

MARYLAND DIETETICS IN HEALTH CARE COMMUNITIES (MD-DHCC)

A PRACTICE GROUP OF THE MARYLAND ACADEMY OF NUTRITION AND DIETETICS BYLAWS

The Maryland Consultant Dietitians in Health Care facilities (MD-CDHCF) now Maryland Dietetics in Health Care Communities (MD-DHCC) was founded as a state practice group in 1975 by a committee under the auspices of the Maryland Dietetic Association (M.D.A.) now the Maryland Academy of Nutrition and Dietetics (M.A.N.D.). Chronological record of Past Chairmen can be found in the Historian's files.

Article I. Name

This dietetic practice group (DPG) of The Maryland Academy of Nutrition and Dietetics (M.A.N.D.), as outlined in Article VII, Section 4 of the M.A.N.D. bylaws, will be known as Maryland Dietetics in Health Care Communities, hereafter also referred to as MD-DHCC.

Article II. Mission

A. Mission: MD-DHCC empowers members to be the nation's food and nutrition leaders. B. Vision: Optimizing the nation's health through food and nutrition.

GOAL 1

The Public Trusts and Chooses Registered Dietitians/ Registered Dietitian Nutritionists and Registered Dietetic Technicians as Food and Nutrition Experts in Maryland Health Care Communities.

Strategies:

1. Strengthen and differentiate a respected RD/RDN and Registered Dietetic Technician brand.
2. Establish value to target audiences through effective programs, services and initiatives offered by registered dietitians/ registered dietitians nutritionists and Registered Dietetic Technicians.
3. Take proactive science- and evidence-based positions on issues related to health.
4. Work collaboratively with local, state, national and international food and nutrition communities.
5. Strategically promote RDs/RDNs and Registered Dietetic Technicians for

leadership roles in key influential and visible positions.

GOAL 2

MD-DHCC Members Improve the Health of Americans in Maryland Health Care Communities.

Strategies:

1. Engage members to impact food and nutrition policies through participation in the legislative and regulatory processes at local, state and federal levels. 2. Enhance the relevance of public health nutrition and increase its visibility in the broader public health community. 3. Optimize relationships with key stakeholders and external organizations. 4. Provide support to help members optimize the public's health through food, nutrition and physical activity. 5. Prepare members to conduct and use research in practice. 6. Strengthen cultural competence of members. 7. Reduce health disparities by promoting improved access to RD services and nutrition interventions.

GOAL 3

Members and Prospective Members View the MD-DHCC as Vital to Professional Success

Strategies:

1. Empower present and future practitioners to be the leaders in food and nutrition. 2. Provide state-of-the-art professional development for education, competence and career success. 3. Provide relevant and valued products and services for diverse member audiences. 4. Provide research and resources that can be translated into evidenced-based practice. 5. Identify and respond to the needs of a changing diverse group of members. 6. Foster diversity in MD-DHCC leadership positions. 7. MD DHCC provides AND CPEU credit, as allowed, by the Commission on Dietetic Registration (CDR) to Board officers elected to positions.

Article III. Membership 1.

Members

A. Qualifications: An Academy of Nutrition and Dietetics Member who wishes to become a member of MD-DHCC may do so by completing the membership form, and submitting the annual membership fee.

B. Dues: All members shall pay annual dues to MD-DHCC. The amount of dues shall be set by the MD-DHCC Executive Board annually. Dues collected from June 1st to April 1st for each year (MD DHCC board year is June 1 to May 31).

C. Rights: Members shall be entitled to cast one vote in the MD-DHCC annual elections, be entitled to receive the MD-DHCC newsletters/publications, shall receive discounted registration rates for educational programs sponsored by MD-

DHCC, and shall be able to hold elected or appointed office in MD-DHCC.

Article IV. Fiscal Year

- A. The fiscal year of MD-DHCC will be in accordance with the M.A.N.D. fiscal year.

