limit of monies on hand in accordance with all non-profit organization status.
- B. The Treasurer will present the results of this review with his/her recommendations at a Spring NEDA Board of Directors meeting for their action.
- C. The Membership Chairman will incorporate the results of this action into the membership application in readying it for mailing in July.

Responsibility: The Treasurer, the Membership Chairman, Board of Directors

References: NEDA By-Laws, Article III, Section 4; Article V, Section 2, B, 3; Article VI, Section 1, D, 5  
NEDA Policies 201,203 Attachment, 401-1

Formulated: September 10, 1991  
Last Revision: January 23, 2009

Section 200

Policy Number 208

Subject: Service Charge for Returned Checks

Policy: The NEDA shall require a service charge of \$15.00 from members and/or non-members for each check written to the Association which is rendered non-redeemable and returned to the Association by the depository.

Procedure: Upon receipt of a returned check, the treasurer will send written notification to the person responsible for payment and request a remittance of the original charge in addition to a \$15.00 service fee.

Responsibility: Treasurer, Membership and Seminar Chairperson

References:

Formulated: December 18, 1991  
Last Revision: January 23, 2009



Section 200

Policy Number 209

Subject: Income Reporting

Policy: All NEDA income will be reported to the President or the Treasurer for deposit into NEDA accounts (see next page for form).

Procedure:

A. Upon receipt of any monies for membership or other NEDA activities, the recipient chair will complete the Income Intake Form and return the form and the money in check or cash form to the treasurer or president.

B. The Income Intake Form will be completed using appropriate codes and indicating sources of income clearly, e.g. memberships (active, student, late active). The name and board position, month and year will be clearly indicated along with correct codes. (See attached sheet)

C. The president or treasurer will then deposit the funds into the checking or savings account at the designated depository, in a reasonable timeframe.

Responsibility: Committee Chairs, President and Treasurer

References:

Formulated: January 23, 2009

Last Revision: January 23, 2009

NORTHEAST DIETETIC ASSOCIATION  
POLICY AND PROCEDURE MANUAL

| INCOME INTAKE FORM  |  | MONTH/YEAR OCCURRED _____ |                                       |
|---|--|---------------------------|---------------------------------------|
| When submitting form for income, please put all related income on one form to include categories of income received, no matter what date they occur |  | INCOME cost centers:      |                                       |
|   |  | 3000 Dues Active          | 0.00 PADA MEMBER (functions)          |
| <b>Example:</b><br><br>3000 Dues Active member                      \$ 20.00  |  | 3100 Dues Retired         | 0.30 PADA STUDENT MEMBER (functions)  |
|   |  | 3200 Dues Tech            | 0.40 PADA GUEST (functions)           |
| 3300 Dues student                                \$ 10.00   |  | 3300 Dues Student         | 0.51 PDAF                             |
|   |  | 3400 Dues Affiliate       | 0.53 BASKET RAFFLE                    |
| 3500 Dues Active Late                          \$ 25.00   |  | 3500 Dues Late Active     | 0.54 50-50                            |
|   |  | 3600 Donations            | 0.55 PADAPAC                          |
| Total:    \$ 55.00  |  | 3700 TURNOVER             | 0.56 EXHIBITOR                        |
|   |  | 3800 PUBLIC RELATIONS     | 0.50 PADA                             |
| Name _____<br>Board Position _____  |  | 3900 INTEREST             | 0.58 REFUNDS                          |
|   |  | 4000 MISCELLANEOUS        | 0.59 RD NETWORK                       |
|   |  | 4100 FUND RAISERS         | 0.61 MEALS ON WHEELS                  |
|   |  | 4200 GRANTS               | 0.60 RD SHIRTS                        |
|   |  | 4300 SEMINAR              | 0.62 BOSCOV'S TICKETS                 |
|   |  | 4301 Spring Seminar       | 0.64 DTR SHIRTS                       |
|   |  |                           | 0.65 WITH HARD COPY                   |
|   |  |                           |                                       |
| Cost Center    Description                      Amount  |  |                           | 0.29 LEGISLATION                      |
|   |  |                           |                                       |
|   |  |                           | 0.47 STUDENT REGISTRATION (seminars)  |
|   |  |                           |                                       |
|   |  |                           | 0.71 NEDA REGISTRATION (seminars)     |
|   |  |                           |                                       |
|   |  |                           | 0.87 NON-NEDA REGISTRATION (seminars) |
|   |  |                           |                                       |
|   |  |                           | 0.97 NON-ADA REGISTRATION (seminars)  |
|   |  |                           |                                       |
|   |  |                           |                                       |
|   |  |                           |                                       |
|   |  |                           |                                       |
|   |  |                           |                                       |
|   |  |                           |                                       |
|   |  |                           |                                       |
|   |  |                           |                                       |
|   |  |                           |                                       |

Section 200

Policy Number 210

Subject: Financial Reimbursement for Leadership Development

Policy: For leadership development, maximum of \$500.00, towards all expenses, may be allotted for the NEDA President's attendance of the annual ADA FNCE meeting; and maximum of \$500, towards all expenses, may be allotted for the Public Policy Coordinator's attendance of the annual ADA Public Policy Workshop (PPW) or towards a local PPW event, as long as the fiscal budget allows.

Procedure:

- A. The recipient will complete the Expense Reimbursement Form either prior to the event or immediately following the event and return the form with receipts for all expenses including hotel, program costs, travel and/or mileage, and meals to the treasurer or president.
- B. The president or treasurer will then reimburse the funds to the recipient in a reasonable timeframe.
- C. The recipient will bring new leadership skills or information back to the NEDA for its advancement.
- D. If PADA scholarships are available for such events and granted to the recipient, a maximum of \$500.00 may still be offered to cover only the remaining costs.
- E. This policy is void if the individual's employer will cover the complete cost of the training. In the event that the employer covers only part of the training, the NEDA may pay for the remaining costs, up to \$500.00 maximum.
- F. Additional leadership development reimbursement for board members will be discussed and voted upon on an individual basis.

Responsibility: Committee Chairs, Voting Board Members, President, Public Policy Coordinator, and Treasurer

References: Policy 204

Formulated: January 26, 2009  
Last Revision: January 26, 2009

Section 200

Policy Number 211

Subject: PADAPAC Fundraising

Policy: Any member donations for PADAPAC through fundraising efforts must be donated either a personal or cashier's check, not a NEDA check.

Procedure:

- A. In fundraising for PADAPAC at NEDA events and via the NEDA Membership Drive, all monies collected will be sent by the NEDA president or treasurer to PADAPAC at the applicable address.
- B. A NEDA check is not preferred. PADAPAC donations should be sent via cashiers or personal check.
- C. If a personal or cashiers check cannot be sent, a complete listing of all members who donated should be provided with the NEDA check.
- D. Contributions to PADAPAC are NOT tax deductible.

Responsibility: Committee Chairs, Voting Board Members, President, and Treasurer

References: PADAPAC Communications – January 2008

Formulated: January 26, 2009  
Last Revision: January 26, 2009

Section\_200

Policy Number 212

Subject: PADAF Fundraising

Policy: 2% of NEDA Membership monies will be donated to PADAF each year immediately following the June 1 membership drive. Late membership monies will not apply to this fundraising effort.

Procedure:

- A. Once the initial membership drive is complete following the June 1 membership drive, 2% all collected monies for active members shall be sent to PADAF by the NEDA President or Treasurer to the applicable address for PADAF.

Responsibility: Committee Chairs, Voting Board Members, President, and Treasurer

References:

Formulated: January 26, 2009  
Last Revision: January 26, 2009

Section 200

Policy Number 213

Subject: Good Standing with the IRS and the PA Department of State

Policy: To maintain our EIN with the IRS, yearly, the NEDA must complete the 990N IRS electronic postcard form. The PADA will complete NEDA taxes. The NEDA shall comply with PA Department of State guidelines to remain in good standing.

Procedure:

- A. The NEDA is NOT incorporated, but the NEDA has an IRS EIN as a “not-for-profit/tax exempt” 501 C (6) organization. EIN: 23-2515362. The PADA is responsible for auditing NEDA finances, but the NEDA must maintain the EIN yearly by completing the 990N IRS electronic postcard form, an online form. Instructions:
  - a. Go to [www.irs.gov](http://www.irs.gov). On the toolbar, click “Charities and Nonprofits.” Then click “990N postcard.”
  - b. ORGANIZATION NAME: Northeastern district PA dietetic association
  - c. Account name: April Rudat, Login ID: 23251536201
  - d. PASSWORD: eatrightneda
  - e. Under this email address: [aprilrd82501@comcast.net](mailto:aprilrd82501@comcast.net) (Note: This email address should be changed each year to reflect the current president’s email address.)
  - f. Address and contact information: PADA’s Management Company (Windrae in Ohio): NEDA, C/O PADA, 96 Northwoods Blvd, Ste. B2, Columbus, OH 43235 (Note: If the PADA Management Co. changes, this address must be updated with the IRS.)
  - g. The 990N takes 4-8 weeks to process.
  - h. The 990N should be completed annually and is due by 12/31 each year.
  - i. IRS Phone #: 1-877-829-5500

B. Tax Returns:

- a. The PADA shall complete our taxes, as long as the NEDA remains non-incorporated. PADA will view our financials via an annual report of financials. The NEDA shall use Quick Books (purchased in 2007) to facilitate the transmission process.

