

**GREATER ATLANTA DIETETIC ASSOCIATION**

**POLICIES AND PROCEDURES MANUAL**

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## SECTION A

### A – 1

## GREATER ATLANTA DIETETIC ASSOCIATION BYLAWS

(Adopted 2004)

### ARTICLE I

#### **Name**

This association shall be known as Greater Atlanta Dietetic Association, Incorporated (GADA) hereinafter referred to as “the Association” or “this Association”.

### ARTICLE II

#### **Membership**

**Section 1. Classes of Members.** Membership of this Association shall be limited to persons residing or working in the State, who have paid membership dues. The membership classifications shall be those outlined in Article II of the American Dietetic Association (ADA) Bylaws plus an additional class designated as “subscriber”.

**Section 2. Member Qualifications.**

**2a.** The qualifications for membership shall be those outlined in Section 2 of the ADA Bylaws.

**2b. Subscriber Members. Qualifications.** An individual who is a dietetics / nutrition professional but not an ADA member.

**Section 3. Privileges of Membership**

**3a.** All members of this Association have the rights and privileges as set forth in Section 7 of the ADA Bylaws, and will have the corresponding rights and privileges in the conduct of business of the Association.

**3b.** Subscribers of the Association may serve as committee members, attend meetings, and are eligible to vote. However, they are not eligible to hold an elected office in the Association.

**Section 4. Members in Good Standing.** All members whose Association dues are not in arrears will receive the Association publications.

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**ARTICLE III**  
**Meeting of Members**

**Section 1. Membership Meetings.** A membership meeting shall be held for the purpose of education and the transaction of other business as may come before the meeting.

**Section 2. Special Meetings.** Special meetings may be called either by the President, the Board of Directors, or not less than ten percent (10%) of all members eligible to vote in the matter coming before the meeting.

**Section 3. Location of Meetings.** The Board of Directors may designate any location for the membership meeting or for any special meeting called by the Board of Directors.

**Section 4. Notice of Meetings.** Written notice stating the place, date, and hour of the meeting, and in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten (10) days before the date of the meeting.

**Section 5. Quorum.** Ten percent (10%) of the membership eligible to vote present in person at a meeting shall constitute a quorum.

**Section 6. Elections for Offices.** Elections for offices shall be conducted by mail ballot and/or ballot delivered by electronic transmission to each member entitled to vote. A majority of the votes cast shall determine an election, provided that at least twenty percent (20%) of the voting members have returned ballots.

**Section 7. Participation.** No member may participate in a meeting of members by telephone or other communication equipment , with exception of specified teleconference or webcast.

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**ARTICLE IV**  
**Board of Directors**

**Section 1. General Powers.** Unless otherwise provided in these bylaws, the affairs of the Association shall be managed by, or under the direction of its Board of Directors.

**Section 2. Number, Composition, Tenure, and Qualifications.**

**2a. Number.** The number of directors shall be at least nine (9).

**2b. Composition.** Six (6) seats on the Board of Directors shall be elected by the membership. At least three (3) other seats are appointed by the Board of Directors to chair designated committees.

**2c. Qualifications.** The individuals holding the following elected offices of the Association shall each hold a seat on the Board of Directors: the President, President-elect, Treasurer, Secretary, Nominating Chair, and Immediate Past President. These officers are considered the Executive Committee and serve as voting members of the Board of Directors. No director shall be employed by the Association during his or her term of office.

**2d. Tenure.** The President, President-elect, Past President, and Nominating Chair shall hold a seat for one (1) year or, until his or her successor shall have been qualified. The Treasurer and Secretary shall hold a seat for two (2) years, or until his or her successor shall have been qualified. Appointed Board members shall serve no more than three (3) consecutive years in the same position.

**2e. Functions.** The Board of Directors shall determine the policy, manage the property and affairs of the Association and, in addition to the powers and authorities therein expressly conferred upon the Board of Directors, it shall exercise all of the Association powers and perform all the lawful acts and activities which are ordinarily done or permitted or required to be done by the Board of Directors of the Association not for pecuniary profit as are not herein otherwise required to be done by others or as are not by statute required to be done and exercised by the members of the Association.