Article V. Elected Officers

- A. The elected officers of MD-DHCC will consist of a Chair, Chair-elect, Nominating Committee (3), Treasurer, Secretary and Technology Expert/Historian. All officers will assume their elected position at the beginning of the fiscal year.
- B. Qualifications: Candidates for elected office shall ideally have demonstrated leadership experience interest in and involvement with MD-DHCC affairs. Preferably, the chair-elect shall have served (elected or appointed) on the MD-DHCC Board within the past five years.
- C. CPEU credits from the Commission on Dietetic Registration. As per CDR PDP (Professional Development Portfolio) Guide, page 11 – 190: Professional Leadership – elected office in dietetics related national, state or district organization that contributes to the acquisition of leadership skills and professional development can be awarded CPEU. A maximum of 3 CPEU credits per year or a total of 15 CPEU(s) per 5-year reporting period can be awarded to RDs/ RDNs/ DTRs. Documentation that the nutrition professional must keep for portfolio could include notice, association directory – confirming office held and dates of service.

Article VI: Executive Board

- A. Composition: The Board should consist of seven (7) voting members: Chair, Chair-Elect, Secretary, Treasurer, Nominating Committee Chair, Technology Expert/Historian and Past Chair. Appointed positions are non-voting members.
- B. Function: Shall determine the administrative policies and manage the property and activities of the MD-DHCC. Shall include:
1. Approve the appointment of committee chairs and other chairs suggested by the Chair and Chair-Elect.
 2. Adopt and administer the budget. Review and approve financial audits.
 3. Approve committee plans for which there are no existing policies and procedures. Review and approve programs of work for the organization.

4. Approve release of membership list.
5. Determine number of programs to be presented and review program plans.
6. Work as a liaison board with other agencies including MAND.
8. Conduct annual business meeting for MD-DHCC members.
9. Perform other duties as required.

C. Meetings: The Executive Board shall:

1. Hold two or more meetings each year that allows in-person and conference call options.
2. Take action without a meeting if a majority of voting members approve the action in writing or by electronic communication.
3. Encourage other members to audit the meetings.

D. Quorum: Four of the six voting members shall constitute a quorum for the transaction of business.

Article VII-Election Procedures

A. Ballot:

1. An official ballot containing the names of all candidates shall be prepared by the Nominating Committee.
2. This ballot shall be distributed to the voting members of MD-DHCC by email and/or utilizing online software program. The ballot will be open for 15 calendar days for voting and must be returned no later than May 31st (end of Academy year).
3. Only ballots received by the designated deadline date shall be counted.
4. Election shall be by plurality of voting members.
5. Tie votes shall be determined by lot.

B. Elected officers:

1. Officers shall assume their duties at the beginning of the fiscal year and hold office through the end of the fiscal year following the election of their successor. (Academy year

C. Term of Office:

1. Chair: Chair shall serve one year and shall not serve two consecutive terms except in the case of a vacancy in position of Chair-Elect.
2. Chair-Elect: Chair-Elect shall be elected to serve one year as Chair-Elect and shall automatically succeed to chair.
3. Secretary, Treasurer and Technology Expert/Historian shall be elected for a term of two years and shall be elected on the odd years. Treasurer shall be elected for a term of two years and shall be elected on the even years. All officers may be re-elected for a total of six (6) consecutive years.
4. Nominating Committee Members: Nominating Committee consisting of three members shall be elected every two years from a slate of at least three-five people. One position will be elected in the even years and two (2) positions in the odd years. One member already on the Board shall move to Nominating Chair, if that position becomes vacant after the member has served. All officers may be re-elected for a total of six consecutive years.
5. Vacancies: If any of the following offices become vacant because of health, resignation, disqualification, removal, or any other cause, the unexpired term shall be filled in the following manner:
 - A. Chair: The chair-elect shall succeed to the office of the chair and then shall serve until the end of the second year after said vacancy occurs.
 - B. Chair-Elect: The executive board shall appoint a successor to fulfill the duties of this position.
 - C. Other Elected Officers: The Executive Board shall appoint a successor to fill any unexpired term.

Article VIII: Parliamentary Authority

- A. The most current edition of *Robert's Rules of Order Newly Revised* will serve as a reference for the conduct of meetings of MD-DHCC.

Adopted: 9-26-78 Reviewed or Revised

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MARYLAND DIETETICS IN HEALTH CARE COMMUNITIES (MD-DHCC) POLICIES AND PROCEDURES

Office: Chair Term of Office: One Year Elected: By Membership as Chair-
Elect Voting Member: Yes Expenses: Paid as approved by the MD-DHCC
Board

Takes office at the beginning of the fiscal year through the end of the fiscal year.