C. PA Dept. of State:

- a. Our PA Department of State “entity number” as a an active, non-profit (non stock) created on 6/21/1988 is: 1042507
- b. The NEDA president should complete a “Non-profit Annual Report” each year as the Board of Directors changes – following the Turnover Dinner. Instructions:
  - i. Go to [www.dos.state.pa.us](http://www.dos.state.pa.us), click on “corporations,” click on “forms.”
  - ii. Find “Domestic Nonprofit Corporation,” click “Annual Report”
  - iii. Print, complete, and mail to address on form.
  - iv. PA Dept of State: (717) 787-1057

Responsibility: NEDA Board of Directors, President, President-elect, Past-president, Treasurer

References: NEDA Board Meeting, April 2008

Formulated: January 28, 2009  
Last Revision:

Section 300 - Secretarial Policies

Policy Number

301

Duties of the Secretary

302

Duties of the Historian

303

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304

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305

Weather Cancellation of Meetings

Section 300

Policy Number: 301

Subject: Duties of the Secretary

Policy: The Secretary of the NEDA shall have any and all powers and duties usually vested in the office of Secretary.

- Procedure:
- A. Serves as a voting member of the NEDA Board of Directors and a member of the Fiscal Affairs Committee; serves as Historian of this Association in the absence of an appointed Historian.
  - B. Attends each meeting of the Board of Directors and records minutes according to an established format. Disseminates these minutes to all members of the Board of Directors within 10 workdays following the meeting but no later than one week prior to the next Board of Directors meeting electronically. If unable to attend a meeting, arranges for minutes to be taken by another member of the Board of Directors.
  - C. Maintains an official file of minutes from each meeting. File to be maintained for seven years.
  - D. Provides a call for all meetings of the general membership in meeting minutes.
  - E. Issues a call for special meetings of the Board of Directors when so instructed by the President.
  - F. Issues all announcements for Seminars/Workshops in meeting minutes.
  - G. Prepares and disseminates policy and procedure changes as directed by the Board of Directors.
  - H. Assists members of the Board of Directors and Committee Chairs with duplicating and mailing processes.
  - J. Provides mailing labels of the membership. Each label includes name, member's credentials/title, and preferred mailing address.
  - K. Provides any information relative to changes in the membership to the Newsletter Editor for inclusion in the next Newsletter.

Responsibility: Secretary, Membership Chair, Nominating Committee and Treasurer

References: NEDA By-Laws: Article VI, section 1-C, Section 2-A, Para 2  
Article VII, section 2-G, Para 3  
Articles IX, sections 1 and 2  
NEDA Policies- 401, 402, 602, 802

Formulated: September 10, 1991  
Last Revision: January 28, 2009



Section 300

Policy Number 302

Subject: Duties of the Historian

Policy: All historical information concerning the NEDA shall be collected and recorded by the Secretary and/or the appointed Historian and forwarded to PADA for inclusion in the state archives. (Attached: Guidelines for Preparation and Storage under Direction of Pennsylvania Historical and Museum Commission (PHMC).)

Procedure:

- A. The Secretary of NEDA will be responsible for submitting all historical information concerning this Association for placement in the state Archives as requested by the PADA Historian.
- B. Information considered to be of historical value:
  - 1. Annual membership booklet
  - 2. Photograph of current elected officers
  - 3. Updated By-Laws of the District
  - 4. National Nutrition Month activities
  - 5. Recipients of local, state and national awards; include photographs and newspaper articles.
  - 6. Copies of District Newsletters.
- C. This information may be collected and submitted at the end of the fiscal year if solicited by the PADA Executive Coordinator.
- D. All items submitted shall be accompanied by a typed list. A copy of this list will be included in the minutes of this Association.

Responsibility: President, Secretary, Public Relations Chair

References: NEDA By-Laws, Article VI, Section 1, C-8  
NEDA Policy 301

Formulated: September 10, 1991  
Last Revision: January 28, 2009

Guidelines for Preparation and Storage under Direction of  
Pennsylvania Historical and Museum Commission (PHMC)

(The Archives Building is located next to the William Penn Historical Museum, facing North Third at Forster Street in Harrisburg.)

- (1) Materials - general
  - (a) Remove all paste, glue, metal paper clips, staples, tapes, etc. from all materials unless they are rust proof staples, clips or plastic clips.
  - (b) Label all with pencil, no pen, ink or ball point.
- (2) Photographs - Store in good quality paper envelopes without glue on flaps or metal fasteners. Do not put anything in plastic. Envelopes used for storage of X-ray film or documents are fine.
- (3) Carbon copies of typed materials - Quality paper, rather than carbon type determines the life of the material. Re-type material that is not legible.
- (4) Newspaper articles -Photostat articles you want preserved. The Division of Records in the Pennsylvania Historical and Museum Commission will provide this service. Check the current rate. Photocopying may be satisfactory for materials for a period of ten (10) to fifteen(15) years.

Section 300

Policy Number 305

Subject: Weather Cancellation of Meetings

Policy: The President shall make the decision to cancel meetings based on weather reports via email and/or phone contact.

Procedures: A. The President shall makes the decision to cancel a Board meeting and send an electronic message to all board members and/or special guests that have planned on attending.

B. Otherwise, if board members have no access to email, they may contact the President via home, office, or cellular phone numbers, contained in the electronic membership handbook.

References:

Formulated: Uncertain  
Last Revision: January 28, 2009

Section 400 - Membership/Career Guidance Policies

Policy Number

- 401 Duties of Membership Chair
- 402 Membership Booklet
- 403 --
- 404 Waive of Membership Dues for Retired Members/Student Membership Fees

Section 400

Policy Number 401

Subject: Duties of Membership Chair

Policy: The Membership Chair shall be responsible for ensuring that all eligible members of the ADA/PADA residing in Luzerne, Lackawanna, Bradford, Pike, Sullivan, Susquehanna, Wayne and Wyoming counties are offered membership in the NEDA.

Procedure: The Membership Chair will:

- A. Complete training with PADA on the ADA Data Management Information Services (DMIS) and use the DMIS database immediately before the membership drive to generate the most current listing of potential members.
- B. Create membership drive list inclusive of ADA and non-ADA members. However, as per the membership form and ADA Policies and Procedures, only ADA members may be allowed membership into the NEDA with the exception of Retired RDs and student members.
- C. Invite previous members NOT appearing on the ADA DMIS list to join NEDA – this list of previous members may include those that fall outside NEDA counties. This may be done by comparing the DMIS generated Excel spreadsheet to the previous year’s Membership list.
- D. Mail membership letters/applications (Attachment 1) to all previous and potential members of NEDA in April with a return due date of June 1 for active membership to the membership chair’s address. The Membership Chair may create membership drive packets (e.g., letters, forms, envelopes, stamps, member labels, return address labels) to request help from the board/students.
- E. Once forms are mailed back to Membership Chair, verify the completeness of the applications received as to content, amount of check, and post date.
- F. Late fees for membership after June 1 will be \$5.00 more, and such members shall remit late payment. If late payment is not remitted, the Membership chair shall send the potential member an email reminding them of the appropriate fee for late membership, requesting a new check.
- G. ADA Membership status of NEDA members shall be verified using the ADA DMIS for all members. ADA membership number is also requested on the NEDA Membership form. If the new member lists an invalid ADA number, an email shall be sent notifying the individual to renew ADA membership or NEDA membership will be void. In this case, the check should not be cashed if it will need to be returned.
- H. Hard copies NEDA membership forms shall be retained in a folder.
- I. A tally of category of membership, donations, and total amount for Treasurer may be kept to keep membership monetary totals in order (Attachment 2). However, the checks and an Income Intake Form (included with Policy 209) shall be forwarded to the Treasurer.
- J. Consider all membership applications from the previous year as null and void. Only new members will receive membership benefits of the NEDA.
- K. Contact previous members who have not re-joined after the June 1 deadline by phone and/or email to solicit membership.
- L. Compile Membership Handbook in Excel with pertinent data. From Excel, also create a MS Word Membership Handbook utilizing a “mail merge” command in MS Word. Convert to PDF from Word.
- M. Send all members a “welcome email” with the Membership Handbooks in both Word/PDF and Excel. The Handbooks will be sent by September, and an update will be sent bi-annually after the New Year.
- N. Forward all contact information updates to the President, Professional Education Chair, President-elect, Career Guidance Chair, and others who need the listing for utilization. *Continued...*

*Continued...*  
*Section 400*

*Policy Number 401*

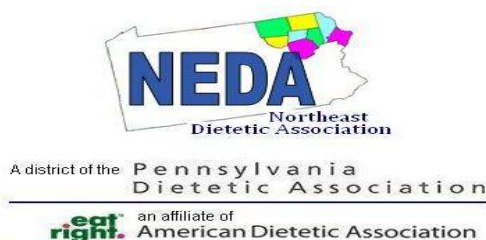
- O. Review the application form each year and present proposed changes to the form at the March Board of Directors Meeting. Make approved changes to the form or submit as is to the printer no later than April with a return date no later than June 1.
- P. A membership survey may be included with the membership application or may instead be emailed to members via an electronic survey. Information on the survey should be made available to respective Chairs. Typical information gathered includes queries related to seminar topics/preferred dates and member skill sets, willingness to volunteer, and positions they in which they may be interested.