**Section 3. Regular Meetings.** There shall not be less than four (4) regular meetings of the Board of Directors held each year, the time and place of which shall be set by resolution of the President. The Board of Directors may provide, by resolution, the time and place for the holding of additional regular meetings without other notice than such resolution.

**Section 4. Special Meetings.** The President or any four (4) or more directors may call special meetings of the Board of Directors. The person(s) calling the meeting may fix the place and time for the meeting.

**Section 5. Notice.** Notice of any regular or special meeting shall be given at least five (5) days previous thereto by written, mail, or electronic notice to each director, except that no special meeting of directors may remove a director unless written notice of the proposed removal is delivered at least twenty (20) days prior to such meeting. The business to be transacted at, and the purpose of, any special meeting of the Board of Directors shall be specified in the notice or waiver of notice of such meeting.

**Section 6. Quorum.** Two-thirds (2/3) of the number of voting directors fixed by these bylaws shall constitute a quorum for transaction of business at any meeting of the Board of Directors.

**Section 7. Manner of Acting.** The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless statute, these bylaws, or the articles of incorporation require the act of a greater number.

**Section 8. Removal of Directors.** Directors may be removed from office by the affirmative vote of two-thirds (2/3) of the persons required and authorized to elect the seat of the director sought to be removed. In the case of directors qualified to serve on the Board by appointment, those directors shall only be removed by an affirmative vote of two-thirds (2/3) of the persons authorized to elect such director to the office that qualifies them to hold a seat on the Board of Directors.

**Section 9. Vacancies.** Vacancies on the Board of Director shall be filled for the unexpired term of the seat vacated in the following manner:

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**9a. President.** The President-elect shall succeed to the office of President and shall complete the unexpired term and then serve the elected term of President.

**9b. President-elect.** A special election by the membership will be conducted by mail.

**9c. Secretary or Treasurer.** The Board of Directors shall appoint a successor to fill any unexpired term.

**9d. Nominating Chair.** The person receiving the next highest number of votes shall become chair.

**9e.** Should the offices of President and President-elect both become vacant at the same time, special election by the membership shall be conducted by mail at the earliest possible date. In the interim, the Immediate Past President shall serve as President.

**Section 10. Compensation.** The Board of Directors shall have no authority to establish compensation for services to the Association as directors. The Board of Directors may be paid for their expenses related to the duties of office. This section shall not preclude any director from serving the Association in any other capacity and receiving compensation for such service.

**Section 11. Relationship Between Affiliates.** There is no financial relationship between the Georgia Dietetic Association and this Association.

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**ARTICLE V**  
**Officers**

**Section 1. Officers.** The officers of the Association shall consist of a President, President-elect, Treasurer, Secretary, Immediate Past President, and Nominating Chair. The same person may not hold two (2) or more offices.

**Section 2. Election and Appointment to Office.** The office of President, President-elect, Treasurer, Secretary, and Nominating Chair shall be elected to office by the membership of the Association, and shall take office at the beginning of the fiscal year following their election. Each officer shall hold office until his or her successor shall have been duly elected, or appointed, or until he or she shall resign, or shall have been removed in the manner hereinafter provided. Election of an officer shall not of itself create contract rights. No individual may hold an office, for which they were elected, for a second term.

**Section 3. President.** The President shall have a term of office for one (1) year. The President shall ensure the Association's strategic direction and values are carried into effect except in those instances in which the responsibilities are specifically assigned to another office. The President shall chair the Board of Directors and its Executive Committee; appoint the chairs of various Board committees; and preside at meetings of the full membership.

**Section 4. President-elect.** The President-elect will serve for one (1) year and at the end of this term, the President-elect shall assume the office of President. The President-elect shall: support the President in leading the Association toward its strategic direction and values; serve on the Board of Directors and its Executive Committee; and perform the functions of President in the President's absence or if unable to perform the functions of the President.

**Section 5. Treasurer.** The Treasurer will serve for two (2) years. The Treasurer shall: support the President in leading the Association toward its strategic direction and values; serve on the Board of Directors and its Executive Committee; chair the Finance Committee; and report the financial status of the Association to the Board of Directors and members.