DUTIES:

1. Shall serve as Chair of the Executive Board and preside at all meetings during the term of office. Arranges for meeting space for all board meetings including conference call options. Establishes annual calendar for board meeting dates (see #6)
2. Shall appoint non-voting Executive Board members to Committee as needed.
3. Shall provide Standing Rules and Policies and job descriptions of all board members to the incoming Executive Board. This should occur as a formal transition meeting at the beginning of the fiscal year.
4. Shall develop an annual written plan of work (budget) upon taking office, which shall be approved by the Executive Board.
5. Coordinates budget committee to prepare next year's budget. Members of the Budget committee include Chair, Chair-Elect, Treasurer and Past Chair. Budget must be approved by the Executive Board for the next year.
6. Shall plan an agenda for each Executive Board Meeting. Board meetings are held on a date decided by the Chair. It is customary for a board meeting to be held after the Fall and Spring workshops. Each meeting agenda should be prepared and emailed out prior to the Board meeting.
 - A. The agenda shall include:
 1. Date and place of meeting
 2. Directions
 3. Outline of Agenda

7. Serve as chair of the workshop planning committee for the fall workshop of the year as chair. The workshop committee shall plan a minimum of two educational workshops per year (fall- chair manages; spring – chair elect manages).
8. Instructs, mentors and coaches chair elect in all areas.
9. Shall serve as ex-officio member of the M.A.N.D. board and all committees except the nominating committee.
10. Shall make committee appointments with the approval of the Executive Board. First consideration should be given to past elected/appointed members or members who ran for a position on the Board and were unsuccessful.
11. Shall communicate with M.A.N.D. as follows and as necessary:
 - a. Provide a written report to the M.A.N.D. Executive Director as requested prior to M.A.N.D. Executive board meetings; this report will be included in the M.A.N.D. Board reports.
 - b. Shall provide information including a list of current officers and their addresses and telephone numbers, to M.A.N.D. Executive Director. Submit news and activities to the Chesapeake Lines Newsletter Editor, and M.A.N.D. Executive Director for inclusion on the M.A.N.D. Website as necessary
 - c. Shall submit financial reports to MAND as requested.
 - d. Shall advise M.A.N.D. Executive Director of all upcoming MD DHCC meetings for inclusion in the M.A.N.D. calendar of events.
12. Maintains a copy of the current MD-DHCC membership list provided by MD-DHCC secretary.
 13. Shall pre-approve expenditures of \$50.00 or more not previously approved in the budget. Shall be notified by the treasurer of any expense voucher (>\$50) and will approve by voice or email and then will sign the expense voucher at the next MD DHCC board meeting
14. Shall transfer all records including policies, procedures, job descriptions, bylaws and other necessary documents and maintain all electronic and any relevant paper documents for the current year to the incoming Chair.
15. Near the end of the term the Chair shall review the Bylaws Policies and

Procedures, and job descriptions and revise as needed.

16. Shall be responsible for all business of MD-DHCC. Expedites final decision in all matters.
17. Shall prepare a year-end report upon completion of office if requested by MAND.
18. Will co-chair (with past chair) a committee to organize a continuing education membership networking event during the year.
19. Shall assist the nominating committee in finding persons to run for board leadership positions.
20. Shall perform other duties as necessary.

Reviewed or
Revised: 9/90 1/98
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Office: Chair-Elect Term of Office: One Year Elected: By
membership Voting Member: Yes Expenses: Paid as approved by
the MD DHCC Board

Takes office at the beginning of the fiscal year through the end of the fiscal year.

DUTIES:

1. Shall attend all meetings of the Executive Board and shall preside at any meetings in the absence of the Chair.
2. Attends Annual Food and Nutrition Conference and Exhibition (FNCE) at MD-DHCC expenses budget permits (see Guidelines for travel) as the representative of MD-DHCC, for the purpose of networking, and making contacts with speakers, exhibitors and getting ideas for future MD-DHCC programs. Notifies Executive Board if unable to attend the Annual FNCE meeting so an alternate may be appointed. IF the Chair-elect was unable to attend FNCE as Chair-elect, and MD DHCC has sufficient funds in banking accounts (> \$15,000 at start of year) then the chair during their "Chairmanship year" may also be sent to FNCE to represent the organization.
3. Shall succeed to the office of Chair in case of vacancy and then shall serve term elected.