Responsibility: Membership Chair, Secretary, and Treasurer; Board of Directors

References: NEDA By-Laws, Article III, Section 4, Article VII, Sect. 2, . Para G.  
NEDA Policies 201, 301

Formulated: September 10, 1991  
Last Revision: January 28, 2009

Attachment 1: Sample Membership Form and Letter (2 pages)



April 2009

Dear Fellow Dietitians, Dietetic Technicians, and Students:

It is NEDA membership renewal time! Enclosed you will find your NEDA membership application for 2009-2010. Membership applications are also available at: [www.EatRightNEDA.org](http://www.EatRightNEDA.org).

Remember: When you join the ADA, you are automatically a member of the PADA. However, as an ADA member, you do **not** automatically become a member of the NEDA. You must join using the enclosed form.

**Why Join the NEDA?**

- The NEDA provides many opportunities for inexpensive or free continuing education credits.
- The NEDA provides opportunities for networking with your peers, opportunities that can ultimately lead to professional and career advancement.
- The NEDA, a district of the PADA, will keep you up-to-date on important changes in our profession.

NEDA always welcomes new members! Please complete the enclosed application and send:

- (1) the enclosed application and (2) a check made payable to NEDA to: April Rudat  
200 Jennifer St.  
Moscow, PA 18444

**Reminders:**

- You **must** be an ADA Member to be a NEDA member.
- The NEDA Quarterly Newsletters, the NEDA Membership Book, the Election Ballot, and Seminar Handouts are now provided electronically via email or on the NEDA website. All can be printed or may be saved to your personal computer. This membership application and brochures for our Fall and Spring seminars will continue to be mailed.

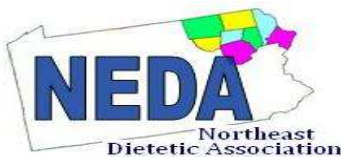
\* *There will no longer be an option to pay for hard copies. However, everything can be printed or saved.*

Looking forward to your membership!

April Rudat, NEDA Membership Chair

**NEDA MEMBERSHIP BENEFITS:**

- |  |   |
|--|---|
| - FREE or reduced cost continuing professional education       | - A professional and well maintained website            |
| - Newsletter 4x's/year with updates, CPE opportunities, & more | - Emails with job openings and updated membership books |
| - Exquisite networking and social events                       | - Open board meetings                                   |
| - Serving in an elected or appointed position                  | - Eligibility for PADA/ADA/NEDA Awards                  |
| - Professional development opportunities                       | - Make a difference!                                    |



A district of the Pennsylvania Dietetic Association
an affiliate of American Dietetic Association

NEDA Application - June 1, 2009 to May 31, 2010

Last Name First Name Credentials ADA # \* Must be an ADA Member to join as Active Member

Is this your first time joining the NEDA? Yes No

Preferred Mailing Address (will appear in Membership Handbook):

Street City State Zip Code + 4 County

Preferred Phone #: Cell #:

Preferred Email:

Secondary Email:

\*PLEASE WRITE EMAIL ADDRESSES CLEARLY!

Work Information:

Title/Position Employer

Employer Address Work Phone

Please fill out information below:

- DUES: \$25.00 - Active member - Must be an ADA Member, postmarked BEFORE June 1st.
\$30.00 - Late fee, Active member - Must be an ADA Member, postmarked AFTER June 1st.
\$10.00 - Full-time student Program Director signature:
\$10.00 - Late, Full-time student, joining after June 1st (no late fee for students)
\$ none - Retired members
\$ any - optional donation to Commission on Economic Opportunity Weinberg Food Bank
\$ 1.00 + - optional donation to PADAF Foundation
\$ 1.00 + - optional donation to PADAPAC Political Action Committee

TOTAL: Thank you for your membership!

\* Must join by June 1, 2009 to avoid late fee. Check payable to NEDA, mailed to: April Rudat 200 Jennifer St. Moscow, PA 18444

Visit www.EatRightNEDA.org today!



Attachment 2: Membership Tally Sheet (for use of Membership Chair only)

\* Note: The Income Intake Form, attached to Policy 209, shall be remitted with checks to the Treasurer, rather than this form. This form may be used by the Membership Chair to tally numbers and keep membership monies, categories, and donations organized.

| MEMBERSHIP CATEGORIES: |                       |             |            | DONATIONS: |         |        |          |           |
|------------------------|-----------------------|-------------|------------|------------|---------|--------|----------|-----------|
| # Active:              | # Active w/ late fee: | # Students: | # Retired: | Other NEDA | MOW \$: | PADAF: | PADAPAC: | PAC Name: |
|                        |                       |             |            |            |         |        |          |           |

Instructions:

- Membership categories may be tallied with hash marks. The monies associated with each category may be totaled at the bottom of the chart.
- "Other NEDA" Donations include any non-specified donations made with membership forms (i.e., many retired members send a donation for postage or office costs).
- Meals on Wheels "MOW," PADA Foundation "PADAF," and PADAPAC "Political Action Committee" totals should be recorded in the denomination offered. Names for PAC donations should be recorded.

Section 400

Policy Number 402

Subject: Membership Booklet

Policy: Each member of the NEDA shall receive an electronically mailed Membership Handbook (in MS Excel and/or Word) annually listing all current due-paying members according to membership category.

Procedure: The Membership Chair will be responsible for the membership booklet. He/she will:

- A. Compile the booklet utilizing the official copy of the membership applications.
- B. Prepare Excel document and use “mail merge” tool in MS Word to create a MS Word Handbook, which can be converted to a PDF. Both the Excel and Word/PDF document will be emailed to members.
- C. Include the following information about each member:
  - 1. ADA #
  - 2. Name/credentials (Degrees & R.D.)
  - 3. Preferred address, including zip + 4
  - 4. County
  - 5. Preferred telephone number(s)
  - 6. Occupational Title/Employer
  - 7. Email address(es)
- D. Include the list of names and contact information of the NEDA Board of Directors and Intended Purpose and Agreement for Use (Attachment 3) on all versions of the Membership Handbook.
- F. Have booklet proofread by Board of Director members designated by the President.

Responsibility: The Secretary, the Treasurer, the Membership Chair.

References: NEDA By-Laws, Article V, Section I, Part A, Para C.  
NEDA Policies -301, 401

Formulated: September 10, 1991

Last Revision: January 28, 2009

Attachment 3: Terms and Agreement for Use for Membership Handbooks

\* Note: This statement should be included with any and all forms of the Membership Handbook.

*Please read before using the directory.*

**Intended Purpose and Agreement for Use:**

This directory is a NEDA member benefit.

Use of the information for commercial solicitation of members is prohibited.

I agree that the North East Dietetic Association (NEDA) Electronic Directory and the information contained therein may not be reproduced by print or electronic means for sale or distribution to non-NEDA members.

The NEDA Directory is a tool for networking. I agree to use the Directory only for such purposes and not to distribute the Directory to others.

Section 400

Policy Number 404

Subject: Waive of Membership Dues for Retired Members/Student Membership Fees

Policy: When a member assumes retired status, it will be the policy of the NEDA to waive membership dues thereafter, and student membership fees shall be \$10.00.

Procedure: A. Policy as noted above.

B. Note: Unlike active membership in NEDA, it is not required that Retired or Student members join ADA. However, membership in the SDA for students is strongly recommended.

Responsibility: Membership Chair, NEDA Board of Directors

Formulated: March 8, 2000  
Last Revision: January 28, 2009

Section 500 -Council on Practice Policies

Policy Number

|     |   |
|-----|---|
| 501 | Duties/Responsibilities of COP Chair    |
| 502 | Responsibilities of Council on Practice |
| 503 | Duties of Division of Practice Chairs   |

Section 500

Policy Number 501

Subject: Duties and Responsibilities of the Chair of COP/Professional Education Chair

Policy: The Chair of COP shall coordinate all NEDA professional education activities, adhering to ADA and PADA Guidelines.

Procedures:

1. The COP Chair will plan the two NEDA professional education seminars in the Fall and Spring of each NEDA fiscal year.
2. The COP Chair will also contact other organizations offering continuing education events to prevent duplication of topics, and/or conflicting dates; or for possible co-sponsorship.
3. The COP Chair is responsible for, but not limited to, the following: securing a seminar date, time, and location; arranging for speakers; planning the meals for the seminar; obtaining cost for the seminar food, site, and speakers, in writing (must be approved by the Board of Directors prior to the event); arranging for technology needs like laptop, projector, screen, etc.