**Section 6. Secretary.** The Secretary will serve for two (2) years. The Secretary shall: support the President in leading the Association toward its strategic direction and values; serve on the Board of Directors and its Executive Committee; and shall perform such duties as directed by the Board of Directors.

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**Section 7. Past President.** The Past President shall be the Immediate Past President of the Association and shall serve for one (1) year following the end of his or her holding the office of President. The Past President shall support the President in leading the Association toward its strategic direction and values; serve on the Board of Directors and its Executive Committee; chair the Strategic Planning Committee; and serve as a member of the Finance Committee.

**Section 8. Nominating Chair.** The Nominating Chair will serve for one (1) year. The Nominating Chair shall: support the President in leading the Association toward its strategic direction and values; serve on the Board of Directors and its Executive Committee; and shall compile a list of candidates for future officers of the Association.

**Section 9. Compensation.** The Board of Directors and officers of the Association shall have no authority to establish compensation for services to the Association as an officer. An officer may be paid his or her expenses related to the duties of his or her office. This section shall not preclude any director from serving the Association in any other capacity and receiving compensation for such service.

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**ARTICLE VI**  
**Standing Committees and Other Bodies**

**Section 1. Nominating Committee.** A Nominating Committee Shall exist and be maintained by the Board of Directors as a Board Committee. Its primary function shall be to identify qualified individuals to be placed on the ballot for election of the offices of the Association. The member receiving the highest number of votes shall serve as Chair. Any member of the Association may submit the name of an individual to the Nominating Committee for consideration, or a candidate for office may be placed on the ballot for election by petition. The Board of Directors shall establish such other responsibilities and rules of procedure of the committee, as it deems necessary and appropriate to support the primary and other functions of the committee.

**Section 2. Number, Qualifications, and Tenure.** The Nominating Committee shall have at least three (3) members who shall be members in good standing of the Association and elected by the membership of the Association. A member serving on the Nominating Committee shall not hold an elected office nor be a candidate for an elected office of the Association. Members of the Nominating Committee shall serve for one (1) year.

**Section 3. Offices Nominated.** In accordance with the policies and procedures of the Committee, and these bylaws, the Committee shall prepare and designate annually, at least one (1) candidate for the office of President-elect, annually five (5) candidates for the Nominating Committee; and biannually, in alternate years, two (2) candidates for the office of Secretary and Treasurer.

**ARTICLE VII**  
**Fiscal Year**

The Board of Directors shall fix the fiscal year of the Association.

**ARTICLE VIII**  
**Indemnification and Non-liability**

The Association will indemnify all officers and directors of the Association to the full extent permitted by the Act and may indemnify other persons acting for and on behalf of the Association. The Association may purchase insurance to indemnify officers, and directors of the Association, and other persons as determined by the Board of Directors.

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**ARTICLE IX**  
**Books, Records, and Seal**

**Section 1. Books and Records.** The Association shall keep books and records of account. It shall also keep minutes of the proceedings of its members, Board of Directors, and committees having any of the authority of the Board of Directors. The names and addresses of the members entitled to vote shall be maintained at the principal office of the Association.

**Section 2. Seal.** The Association seal shall have inscribed thereon the name of the Association and the words "Corporate Seal". The seal may be used by causing it or a facsimile thereof to be impressed or affixed or in any other manner reproduced, provided that the affixing of the corporate seal to an instrument shall not give the instrument additional force or effect, or change the construction thereof, and the use of the corporate seal is not mandatory.

**ARTICLE X**  
**Dissolution and Special Rules**

**Section 1. Special Rules.** No part of the net earnings of the Association will ensure to the benefit of or be distributable to its members, directors, officers, or other private persons, except that the Association will be authorized and empowered to make payment and distributions in furtherance of the purpose of the Association set forth in the Articles of Incorporation. Notwithstanding any other provisions of the Articles in these bylaws, the Association will not carry on any activities that are 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 1986 (or the corresponding provision of any subsequent United States Internal Revenue Law).

**Section 2. Dissolution.** Upon dissolution of the Association, the Board of Directors will, after paying or making provision for the payment of all the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations which are then qualified as exempt within the meaning of Section 501 (c)(6) of the Internal Revenue Code of 1986 (or the corresponding revision of any subsequent United States Internal Revenue Law) as the Board of Directors will determine.