4. Shall serve as Chair of the spring workshop planning committee which consists of the following executive board members which include Senior Advisor, Chair, Secretary, Treasurer, Nominating Committee Chair and additional members who express interest in volunteering and chose to attend. This workshop committee shall plan a minimum of two educational workshops per year (Fall and Spring).
5. Shall serve on the Budget committee and assist in the development of a budget for the following year as Chair (see item #5 in Chair job description).
6. Near the end of the term the Chair-Elect shall review the Standing Rules, Bylaws, Policies and Procedures, and job descriptions and revise as needed.
7. Shall prepare a year-end report to the Chair.
8. Shall perform other duties as necessary.
9. Shall assist the nominating committee in finding persons to run for board leadership positions.

Reviewed or Revised:

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Office: Secretary Term of Office: Two Years Elected: By membership in odd years. Voting Member: Yes Expenses: Paid as approved by the MD DHCC Board

Takes office at the beginning of the fiscal year through the end of the fiscal year.

DUTIES:

1. Shall attend all meetings of the Executive Board and record the minutes of the meeting. Responsible for typing the minutes of each meeting and distributing an electronic copy to all Executive Board members within two weeks after the meeting.
2. When requested by the Chair, shall send news/correspondence regarding MD DHCC projects/activities to M.A.N.D.'s Communications Chair (eBlast), Chesapeake Dietetic Lines and other organizations as appropriate.
3. Will maintain an up-to-date membership list of both members and supporters - address, phone numbers and email addresses. Will collect membership dues/forms and submit checks to Treasurer as they are received. Online

membership payment system will be monitored by Treasurer who will send the accrued contact information to the secretary.

4. Shall maintain the official secretarial records and files of MD DHCC. Records should be maintained for six (6) years with current secretary. As much as possible electronic versions of records will be maintained.
5. Prepares thank you notes for meeting speakers and others as requested by Chair.
6. Near the end of the term the Secretary shall review the Standing Rules, Policies and procedures and job descriptions and revise as needed.
7. Shall prepare a year-end report to the Chair, if requested.
8. Shall perform other duties as necessary.

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Office: Treasurer Term of Office: Two Years Elected: By
membership in the even years. Voting Member: Yes Expenses:
Paid as approved by the MD DHCC Board

Takes office at the beginning of the fiscal year through the end of the fiscal year.

DUTIES:

1. Shall attend all meetings of the Executive Board and present financial report.
2. Shall collect and record all monies derived from MD DHCC workshops, projects and donations. Shall deposit all funds in an account insured by the Federal Deposit insurance Corporation in the name of MD DHCC.
3. Shall disburse funds as provided by budget and expense vouchers with notification of and approval of the Chair. Shall pay promptly all bills after approval.
4. Shall maintain the official financial records and files of MD DHCC. Records should be maintained for eight (8) years with current Treasurer. As much as

possible electronic versions of records will be maintained.

5. Shall serve as a member of the Budget committee. Shall assist in preparing a proposed budget for the ensuing organization year (see item # 5 in the Chair job description). Shall prepare a year-end report to the Chair.
6. Shall serve as a member of the Program committee. Will organize registration of participants at any workshops and the networking event.
7. Every two-three years will submit financial records to a CPA for evaluation and feedback on tracking strategies.
8. Shall submit the Treasurer's records at the end of the Fiscal year to the M.A.N.D. accountant and M.A.,NnD. Treasurer for review, as requested.
9. Near the end of the year shall review the Standing Rules, Policies and Procedures, and job descriptions and revise as needed.
10. Immediate past treasurer's name will remain on the checking and savings accounts along with the current treasurer. In the event the immediate past treasurer cannot serve, the chair will appoint someone else from the Executive Board to be the co-signature on the MD DHCC accounts.
11. Shall perform other duties as necessary.