Some organizations to contact:

- PADA
- State Continuing Education Chair and/or COP Chair for State
- Dairy Council -Williamsport 326-7350
- Local Hospitals:
  - VA Medical Center- 824-3521, Ext. 7439 (Secretary)
  - Geisinger Wyoming Valley -826-7300
  - CMC -969-8081
  - Geisinger Danville -271-6211
  - Mercy, Scranton -348-7295, Ext. 7496
  - Mercy, Wilkes-Barre -826-3100, Ext. 3143
  - Moses Taylor -963-2100, Ext. 2181
  - Nesbitt -288-1411, Ext. 4664
  - Wilkes-Barre General Hospital -829-8111

Education Facilities:

- LCCC -829-7300
- Marywood -287-5327
- College Misericordia -675-2181

Other Professional Organizations -Local Chapters:

- American Diabetes Association -823-3355
- ASPEN -301-587-6315 or 1-800-727-4567
- Northeast Ethics Institute -Sr. Siena Finley - 674-6201 or 675-2181
- American Heart Association -822-6247
- Critical Care Nurses Association -Check with current President and/or Program Chair

Potential sites for seminars:

- Lackawanna County Visitors Bureau (assists with potential meeting locations) - Morgan 963-6363 (cell 335-3309)
- CMC - Neal D'Angelo - 969-8078
- Quality Inn (Formerly Victoria Inn), Pittston - 655-1234
- Ramada Inn, Clarks Summit - 586-2730

*Continued...*

*Continued...*  
*Section 500*

*Policy Number 501*

4. The COP Chair will inform PADA and NEDA members of planned events and will send copies of brochures via mail, email, and the NEDA newsletter as well as via the PADA listserv and newsletter.
5. The COP Chair will utilize and train the COP Chair-elect in order to provide continuity and ensure smoother transition for the incoming Board of Directors.
6. The COP Chair shall apply for Continuing Professional Education Credits from the CDR/ADA. Details on how to apply may be found from PADA on the continuing education page at: [www.eatrightpa.org](http://www.eatrightpa.org).
7. If the seminar topic applies to Nurses, the COP Chair may also apply for PA State Board of Nursing RN Continuing Professional Education Credits.
8. The COP shall design a seminar survey that must be completed prior to attaining certificates of attendance/credits. Using a Likert scale, the survey may address if learning objectives were met, what topics participants are interested in for future seminars, preferred days/times for seminars, overall rating of the seminar, etc.
9. Appropriate certificates of attendance (for RDs/DTRs and/or RNs) must be provided at the end of each seminar to each program participant.

Responsibility: COP Chair and Chair-elect

Reference: NEDA By-Laws, Article VI, Section 1, E & F  
NEDA By-Laws, Article VII, Section 1, A, B, D  
NEDA Policy Number 502

Formulated: September 10, 1991  
Last Revision: January 29, 2009

Section 500

Policy Number 502

Subject: Responsibilities of the Council on Practice/Professional Education Chair

Policy: It shall be the responsibility of the COP/Professional Education Chair to assure that opportunity exists for NEDA members to acquire continuing education credits. The goal for continuing education credits offered by NEDA and set by the President shall be met. A minimum goal of 12 credits is recommended. When the annual meeting of PADA is co-sponsored by the district, a minimum of 6 credits is recommended.

Procedure:

- A. At a meeting of the COP, chaired by the COP Chair and co-chaired by the COP Chair-elect, the educational needs of the membership relative to seminar topics will be assessed.
- B. This assessment will involve the use of membership surveys and/or previous seminar surveys distributed, along with input from the Board of Directors.
- C. Pursuant to the selection of topics, Chairs and co-Chairs may be assigned.
- D. A tentative schedule for seminar presentation may be established.
- E. Topics and tentative schedule will be presented at Board of Directors meeting.
- F. Following discussion/approval by the Board of Directors, then COP will proceed with NEDA Policy Numbers 501, 603.

Responsibility: COP Chair, Chair-elect, COP members

References: NEDA By-Laws, Article VI, Section 1, E., F.  
NEDA By-Laws, Article VII, Section 1, A, B.  
NEDA Policies 503, 603.

Formulated: September 10, 1991  
Last Revision: January 29, 2009



Section 500

Policy Number 503

Subject: Duties of the Division of Practice Chairs

Policy: If Divisions of Practice are desired by the NEDA Membership:  
The Divisions of Practice shall include Clinical Dietetics, Education and Research, Community Dietetics, Management Practice, and Consultation and Private Practice.

Procedure:

- A. "Each Division of Practice Chair will develop and co- ordinate projects within his/her classification/expertise and between all the divisions within this Association."
- B. Under the direction of the Chair of the Council on Practice:  
"Organize a seminar, during the Association year, to address the needs of the Association members and, in accordance with the Policy and Procedure Manual of this Association."
- C. Keep Council on Practice Chair and Chair-Elect and Members of the Board of Directors informed of progress concerning seminar activities.

Responsibility: NEDA Council on Practice Chair, Division of Practice

Reference: NEDA By-Laws, Article VII, Section 1, Part B

Formulated: September 10, 1991  
Last Revision: January 29, 2009

Section 600 – Seminars, Workshops, and Meeting Policies

Policy Number

|     |   |
|-----|---|
| 601 | Turnover Meeting  |
| 602 | Call for Special Meetings   |
| 603 | Seminar Planning  |
| 604 | Exhibitors at Seminars/Workshops                                  |
| 605 | Cancellation of Seminars/Workshops                                |
| 606 | Determining Costs and Calculating Fees for Seminars and Meetings  |
| 607 | Co-Sponsoring Seminars  |
| 608 | Honorarium Guidelines   |
| 609 | Reimbursement Guidelines  |
| 610 | Seminar Evaluations   |
| 611 | Seminar Reports   |
| 612 | Waive of Seminar Registration Fee at Seminars for Retired Members |

Section 600

Policy Number 601

Subject: Turnover Meeting

Policy: One general membership meeting per year shall be designated as a social event for the purpose of thanking out-going Board of Director Members and introducing incoming Board Of Director Members to the general membership.

- Procedure:
- A. The Nominating Chair-Elect will be responsible for arranging this event. The following is a suggested guideline for planning the meeting.
    - 1. Select date.
    - 2. Select location
    - 3. Select menu
    - 4. Arrange for a program, if desired
    - 5. Arrange for the presentation of the Anita Owen Award
    - 6. Provide announcement (MS Word file or PDF) to the Web Design Chair for placement on the web site and / or for electronic posting
    - 7. Provide President-elect with the announcement to include in the next newsletter.
    - 8. Arrange for the photographer to photograph incoming officers.
  
  - B. The President-elect will be responsible for:
    - 1. Including the announcement in the upcoming newsletter and emailing them out to the members. The announcement should be not less than 15 days or more than 30 days prior to the meeting.
  
  - C. The Public Relations Chair will:
    - 1. Supply newspapers in Hazelton, Scranton and Wilkes-Barre with the photographs and accompanying news article.
  
  - D. During the event:
    - 1. The outgoing President will:
      - a. acknowledge and thank members of his/her Board of Directors
      - b. Introduce the President-elect
    - 2. President-elect will:
      - a. chair the remainder of the program
      - b. introduce members of incoming Board of Directors
      - c. present the award to the recipient of the Anita Owen Award.

Responsibility: President, President-elect, Public Relations Chair, Nominating Chair-elect

References: NEDA By-laws, Article IX, Section 1

Section 600

Policy Number 602

Subject: Call for Special Meetings

Policy:

When there is a need, special meetings of all members shall be called by the Board of Directors. Members can request a meeting on petition of 25% of the total membership.

Procedures:

1. The President of the Board of Directors will instruct the Secretary to notify the membership of the planned meeting.
2. The Secretary will notify the membership not less than 15 days nor more than 30 days prior to the meeting.
3. The written or printed notice will state the place, date, hour and purpose thereof for the meeting.
4. If a member requests a special meeting, it must be in writing, and delivered to the Association President. Notices will then be issued as described above.

Responsibility: President, Secretary

References: NEDA By-Laws, Article IX, Section 2

Formulated: September 10, 1991

Last Revision: January 30, 2009

Section 600

Policy Number 603

Subject: Seminar Planning

Policy: NEDA shall provide quality continuing education activities for its members.

Procedure: 1. The following is a suggested timetable of events to facilitate planning of seminars/workshops.

A. Six months in advance.

- Recruit a speaker; date chosen for the event may depend on speaker availability.
- Select a location and confirm.
- Contact potential exhibitors and solicit grant money from pharmaceutical/nutrition companies for monetary support.
- Submit proposed seminar budget and registration fee to Board of Directors for approval

B. Three months in advance.

- Send email to speakers to reconfirm date, topic, and honorarium.
- Request speaker curriculum vitae, outline of presentation and audio-visual needs.
- Make travel arrangements if requested.
- Make hotel reservations if necessary.
- Send confirmation emails to sponsors.
- Plan the menu with the facility. Menu should be consistent with seminar topic and exemplify good nutrition.
- Arrange for audio-visual aides with facility.
- Arrange for and diagram exhibitor area, if applicable.
- Prepare a draft of program brochure for board approval prior to printing and member mailing.