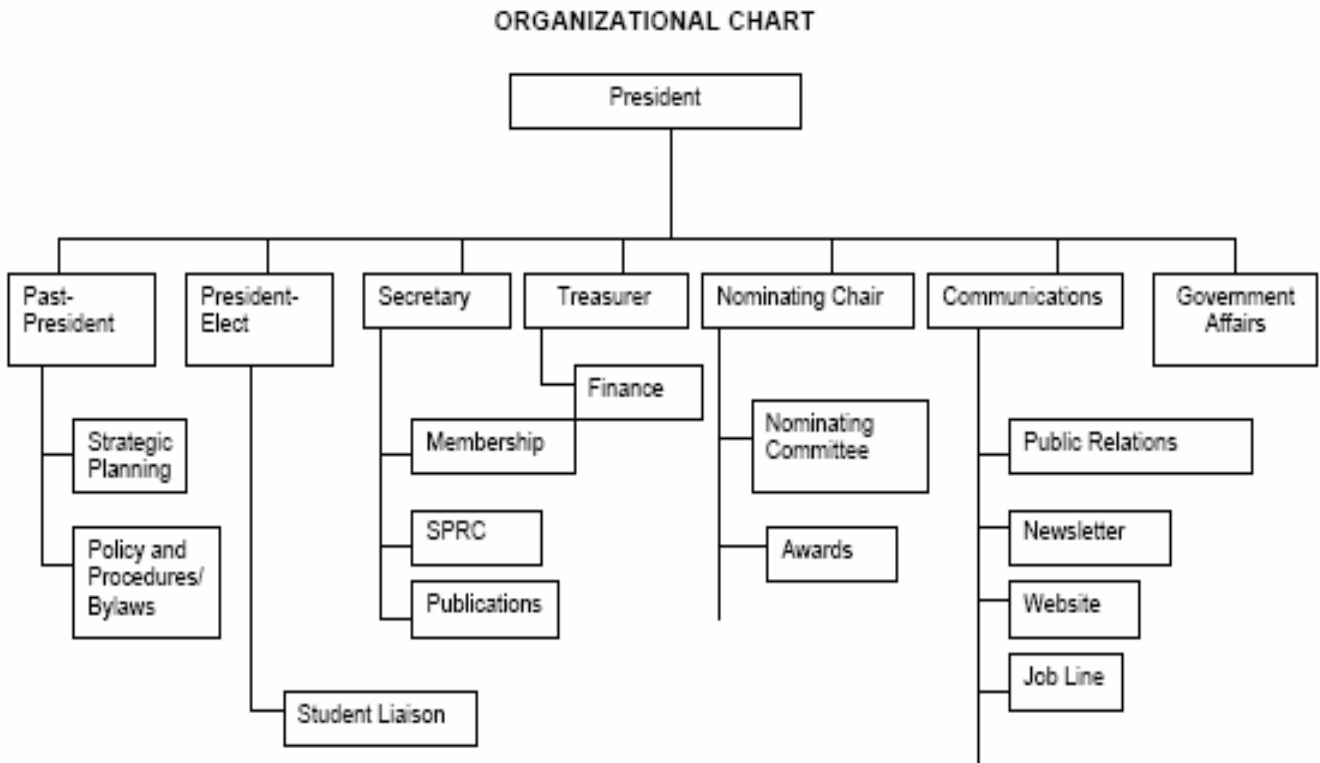
**ARTICLE XI**  
**Amendments**

**Section 1. Method.** These bylaws may be amended by a two-thirds (2/3) vote of the membership as outlined in Article II, Section 2a.

**Section 2. Notice.** The proposed amendment(s) must be provided at least forty-five (45) days prior to a vote of the membership.

## A – 2

# ORGANIZATIONAL CHART



## A-3

### STRATEGIC PLAN

# Greater Atlanta Dietetic Association

Proposed Strategic Plan  
2004 – 2006

**MISSION: The Greater Atlanta Dietetic Association promotes optimal nutrition and well-being for all people by advocating for its members.**

**VISION:** The Greater Atlanta Dietetic Association members are the leading food and nutrition services.

**STRATEGIC GOAL: Goal #1 Build membership in the Association**

OBJECTIVES:

1. Maintain active member retention at **85 %** .
2. Maintain student membership at **100 %**.
3. Increase membership of active members by **15%**.
4. Increase student membership by **30%**.