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Office: Nominating Committee

Term of Office: Two Years

Elected: By membership. The Chair of the Nominating Committee will be the person receiving the highest number of votes. Voting Member: Chair only. Other two members of committee are Non-voting.
In the absence of Chair, one of the two members shall vote.

Expenses: Paid as approved by the MD DHCC Board.

Takes office at the beginning of the fiscal year through the end of the fiscal year.

DUTIES:

1. Shall attend all meetings of the Executive Board.
2. At the Fall Board meeting, Nominating Committee shall be convened by the Nominating Chair. Shall solicit suggestions for possible candidates from the Executive Board. Shall review possible nominees for each vacant office on the Board. Shall nominate two candidates if possible for Chair-Elect, Secretary and Treasurer. Shall nominate five candidates if possible for Nominating Committee. Shall nominate only active members of the practice group who are licensed dietitians or dietetic technicians in good standing.
3. Shall report slate of candidates to the Executive Board for approval before the ballots are sent to the membership.
4. Nominating Committee Chair shall be responsible for distributing the ballot to the voting members of MD-DHCC. Voting will be open for 15 (fifteen) calendar days. Online ballots should be returned no later than May 31st. (end of Academy year).
5. Will maintain a list of previous candidates for the past five years in the MD DHCC Election Procedure Book electronically in order that these lists be able to shared with future Nominating committees.
6. Near the end of the term shall review the Standing Rules, Policies and Procedures, and job descriptions and revise as needed.
7. Shall prepare a year-end report of committee activities to the Chair, if requested.
8. Shall perform other duties as necessary.

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Office: Technology Expert/Historian Term of Office: Two years
Appointed: Membership in even years Voting Member: Yes
Expenses: Paid as approved by the MD DHCC Board.

Takes office at the beginning of the fiscal year through the end of the fiscal year.

DUTIES:

1. Shall attend all meetings of the Executive Board.
2. Shall assist in maintenance with online systems for attendee registration for MD DHCC meetings (fall, spring, networking), member voting for officers and membership payment of yearly dues.
3. Shall maintain a permanent online binder of historical documents on a year-to-year basis on our Maryland organization and any national recognition of offices held by our members. (Scrapbook shall include programs of meetings, snapshots of occasions, newspaper clippings referring to our organization, public recognition of our group or its members, etc.). As much as possible electronic versions of records will be maintained.
4. Shall serve as a member of the Program committee (see item # 4 in Chair-Elect job description).
5. Shall assist in registering attendees at MD-DHCC workshops, meetings and the Networking event with other Board members or assigned interns/students.
6. Responsible for storing online all permanent administrative records to include but not limited to:
 - A. Chair documents (older than 2 years)
 - B. Secretarial correspondence and minutes (older than 6 years)
 - C. Financial records (older than 8 years)
7. Near the end of the term shall review the Standing Rules, Policies and Procedures, and job descriptions and revise as needed.
8. Shall prepare a year-end report of activities to the Chair, if requested.
9. Shall perform other duties as necessary.

Reviewed or Revised

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Office: Past Chair(s) – Immediate past chair and other prior chairs Term of Office: One year – change to ongoing Elected: Past chair by election. Voting Member: Only the most recent past chair is only voting member Expenses: Paid as approved by the MD-DHCC Board

Takes office at the beginning of the fiscal year through the end of the fiscal year.

DUTIES:

1. Shall attend all meetings of the Executive Board. Shall provide advice as deemed necessary. Only the immediate past chair is a voting member.
2. Shall serve as Parliamentarian.
3. Shall serve on the Budget committee. (See item #5 in Chair job description).
4. Shall serve as representative to other allied groups as deemed necessary.
5. Shall co-chair committee as immediate past chair with prior chairs as part of the committee to set up yearly networking session.
6. Shall assist nominating committee in candidate selection.
7. May remain in past chair category as long as willing to serve. as Past Chair for an additional year if the out-going Chair is elected to a voting board position.
8. Near the end of the term shall review the Standing Rules, Policies and Procedures, and job descriptions and revise as needed.
9. Shall as immediate past chair prepare a year-end report to the Chair, if requested.
10. Shall perform other duties as necessary.

Revised or Reviewed

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