C. Two months in advance.

- Arrange for printing of program brochure, evaluation forms as needed. Issues all announcements for seminars/workshops not less than 15 days nor more than 30 days in advance of the seminar/workshop.
- Arrange for Membership Chair to provide marking labels electronically or hard copies.
- Apply to PADA for continuing education credits. Refer to [www.eatrightpa.org](http://www.eatrightpa.org).
- Email details to PADA for PADA newsletter posting.

D. One month in advance.

- Mail brochures to membership. At this time additional mailings to allied professionals will be accomplished if appropriate.
- Email brochures to membership, post to [www.eatrightneda.org](http://www.eatrightneda.org), and send to PADA listserv.

E. Two weeks in advance.

- Send email to all participants notifying them that handouts are available online at [www.eatrightneda.org](http://www.eatrightneda.org)

F. One week in advance.

- Obtain checks from treasurer and enclose in thank you cards for speakers (if an honorarium is requested).

G. Day of Workshop

- Greet speakers, sponsors & exhibitors.
- Have CE accreditation forms available for signatures and certification of attendance forms available, which can be obtained from the COP Chair. (Continued...)

*Continued...*  
*Section 600*

*Policy Number 603*

- Collect evaluation forms.
- Arrange for special announcements as necessary.

H. Following seminar

- Treasurer or President will pay site.
- Send thank you letters to sponsors, exhibitors, and all those who contributed to the success of the program.
- Complete requirements for continuing education credits to PADA.
- Submit all bills to treasurer for payment.
- Write short news item for newsletter.
- Summarize evaluations, report to board of directors.

I. Throughout Planning

- Keep accurate records including receipts for cash outlays.
- Submit payment request form to treasurer for reimbursement.
- Submit all bills as received to the treasurer for payment.

J. It is imperative that the President and executive board be kept informed during the planning process.

K. In the event that a person who has registered for a seminar finds that they must cancel, then a refund of the registration fee will be at the discretion of the NEDA executive board.

Responsibility: NEDA Council on Practice, Chairs of Seminars.

References: NEDA By-Laws, Article VII, Section 1A & B. NEDA Policies: 204,205,301,502,503,

Formulated: September 10, 1991  
Last Revision: February 10, 2009

Section 600

Policy Number 604

Subject: Exhibitors At Seminars/Workshops

Policy: Vendors may be solicited to exhibit their wares/services appropriate to the subject at NEDA Seminars/Workshops. A standard fee for this purpose shall be established.

Procedure:

- A. The Seminar Chair, after determining if space permits, will contact potential exhibitors.
- B. The Secretary, NEDA, will maintain a list of local exhibitors who have participated in the past. The Chair of Exhibits of the past state meeting can also be contacted. The Secretary of NEDA should be advised of any new exhibitors contacted so as to update this list.
- C. The fee for exhibitors will be established at \$100.00 payable before the date of the seminar. If an exhibitor has contributed financially to the sponsorship of the seminar, the fee will be waived. The Board of Directors can waive this fee for other reasons deemed proper.
- D. The potential exhibitor will be advised of the topic of the seminar/workshop, of other potential exhibitors contacted, the space allotted and the fee.
- E. The agreement to exhibit should be confirmed at least 2 months in advance in order to be included in the printed program brochure.
- F. The confirmed exhibitor will make his/her needs (e.g. electrical outlets, tables, etc.) known. The Seminar Chair will be responsible for arranging with the site to provide for these needs and will advise the exhibitor of his/her location.
- G. The Seminar Chair will acknowledge the exhibitors in the seminar brochure and/or during the seminar. A thank-you note will be sent which may or may not contain constructive comments received on the seminar evaluation forms.

Responsibility: Seminar Chair, Board of Directors.

References: Policy 603.

Formulated: September 10, 1991  
Last Revision: February 10, 2009

Section 600

Policy Number 605

Subject: Cancellation of Seminars and Workshops

Policy: Seminars and workshops shall be cancelled only after due consideration because of poor enrollment or inclement weather emergencies

Procedure: When it is deemed necessary to cancel a seminar or workshop, the following procedures will be instituted.

A. Cancellation due to poor enrollment.

1. A week before the cutoff date for enrollment, the PE chair will review the number of enrollees. If this is less than half the anticipated enrollment, the Chair will email the members to remind members of the upcoming event and the cutoff date.
2. If the enrollment at the cutoff date is still below the anticipated figure, the PE Chair will request permission from Executive Board to cancel the event.
3. Pursuant to the approval, the PE Chair will be responsible to notify the Speaker(s), the site for the Seminar and all the registered participants -by phone-with an email memo of apology.
4. The Treasurer will be instructed to return the registration fee with the letter of apology. If required by a written agreement, the deposit made for the site of the event will be forfeited. Should the reason for the poor response for the Seminar be determined and able to be corrected, the Seminar will be rescheduled.

B. Cancellation due to weather emergencies.

1. When a Seminar/Workshop is scheduled during the normally bad weather months, cancellation plans should be included in the Seminar planning. If an extreme weather emergency exists on the day of the scheduled event (e.g. blizzard, ice storm, floods), steps will be taken as described in A 2. & 3. above.
2. Arrangements should be made each winter with radio and TV stations in the Scranton & Wilkes-Barre area to be included in their weather emergency cancellation program. After the decision to cancel is made, these stations will be notified to carry this information. Members will be advised of this in the Seminar announcement listing the stations that will carry the cancellation announcement.
3. If possible, another date will be selected for the Seminar. The Treasurer will return the checks to those paid enrollees who are unable to attend the rescheduled event. If the event cannot be rescheduled, steps will be taken as described in A 3-4-5 above.

Responsibility: Professional Education (PE) chair, Board of Directors

References: NEDA Policies 502, 503, 603

Formulated: September 10, 1991  
Last Revision: February 10, 2009



Section 600

Policy Number 606

Subject: Determining Costs and Calculating Registration Fees for Seminars and Meetings

Policy: Ascertaining costs and calculating registration fees for seminars and meetings may be done in the following manner:

Procedure:

- A. Determine base registration fee
  1. Compute the cost using the following information.
    - a. Speaker's Honorarium
    - b. Speaker's Travel Requirements
    - c. Cost of Facility
    - d. Meal Cost
    - e. Audio-visual Equipment Rental
    - f. Duplication
    - g. Postage
    - h. Application for Continuing Education Credit
    - i. Secretarial Services
    - j. Materials for participants, notepads, pencils, folders, etc.
  2. Subtract Sponsor Income
    - a. Grants in contributions from sponsors
  3. Divide this figure by number of expected participants
- B. Adjust base registration fee by the following methods.
  1. Add \$4.00 per credit to base fee
  2. Incorporate extra charge for non-members (Do not charge allied health participants extra)
  3. Adjust registration fee for students. Do not charge the \$4.00 per credit.

(A student is defined as any full time student enrolled in an undergraduate or graduate program. A verification statement from the department Chair is necessary).

4. An application for membership may be included in the program brochure. The applicant will be charged the appropriate membership registration fee. If this occurs, the non-member additional charge will be dropped.

- C. After registration fees have been established:
  1. Obtain board approval for registration fee
  2. Establish refund policy with board approval.

Responsibility: Chair COP, COP Division Chairs

References: NEDA By-Laws, Article VII, Section IA, 4. NEDA By-Laws, Article VII, Section IB, 2 & 3.  
NEDA Policy 502

Formulated: September 10, 1991  
Last Revision: February 10, 2009

Section 600

Policy Number 607

Subject: Co-Sponsoring Seminars

Policy: NEDA and another organization(s) may actively participate in the planning and financing of the overall meeting or program when co-sponsoring. Both shall provide quality continuing education activities for their members.

Procedure: 1. The following is a suggested timetable of events to facilitate planning of seminars/workshops.

A. Six months in advance.

- Board approval of co-sponsoring seminar.
- Each organization agrees on who and how monies will be provided for the meeting.
- Each association shares in the profits or losses according to pre-arranged or mutually acceptable procedures.
- Each association may sponsor “in name only” by agreeing not to be responsible for the two aforementioned bulleted points above.
- Recruit a speaker; date chosen for the event may depend on speaker availability.
- Select a location and confirm.
- Contact potential exhibitors and solicit grant money from pharmaceutical/nutrition companies for monetary support.
- Submit proposed seminar budget and registration fee to Board of Directors for approval

B. Three months in advance.

- Send email to speakers to reconfirm date, topic, and honorarium.
- Request speaker curriculum vitae, outline of presentation and audio-visual needs.
- Make travel arrangements if requested.
- Make hotel reservations if necessary.
- Send confirmation emails to sponsors.
- Plan the menu with the facility. Menu should be consistent with seminar topic and exemplify good nutrition.
- Arrange for audio-visual aides with facility.
- Arrange for and diagram exhibitor area, if applicable.
- Prepare a draft of program brochure for board approval prior to printing and member mailing.