<b>TACTICS</b>	<b>Start Date</b>	<b>Progress</b>
1. Develop member only section of web site.		
2. Place job line and newsletter on member-only web site		
3. Develop outreach program to facilities that employ RDs		
4. Include survey questions on membership application		
5. Send notice to RDs/DTRs who have not joined by first meeting		
6. Provide monetary incentive to members who get non-members to join (\$5.00 per member up to \$15.00)		
7. Conduct job fair /member only day for one GADA meeting		
8. Improve networking before meetings (tables – set up)		

**STRATEGIC GOAL: Goal #2 Position members to compete in a rapidly changing environment.**

OBJECTIVES:

1. Campaign for MNT legislation.
2. Keep members abreast of current issues affecting the profession and practice.

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<b>TACTICS</b>	<b>Start Date</b>	<b>Progress</b>
1.		
2. Provide 5 minute legislative update before meetings		
3. Place link on web site to legislative news		
4. Place legislative representatives (house and senate) in directory.		

**STRATEGIC GOAL: Goal #3 Increase the recognition of the RD and DTR as nutrition experts.**

OBJECTIVES:

1. Promote the RD and DTR during National Nutrition Month (NNM).
2. Establish a PR campaign.

<b>TACTICS</b>	<b>Start Date</b>	<b>Progress</b>
1. Develop PR plan		
2. RD/DTR recognition on TV/radio during NNM		
3. Global plan (city-wide) for NNM		
4. Partner with Kroger/Publix/ etc. for ads in AJC		

**A – 4**

**BOARD OF DIRECTORS**

**SEE WEBSITE**

**[www.eatrightatlanta.org](http://www.eatrightatlanta.org)**

## A - 5

### **GENERAL BOARD POLICIES AND PROCEDURES**

1. The Bylaws serve as the official document for the Greater Atlanta Dietetic Association (GADA) and this manual serves to clarify officer responsibilities and certain policies established by the Board of Directors.
2. All officers and committee chairs shall take office July 1.
3. A joint meeting of out-going and in-coming officers, committee chairs, and committee members shall be held at the June board meeting.
4. All officers and committee chairs will retain the following materials and at the end of their terms will pass them to their replacements:
  - a. GADA Policy and Procedure Manual
  - b. Minutes of board meetings from the past year (exception: secretary will pass on minutes from the past three years).
  - c. Information pertinent to the position
5. Committee chairs and officers will submit a written plan of work that is in line with the strategic plan of the organization.
6. Committee chairs and officers are responsible for submitting pertinent and timely information to the Newsletter editor and/or web master.
7. The President determines the location and time for the board meetings. The Secretary sends notices to the board members.
8. Committee chairs and officers are expected to attend all board meetings and submit a written report to the board at least one week prior to the meeting. Committee chairs and officers shall miss no more than 2 meetings per fiscal year.
9. Committee chairs and officers shall submit a written end of the year report to the President using the "End of the Year" report form.
10. Committee chairs and officers shall attend membership meetings.
11. Fundraising is the responsibility of all board members.
12. Board members shall submit requests for reimbursement of expenses, along with receipts, to the Treasurer using the appropriate Reimbursement Forms.
13. Committee chairs and officers shall submit budget requests for the fiscal year to the Treasurer before the June board meeting.

## **A-6**

### **POLICIES AND PROCEDURES APPLICABLE TO COMMITTEE CHAIRS**

1. Committee chairs are appointed for a term of one year and may serve in that capacity for a maximum of three years.
2. Each committee chair is encouraged to ask GADA members to serve on committees.
3. Names for potential committee members are obtained from the Membership Application Form and are provided to the committee chairs by the Secretary. Committee chairs may solicit volunteers at district meetings and ask GDA members to serve on the committees.
4. Committee chairs are expected to communicate regularly with committee members and shall keep written records of committee meetings, activities, budget status, and membership status.
5. Committee chairs shall inform members of meetings and activities on a regular basis.
6. Each committee chair shall identify goals, objectives, and activities of the committee and coordinate efforts that are in line with the strategic plan of the organization.