C. Two months in advance.

- Arrange for printing of program brochure, evaluation forms as needed. Issues all announcements for seminars/workshops not less than 15 days nor more than 30 days in advance of the seminar/workshop.
- Arrange for Membership Chair to provide marking labels electronically or hard copies.
- Apply to PADA for continuing education credits. Refer to [www.eatrightpa.org](http://www.eatrightpa.org).
- Email details to PADA for PADA newsletter posting.

D. One month in advance.

- Each association supplies mailing labels at no cost.
- Mail brochures to membership. At this time additional mailings to allied professionals will be accomplished if appropriate.
- Email brochures to membership, post to [www.eatrightneda.org](http://www.eatrightneda.org), and send to PADA listserv.

E. Two weeks in advance.

- Send email to all participants notifying them that handouts are available online at [www.eatrightneda.org](http://www.eatrightneda.org)

*Continued...*

*Section 600*

*Policy 607*

F. One week in advance.

- Obtain checks from treasurer and enclose in thank you cards for speakers (if an honorarium is requested).

G. Day of Workshop

- Greet speakers, sponsors & exhibitors.
- Have CE accreditation forms available for signatures and certification of attendance forms available, which can be obtained from the COP Chair.
- Collect evaluation forms.
- Arrange for special announcements as necessary.

H. Following seminar

- Treasurer or President will pay site.
- Send thank you letters to sponsors, exhibitors, and all those who contributed to the success of the program.
- Complete requirements for continuing education credits to PADA.
- Submit all bills to treasurer for payment.
- Write short news item for newsletter.
- Summarize evaluations, report to board of directors.

I. Throughout Planning

- Keep accurate records including receipts for cash outlays.
- Submit payment request form to treasurer for reimbursement.
- Submit all bills as received to the treasurer for payment.

J. It is imperative that the President and executive board be kept informed during the planning process.

K. In the event that a person who has registered for a seminar finds that they must cancel, then a refund of the registration fee will be at the discretion of the NEDA executive board.

Responsibility: NEDA Council on Practice, Chairs of Seminars.

References: NEDA By-Laws, Article VII, Section 1A & B. NEDA Policies: 204,205,301,502,503,

Formulated: September 10, 1991  
Last Revision: February 10, 2009

Section 600

Policy 608

Subject: Honorarium Guidelines

Policy: When a potential speaker inquires as to the amount of the honorarium, program chairpersons are encouraged to ask what amount the speaker usually receives. If this amount is less than the scale shown below \*, it is not necessary to offer a higher amount.

If the amount is significantly higher than the suggested scale below \*. this amount will be discussed with the C.O.P. chair and the NEDA president before any agreement is finalized.

Approval of higher honorariums will be based upon whether outside fees can be obtained and/or the program chairperson can stay within budget.

Procedure: \* The following honorarium scale is based on a one hour to one and a half-hour lecture:

A. Professional residing in the district:— Meeting registration paid; member pays own travel. In addition, a \$150 token will be offered. Any unusual expenses that are incurred will be paid at the discretion of the executive board. This issue must be discussed with the executive board by the C.O.P. chairperson in advance of the covering of said expenses.

B. Professional not residing in district;— \$250.00 to \$500.00 plus travel and meeting registration, depending upon amount funded by outside sources and as the seminar budget allows.

(Note: For the decision making process with regard to any C.O.P. issue, the executive board will consist of the president president-elect, secretary, treasurer, and another board position member designated by the president).

Formulated: August 15, 2001

Revised: February 10, 2009

Section 600

Policy Number 609

Subject: Reimbursement Guidelines for Seminar Organizers

Policy: To establish a procedure by which those who have organized a seminar may be reimbursed for their efforts by being allowed to attend said seminar at no cost.

Procedure: The seminar organizer(s) will not be obligated to pay the seminar fee, but they must register using the Seminar Registration form. This procedure is necessary to comply with auditing procedures.

Responsibility: NEDA COP chair, Treasurer, President, Board of directors

References:

Formulated: September 10, 1991  
Last Revision: February 10, 2009

Sec 600

Policy Number 610

Subject: Results of seminar evaluations will be mailed to seminar presenters

Policy: To assure that those who present seminar topics are kept apprised of the impact of their lecture on the seminar attendees.

Procedures: The seminar organizer(s) will compile the results of the evaluations within 30 days after the seminar date. These results will then be emailed or sent to the seminar presenter(s) by the seminar organizer(s).

Responsibility: COP Chair, Board of Directors

References:

Formulated: September 10, 1991  
Last Revision: February 10, 2009

Section 600

Policy Number 611

Subject: Seminar Reports

Policy: To summarize all aspects of the seminars for future planning and reference.  
The seminar organizer(s) will compile the final seminar report within 60 days after the seminar date.

Procedures: This report will include:

- Copy of program
- Sponsors
- Classification of participants (i.e., member, non-members, students)
- Summary of expenses
- Evaluation summary
- A copy of this report will be given to COP Chair, President, President-Elect, and Secretary.

Responsibility: COP Chair, Treasurer, Board of Directors

References:

Formulated: September 10, 1991  
Last Revision: February 10, 2009

Section 600

Policy 612

Subject: Waive of Seminar Registration Fee at Seminars for Retired Members

Policy: When a member assumes retired status, it will be the policy of the NEDA to waive the seminar registration fee. Attendance for these individuals will be a nominal fee for meals at the discretion of the executive board.

Procedure: As noted above.

Responsibility: COP Chair, NEDA Board of Directors

References:

Formulated: March 8, 2000  
Last Revision: February 10, 2009



Section 700 – Unavailable when revised in 2009

Section 800 - Nominating/Awards and Scholarship Policies

Policy Number

|     |   |
|-----|---|
| 801 | Ballot Preparation and Scheduling               |
| 802 | Membership Awards                               |
| 803 | Anita Owen Award                                |
| 804 | PADA Awards Program                             |
| 805 | Recognition of State and National Award Winners |

Section 800

Policy Number 801

Subject: Ballot Preparation and Scheduling

Policy: The Nominating Committee shall actively seek and prepare annually a list of candidates to be presented to the general membership for the election process.

Procedure:

- A. The Nominating Committee will:
  1. Solicit recommendations for candidates from the Board of Directors and general membership through the Association's Newsletter and/or electronic posting/membership surveys/etc.
  2. Determine if suggested candidates qualify according to the By-laws.
  3. Request each candidate complete a biography (Attachment 1) and return to the Nominating Chair by February 21 of each year.
  4. Present the ballot to the President by March 1 of each year.
- B. The President will forward this ballot to the nominating chair-elect by March 15.
- C. The nominating chair-elect will prepare the ballot, include directions for voting and email via an electronic survey (or mail if no email address provided) to members by April 1.
- D. The completed ballots shall be returned to the Nominating chair-elect (electronically and/or using Nominating chair-elect's home address) by April 15.
- E. The nominating chair-elect will verify results no later than April 30.

Responsibility: Nominating Chair and Chair-elect, President

References: NEDA By-Laws, Article VI, Section 2 A

Formulated: September 10, 1991  
Last Revision: February 10, 2009

Attachment 1: Revised (2009) Biographical Data Sheet for NEDA Ballot

***NEDA Ballot:***

**Biographical Information of Candidates**

Position on the Ballot: \_\_\_\_\_

Name/Credentials: (as you wish it to appear): \_\_\_\_\_

Current Employment Position(s): \_\_\_\_\_

Current/Past Professional Association Offices Held: \_\_\_\_\_

\_\_\_\_\_

Describe in a 150 words or less, why you feel you are qualified to serve in this position in NEDA:

Signed: (via E-mail) \_\_\_\_\_

Date: \_\_\_\_\_

Section 800

Policy Number 802

Subject: Membership Awards

Policy: Awards that shall be presented on the National, State, and Local Dietetic Association level include the RYDY, RDTY, Keystone, Outstanding Dietitian of Pennsylvania and the Anita Owen Awards

Procedure: A. Registered members of the NEDA who are members of ADA are eligible to be nominated for these awards.  
B. Nominations for these awards will be solicited within the time frame established by the policies set forth in Section 800.

Responsibility: Nominating Committee Chair

References: NEDA By-Laws, Article VI, Section 2, A, 4-5-6.  
NEDA Policies 803, 804

Formulated: September 10, 1991  
Last Revision: February 10, 2009

Section 800

Policy Number 803

Subject: Anita L. Owen Award

Policy: Each year the Anita L. Owen Award shall be presented to a member of the NEDA who exemplifies qualities of leadership, par excellence, in the tradition of Anita L. Owen, 61st President A.D.A. "a doer, a mover, and a shaker."

Procedure: To determine the best-qualified candidates for this award, the following procedures are observed:

- A. A request for nominations is solicited in the January Newsletter with specific criteria included (Attachment 1). This announcement includes the purpose of the award and eligibility requirements.
- B. Nominations will be sent to the Chairman/Nominating Committee.
- C. Deadline for accepting nominations is February 21<sup>st</sup>
- D. Data forms (Attachment 2) will be emailed to each nominee for completion no later than February 28<sup>th</sup>. The completed forms must be returned to the Chair of the Nominating Committee by March 15th.
- E. The Awards Committee consisting of President, President-elect, Secretary, Treasurer, Chair of Career Guidance, and the Nominating Chair will meet and make the selection by March 31st. Selection will be made using the rating sheet (Attachment 3).
- F. The rating score must be at least 60 out of 75 points.
- G. A letter will be sent to Anita Owen with the recipient's name (Attachment 4). A letter of acknowledgement will be sent from the President to each nominee including the resulting winner (Attachment 5-6).
- H. Announcement will be placed in the April/May Newsletter informing members of where and when the award will be/was presented. Public Relations should be informed.
- I. The award will be presented at the NEDA Turnover Dinner. The President of the NEDA will make the presentation.
- J. When the award is presented during the year that NEDA hosts the State meeting, permission will be requested to present the award at a state meeting function.
- K. An invitation will be extended to the recipient's spouse, parents, or family members as appropriate to attend the Award ceremony. Also, Anita Owen will be sent a letter from the President of NEDA informing her of the name of the award recipient as well as extending an invitation to the awards dinner on behalf of the NEDA (Attachment 4).
- L. The Chairman/Nominating Committee will:
  - a. Arrange for photographs to be taken and will follow up with news releases. Copies of these photos and news releases will be forwarded to the Secretary to submit with Historical information to the PADA Archives.
  - b. Order and pick up the plaque for the Award winner (Plaque information in Attachment 7).
- M. The President Elect will include this information in the next Newsletter. All award winners will be documented in this Policy & Procedure Manual in Attachment 8.

Responsibility: President-Elect, Chairman/Nominating Committee, Career Guidance, Public Relations

References: NEDA By-Laws, Article VI, Section 2 A-4-5-6. NEDA Policies 802, 902.

Attachment 1: Anita L. Owen NEDA Newsletter Criteria (to appear in January Newsletter)

*Anita Owen Award*

The Anita Owen Award is to encourage development of and recognize excellence in innovative and unique models for delivery of food, nutrition, and dietetic information and/or innovative services for delivery of nutrition education to the public. The award recognizes the work of individual dietetic practitioners, not the program activities.

1. Member of Northeast Dietetic Association.
2. Active participation in local and state association.
3. Support to NEDA in exceptional ways.
4. Demonstrated leadership and creativity.
5. Contributed nutritional expertise to community and allied health professions.  
(e.g. community service, consultation or advisory work with allied professions and recognition by related organizations.)
6. Utilize communication skills to promote nutrition (e.g. Oral or written presentation. )
7. Demonstrated qualities as effective communicator of nutrition and dietetics.

Nominations Due Date: Feb. 21, YEAR

Email Nominations to NAME, NEDA Nominating Chair, at: EMAIL ADDRESS

Attachment 2: NORTHEAST DIETETIC ASSOCIATION  
DATA SHEET FOR NOMINATION FOR THE ANITA L. OWEN AWARD

Directions: Nominees should type right onto this form and submit via email to the Nominating Chair no later than March 15, YEAR at the following email address: EMAIL ADDRESS OF NOM. CHAIR

Name:

Address:

Present Position:

Phone: (Home)

(Business)

(Cell)

I. Professional Memberships. State how long you have been a member of each.

American Dietetic Association:

Registration number:

Pennsylvania Dietetic Association:

NEDA:

Other:

II. Describe your leadership activities in the NEDA, PADA and ADA, such as elected office, committee memberships or other representative work. Include awards received. Include dates for each.

III. Describe how you have demonstrated leadership and creativeness as a dietitian in the administrative, clinical, community and / or teaching fields. Give examples of any positive changes you have brought about in dietetic practice as a result of your effort.

IV. Describe how you have contributed nutritional expertise to the community and allied health professions. State dates, organizations, and manner of service.

V. Describe how you have utilized communication skills to promote the practice of sound nutrition and dietetic principles and / or the role of the dietitian in providing nutritional services.

A. Orally (i.e. radio & television appearances, group presentations, professional meetings, etc.)

B. Written (i.e. publications, newspaper articles, legislative correspondence, etc.)

VI. Describe the qualities you possess to be an effective communicator of nutrition and dietetics. You may include one letter of reference, preferably from a present employer or professional who is familiar with your qualifications.

Please email this form on or before March 15, YEAR with any supporting documentation to:  
NEDA - Chairperson, Nominating Committee at: EMAIL ADDRESS.

---

Signature, Nominee

---

Date

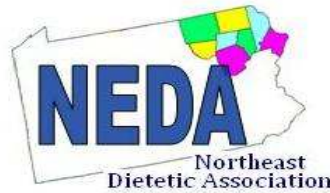


Attachment 3: Anita Owen Rating Sheet

|  |   |
|--|---|
| <b>Anita Owen Award</b>  |   |
| Rating Sheet for - _____   |   |
| Circle applicable number   | 5 = yes, excellent, best, etc.<br>0 = no, not applicable, no answer, etc. |
| 1. Application is complete: (Total must be 10 to qualify for further consideration)      |   |
| Postmarked by deadline   | 5 0   |
| Typed or word processed  | 5 0   |
| NEDA member  | 5 0   |
| 2. Contributes to dietetics professional organization:                                   |   |
| Active participation in local association  | 5 4 3 2 1 0   |
| Active participation in state association  | 5 4 3 2 1 0   |
| Support to NEDA in exceptional ways  | 5 4 3 2 1 0   |
| 3. Demonstrated leadership and creativity:   |   |
| Positive changes in dietetics as a result of efforts.                                    | 5 4 3 2 1 0   |
| 4. Contributed nutritional expertise to community and allied health professions:         |   |
| Community service / research   | 5 4 3 2 1 0   |
| Consultation or advisory work with allied professions.                                   | 5 4 3 2 1 0   |
| Recognition by related organizations   | 5 4 3 2 1 0   |
| 5. Utilized communication skills to promote nutrition:                                   |   |
| Oral - participated in lecture series, TV or radio.                                      | 5 4 3 2 1 0   |
| Written - newspaper, magazine / journal articles, books, etc. in promotion of nutrition. | 5 4 3 2 1 0   |
| 6. Demonstrated qualities as effective communicator of nutrition and dietetics:          |   |
| Letter of reference  | 5 4 3 2 1 0   |
| 7. Overall impression of application   | 5 4 3 2 1 0   |

Evaluators electronic signature (typed) /date: \_\_\_\_\_

Attachment 4: President's Letter to Anita L. Owen



A district of the Pennsylvania  
Dietetic Association  

---

eat right. an affiliate of  
American Dietetic Association

March 26, 2010

Ms. Anita L. Owen  
9305 East Canyon View Road  
Scottsdale, AZ 85255

Dear Ms. Owen,

The board of directors of the North East Dietetic Association (NEDA) and I would like to inform you that the winner of the 2003 "Anita L. Owen Award" is Recipient.

Recipient is a \_\_\_\_ and has been an active member of the NEDA for ## years.

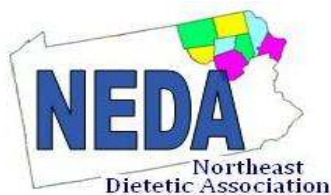
The dinner and ceremony will be held at \_\_\_\_\_. If you are interested in attending, I would be pleased to provide you with more information.

Thank you for your time.

Respectfully,

NEDA President, YEAR-YEAR  
Phone #:  
Email Address:  
Mailing Address:

Attachment 5: President's Letter to Recipient



A district of the Pennsylvania  
Dietetic Association

 an affiliate of  
American Dietetic Association

March 26, 2010

NAME  
ADDRESS  
ADDRESS

Dear Ms.,

The board of directors of the North East Dietetic Association is pleased to inform you that you are the YEAR recipient of the Anita L. Owen Award.

The NEDA President will present the Anita L. Owen Award to you at the NEDA Turnover Dinner at \_\_\_\_ on DATE. Your immediate family is welcome to attend as well. Please notify us with the number attending, and again, congratulations from the NEDA on receiving this distinct honor.

Respectfully,

NEDA President, YEAR-YEAR

Phone #:

Email Address:

Mailing Address:

NORTHEAST DIETETIC ASSOCIATION  
POLICY AND PROCEDURE MANUAL

Page 100 of 111

Attachment 6: President's Letter to Those Not Chosen



A district of the Pennsylvania  
Dietetic Association

 an affiliate of  
American Dietetic Association

March 26, 2010

NAME  
ADDRESS  
ADDRESS

Dear Ms.,

Based on the criteria and rating information set forth in the NEDA Policy & Procedures Manual, the board of directors of the North East Dietetic Association has chosen a recipient of the Anita L. Owen Award. With our sincerest regret, this letter is to notify you that you have not been chosen this year.