## SECTION B

### POSITION DESCRIPTIONS

#### B-1 OFFICERS

##### **B 1-1 Position: President**

**Term of Office:** One Year

The President shall preside at all official meetings of the organization and Board of Directors. The President shall appoint all committee chairs (except Nominating, which is elected) and fill any committee chair vacancies. The President serves as the Chief Executive Officer of the Association.

The President shall be an advisory member of all committees, without the right to vote. As a member of the Board, the President shall have the right to vote on any issue.

In addition, the President shall:

1. call a minimum of four regular board meetings during the fiscal year, call at least one executive committee meeting, one finance committee meeting and emergency board meetings as needed.
2. provide Secretary with information on date, time, and location of board meeting at least two weeks prior to the scheduled date.
3. prepare an agenda for each board meeting.
4. schedule the board turnover meeting.
5. review the membership meeting dates, topics, and speakers planned by the President-elect.
6. present a brief update of association activities, make announcements, and acknowledge new members and guests at membership meetings.
7. prepare president's message for each newsletter and submit to newsletter editor in a timely manner.
8. review and approve newsletter and website information before distributed to members.
9. handle all correspondence promptly and maintain a file copy for the Association.
10. Sitting voting member of GDA Board of Directors.
11. attend all GDA board meetings as a voting member and submit reports of district activities. Attend at least three out of four meetings.
12. approve any membership notices of special events, legislative issues, and current activities occurring at the state and national levels, except educational activities planned and executed by President-Elect.
13. serve on the Strategic Planning Committee and Finance Committee.
14. be authorized to sign for bank accounts held by the Association.
15. retain materials specific to the Office of the President.

## **B 1-2 Position: President-elect (page 1 of 2)**

**Term of Office:** One Year

The President-elect's primary responsibilities are to serve as program chair for the membership meetings, and to succeed to the office of the President at the end of his or her term without further election.

The President-elect shall:

16. organize quarterly or bi-monthly meetings for a minimum of ten continuing professional education (CPE) units per year.
  - a. secure dates and locations
  - b. arrange topic/speakers
  - c. arrange for audio-visual equipment
  - d. arrange for meeting refreshments
  - e. make meeting notices and submit to Secretary for distribution at least one month prior to meeting, with two more reminders at two weeks and two days prior to the meeting. Exception: the September meeting notice is incorporated into the August mailing which includes a newsletter, and membership application form.
    - i. topic
    - ii. presenter
    - iii. location
    - iv. directions
    - v. time
    - vi. CPE units
  - f. make Certificates of Attendance for licensure and Professional Portfolio Plan .
  - g. provide honoraria/gifts for guest speakers
  - h. serve as facilitator at membership meetings.
    - i. introduce speaker
    - ii. announce location of CPE forms and Certificates of Attendance.
    - iii. announce next membership meeting
  - i. maintain copies of meeting program/agenda, certificates of attendance, and speaker bios for files; templates are available from Secretary.
  - j. write follow-up thank you letters to the facility hosting the event, speaker, etc.
17. plan time at February meeting for slate of officers for up coming election to be introduced.
18. attend Board meetings.
19. prepare with in-coming president-elect a budget request for submission to the Finance committee for up-coming fiscal year .
20. consult with out-going president on budget request to Finance committee for up-coming fiscal year .
21. appoint chairs of committees to serve during your term as president by turn-over meeting.
22. serve on Finance and Strategic Planning committees.
23. serve as consulting member of the Nominating Committee

**B 1-2 Position: President-elect (page 1 of 2)**

24. perform function of the Office of the President in the absence of the President, as determined by the Executive Committee.

25. retain materials specific to the office of the President-elect:

- a. Association budget for the past three years
- b. minutes of board meetings, finance committee meetings, and strategic planning committee meetings.
- c. copies of meeting notices for the past three years.
- d. completed forms requesting Prior Approval for the past five years

copies of CPE rosters through 2005

## **B 1-3 Position: Secretary**

**Term of Office:** Two Years

The primary responsibilities of the Secretary are to keep minutes of all official meetings of the Association, to be the custodian of the seal of the Association, and to maintain the records and files of the association.