Respectfully,

NEDA President, YEAR-YEAR

Phone #:

Email Address:

Mailing Address:

Attachment 7: Plaque information and text

The plaque is typically 8 x 10 in size, in wood with gold, engraved with the following text:

THE NORTHEAST DIETETIC ASSOCIATION  
PROUDLY PRESENTS THE  
ANITA L. OWEN AWARD  
TO  
**NAME, CREDENTIALS**  
IN RECOGNITION OF HER OUTSTANDING  
LEADERSHIP AND ACCOMPLISHMENTS  
IN THE FIELD OF DIETETICS  
IN THE TRADITION OF ANITA L. OWEN.  
DATE, YEAR

Attachment 8: Anita L. Owen Award Recipients

- 1986 Clare Stachnik (1<sup>st</sup> recipient)
- 1987 Joan Krause
- 1988 Carol Howell
- 1989 Joy Armillay
- 1990 Louise Chromey
- 1991 Virginia Corcoran
- 1992 Marie Ratchford
- 1993 Mary Ehret
- 1994 Barbara Toth
- 1995 Rose Anne Wincek
- 1996 Linda Collins
- 1997 Ann McKenna
- 1998 Mary Klem
- 1999 Arlene Feleccia
- 2000 No award given
- 2001 Mary Babcock and Marilyn Minelli
- 2002 Lindsay Leventhal
- 2003 No nomination
- 2004 Carol Folk
- 2005 Roberta Cammer
- 2006 No nomination
- 2007 No nomination
- 2008 No nomination
- 2009 Maureen Dunne-Touhey
-

Section 800

Policy Number 804

Subject: Pennsylvania Dietetic Association Awards Program

Policy: The Northeast District, as an affiliate of the Pennsylvania Dietetic Association, will take part in nominating qualified candidates for the following state awards.

A. Recognized Young Dietitian of the Year

The purpose of the RYDY program is to recognize the competence and activities of younger dietitians in the American Dietetic Association and to encourage their continued participation in Association affairs. This group will be an additional resource from which the leadership of the Association will develop at the district, state, and national levels.

In addition to publishing in the Journal the list of RYDY's, each selectee will receive a formal certificate of recognition from the President of the American Dietetic Association.

B. Recognized Dietetic Technician of the Year

The purpose of the Recognized Dietetic Technician of the Year award is to recognize the professional contributions of dietetic technicians in the American Dietetic Association and to encourage their continued participation in Association affairs.

In addition to publishing in the Journal the list of dietetic technicians receiving the award, each awardee will receive a formal certificate of recognition from the President of the American Dietetic Association.

C. The Keystone Award

The purpose of the Keystone Award is to give recognition to the Pennsylvania dietitian(s) who have through leadership ability demonstrated exemplary professional standards to serve and advance the aims of the Pennsylvania Dietetic Association. This award is presented to a maximum of two members of PADA each year.

D. Outstanding Dietitian of Pennsylvania

The purpose of the Outstanding Dietitian of Pennsylvania Award is to give recognition to the Pennsylvania dietitian whose record of leadership and service is outstanding and whose contributions to PADA and the public have been long-standing and exceptional. This award is the highest honor presented to one dietitian each year.

E. The Emerging Dietetic Leader Award

The Emerging Dietetic Leader Award recognizes the activities and competence of dietitians regardless of their age, who have made distinctive contributions early in their career to the ADA.

F. The Outstanding Dietetics Educator Award

The Outstanding Dietetics Educator Award recognizes the excellence of educators in the American Dietetics Association accredited and approved dietetic education programs.

G. The Outstanding Dietetics Student Award

The Outstanding Dietetics Student Award recognizes emerging leadership and achievement of students enrolled in ADA-accredited and approved dietetics education programs and encourages participation in the Association.

*Continued...*

*Continued...*  
Section 800

Policy Number 804

Procedure:

- A. The Chair of Nominations Awards and Scholarships will submit to the Newsletter Editor a call for nominations for the awards.
- B. The announcement will include the purpose of the award and eligibility requirements.
- C. This request will be published in the fall newsletter.
- D. The Chair, Nominating, Awards and scholarship shall be notified of nominations.
- E. Deadline for accepting nominations must adhere to those set by PADA. See [www.eatrightpa.org](http://www.eatrightpa.org)
- F. Appropriate data forms may be obtained by nominees at [www.eatrightpa.org](http://www.eatrightpa.org).
- G. The completed forms must be submitted to PADA according to the instructions at [www.eatrightpa.org](http://www.eatrightpa.org).
- H. The Awards Committee will make their selection by using the appropriate rating sheets.

Responsibility: Chair Nominating Committee, President, President-elect, Secretary,  
Treasurer, Chair COP.

References: NEDA By-Laws, Article VI, section 2A, Para. 4, 5, 6.

Formulated: September 10, 1991  
Last Revision: February 10, 2009



Section 800

Policy Number 805

Subject: Recognition of State and National Award Winners

Policy: NEDA will acknowledge winners of PADA and ADA awards who live or work within Northeastern PA.

1. Winners of ADA awards will be congratulated in writing by the NEDA President and an honorarium in the amount of \$100 will be made to ADAF.
2. A winner of a PADA award who is a member of the local organization will be honored at the annual Turnover Dinner.
3. A winner of a PADA award who lives or works within Northeastern PA will receive a congratulatory letter from the NEDA President.

Responsibility: President, Board of Directors.

References: ? year, NEDA hard copy Policies and Procedures

Formulated: Uncertain  
Last Revision: March 30, 2009

Section 900 - NEDA Newsletter Policies

Policy Number

|     |                              |
|-----|------------------------------|
| 901 | Newsletter Responsibility    |
| 902 | Newsletter Publication       |
| 903 | Newsletter, Paperless Policy |

Section 900

Policy Number 901

Subject: Newsletter Responsibility

Policy: The President-Elect shall have the responsibility of publication and management of the NEDA Newsletter.

Procedure: A. Specific responsibilities include:

1. Publication on a quarterly basis.
2. Establish "Deadline" for submission of news for each quarterly publication.
3. Prepare copy in a readable size print and attractive layout.
4. Adhere to cost containment practices.
5. Present copy to President for review prior to publication.
6. Submit complete newsletter to Web Design Chair. Web Design Chair will post to [www.eatrightneda.org](http://www.eatrightneda.org).
7. Send an email to the membership when the newsletter is available at [www.eatrightneda.org](http://www.eatrightneda.org), including the link for the page where the newsletter is contained.

Responsibility: President, President-Elect, Web Design Chair

References: NEDA By-Laws Article VI, Section 1, Part B, No.8.

Formulated: September 10, 1991

Last Revision: February 10, 2009

Section 900

Policy Number 902

Subject: Newsletter Publication

Policy: The NEDA Newsletter shall be published on a quarterly basis.

Procedure: A. Deadlines for each publication will be established by the President-Elect.

B. All articles should when possible be typed. Twelve point type is preferred.

C. The content should include, but is not limited to:

1. President's letter to the membership
2. Delegates report to the membership
3. Council on Practice
  - a. Upcoming seminars, dates, topics, etc.
  - b. Immediate past seminar/workshop with a summary of highlights, acknowledging Chair and planning committee.
4. Awards and Scholarships
  - a. Criteria
  - b. Recipients
    1. State -R.Y.D.Y., R.D.T.Y., Outstanding State R.D., and Keystone
    2. NEDA -Anita Owen Award
5. National Nutrition Month
  - a. Winter Edition: Upcoming events
  - b. Spring Edition: Acknowledge participants
6. Legislative Activities
7. Licensure Activities
8. N.S.P.S. Update
9. Quality Assurance Activities
10. Committee Activities
11. P.A.D.A. Annual Meeting
12. Membership
  - a. New Members
  - b. Accomplishments of NEDA Members
  - c. Social items
  - d. Employment opportunities
13. Nominations, election results
14. Affiliated organization news
  - a. National/local press
15. News from sister district associations
16. A.D.A. Foundation news
17. News from state organization
18. Surveys
19. Cartoons
20. Other

*Continued...*

*Section 900*

*Policy Number 902*

Responsibility: NEDA Board, General Membership, President-Elect

References: NEDA Policy 901

Formulated: September 10, 1991

Last Revision: February 10, 2009

Section 900

Policy Number 903

Subject: Newsletter, Paperless Policy

Policy: The NEDA Newsletter will no longer be printed and mailed to the general membership. Instead, the newsletter will be posted to [www.eatrightneda.org](http://www.eatrightneda.org) for members to view and/or print.

Procedure: A. The President-elect shall send the NEDA Newsletter as a PDF document to the Web Design Chair.

B. The Web Design Chair shall post the newsletter to [www.eatrightneda.org](http://www.eatrightneda.org).

C. The President-elect should then email the entire membership with the website link.

Responsibility: President-Elect, Secretary

References: NEDA Policies 120, 203, 204, 205

Formulated: September 10, 1991

Last Revision: February 10, 2009

Sections 1000 & 1100 – Unavailable when revised in 2009.