The Secretary shall:

1. forward President's call for Board meetings.
2. maintain and update database for members.
3. be responsible for printing mailing labels from database.
4. mail meeting notices to members (postal and/or electronic)
5. send President approved electronic mail to members about legislative issues, and other announcements.
6. send electronic newsletters to those members who choose to e-format.
7. be responsible for submitting updated member information for the membership directory.
  - a. organize and proofread updated membership database for the directory
  - b. coordinate or delegate request funding for printing, such as directory advertisements and sponsorship
  - c. coordinate or delegate the printing of directory
8. provide database information to board members as requested, e.g. new members.
9. attend membership and board meetings.
  - a. check membership status of attendees at membership meetings
  - b. collect membership dues for new members
  - c. provide board updates of membership status
10. check membership status of attendees at other educational events sponsored by the Association.
11. maintain supply of GADA stationary and envelopes.
12. prepare and submit budget request to Finance committee for up-coming fiscal year .
13. retain materials specific to the Office of the Secretary:
  - a. minutes of board meeting and annual business meeting for the past three years.
  - b. previous year's membership roster
  - c. meeting notices for the past three years
  - d. budget from previous year

## **B1-4 Position: Treasurer**

**Term of Office:** Two Years

The primary responsibilities of the Treasurer are to serve as the chief financial officer of the Association and to oversee the financial activities.

The Treasurer shall:

1. serve as chair of the Finance committee in conjunction with President
  - e. arrange finance committee meeting for July/August
  - f. prior to finance committee meeting:
    - i. obtain expense report from each committee
    - ii. obtain budget request from each committee
    - iii. prepare fiscal budget and expense summary report from previous year
  - g. coordinate finance committee decisions regarding budget requests
2. collect membership dues and deposit in Association account.
3. have custody of all funds and securities of the Association,
  - a. update checking account signature cards when board positions change.
  - b. issue checks for invoices and reimbursement in a timely manner.
4. maintain accurate financial records.
  - a. keep financial record of income and expenses
  - b. monitor budget and check expenses against income
5. have financial records audited annually
6. report the financial status of the Association at board meetings and the Annual Business Meeting of the members.
7. attend board meetings and membership meetings .
8. check membership status of attendees at other educational events sponsored by the Association.
9. retain materials specific to the Office of the Treasurer:
  - a. checkbook for the Association's checking account
  - b. bank statements and correspondence
  - c. stamp for checking account
  - d. minutes of board meetings, finance committee meetings, and strategic planning committee meetings.
  - e. Association budget for the past three years.

### **C-18 Treasurer's Calendar**

Fiscal Year: July 1 to June 30

July/August	Approval of Association budget by Board; submit to newsletter editor
October	Pay State/District General Liability Insurance
February	Request form 990-EZ from IRS (Internal Revenue Service)
March	Complete 990-EZ and submit original to IRS and copy to Georgia Income Tax Division; maintain one copy for files
April	Pay Corporation Annual Registration, State of GA (Pay to Secretary of State)
May	Distribute budget requests to officers and committee chairs
June	Finance Committee Meeting to prepare annual budget

## **B1-5 Nominating Committee (page 1 of 2)**

**Term of Office:** One Year

The primary responsibilities of the Nominating Committee are to select qualified candidates for elected positions of the Association, to prepare an official ballot and to submit names of individuals to the GDA awards committee

The Chairman of the Nominating Committee shall:

1. attend Board meetings and monthly membership meetings.
2. secure candidates for elected positions by January of the fiscal year.(This might take 6-8 weeks and should be started in December)
  - e. at least one (1) candidate for the office of President-elect
  - f. two (2) candidates for Secretary, alternating biennially with Treasurer
  - g. two (2) candidates for Treasurer, alternating biennially with Secretary
  - h. five (5) candidates for the Nominating Committee
3. consult with President-elect concerning the slate of officers.
4. the nominating committee will meet with Executive Committee. This will be the time to solicit suggestions for candidates for the GADA ballot. It is recommended to request from secretary the spreadsheet with the board positions over the past eight years to use as a tool.
5. secure consent to serve from candidates and biographical sketches during the month January.
6. submit written report, signed by all members of the committee, to Board of Directors sixty (60) days prior to the election. (usually during the first winter meeting) This presentation of the slate of candidates is just for reporting purposes, it does not require board approval of the slate.
7. inform candidates that they will be introduced at the February / March membership meeting.
8. assign teller for the election; teller for the election must not be on the nominating committee or running for any office on the ballot.
9. prepare an official ballot and submit to Secretary by March 1.
  - i. name of candidate
  - j. place of employment and title
  - k. educational background
  - l. ADA membership
  - m. professional experience, including dates, places, and titles.
  - n. professional activities, committees, offices, awards, etc.
  - o. statement of goals and objectives from candidates for President-elect
  - p. deadline for return of ballot which is no less than thirty (30) from the date ballot is mailed.
  - q. return address (teller)
  - r. The names of the candidates and all biographical data will be listed by office and then in alphabetical order.

## B1-5 Nominating Committee (page 2 of 2)

10. mail ballots to members in April.
  - a. By mail or when developed electronic
  - b. obtain mailing labels from Secretary
  - c. use first class mail
  - d. print ballots on colored paper in an envelope
  - e. have members return ballots in envelope that is signed at the outside with their name. This will be used by the teller to confirm this persons eligibility to vote.
  - f. ballots are returned to the teller
11. All ballots shall remain closed until the Teller and Nominating Committee designees are present to count the vote. The ballot results should be counted twice to ensure that the results are correct.
12. Chair of Nominating Committee obtains tally of votes from teller.
13. submit report of election results to Board of Directors in May / June.
14. notify candidates of election results.
15. make motion at Board meeting to destroy ballots.
16. announce election results at end-of-year membership meeting in May / June
17. **tie votes:** In the event of a tie, the election will be determined by lot. This will be done by the teller in presence of at least two members of the nominating committee.

### Awards

18. GADA Nominating Committee is responsible for submitting names of individuals and appropriate application forms to **the GDA Awards Committee**.
19. Award categories include Recognized Young Dietitian of the Year, Outstanding Dietitian of the Year, Emerging Dietitian, and Distinguished Service to District and State. Information about the criteria, awards process and application forms are located on the GDA website at [www.gda-online.org](http://www.gda-online.org).
20. An e-mail should be send out requesting nominations from the members and /or requested on membership application
21. Nominations should have made significant contributions to GADA and to the goals of the profession and should have demonstrated leadership and/or accomplishments as an officer, committee member, committee chair, or dietetic professional.
22. The Nominating Committee presents the slate of eligible candidates to the GADA Board for discussion and approval by the end of January.

## **B 1-6 Position: Past President**

**Term of Office:** One Year

The primary responsibility of the Past President is to serve as the chair of the Strategic Planning Committee.

The Past President shall:

10. serve as advisor to the Board of Directors.
11. serve as a member of the Finance Committee.
12. update strategic plan of the Association and coordinate strategic planning meetings with President and President Elect.
13. update policy and procedures as needed and coordinate policy and procedures meeting among Executive Committee members.
14. serve as Parliamentarian for board and membership meetings.
15. prepare and submit a budget to the Finance Committee.
16. attend board meetings and monthly membership meetings .
17. retain materials specific to the Office of the Past President:
  - a. minutes of board meetings, finance committee meetings, and strategic planning committee meetings for the past three years .
  - b. copy of the Strategic Plan of the Association

## **B – 2 COMMITTEES**

### **COMMITTEES**

#### **B2-1 Communication Committee**

Members: Public Relations Chair, Newsletter Editor, Webmaster, Job-Line Coordinator

##### **Public Relations Chair**

1. Attend Board and membership meetings.
2. Coordinate with Webmaster the marketing of GADA using current technology.
3. Form a committee of 2 or more GADA members.
4. Develop a media plan.
5. Prepare press releases for local media (paper, television, radio) regarding activities of the Association (e.g. National Nutrition Month).
6. Coordinate National Nutrition Month campaign.
7. Provide members with resources to plan National Nutrition Month events throughout the city.
8. Create and maintain relationships/partnerships with other Atlanta area organizations.
9. Consult with State Media Representatives and ADA Spokespersons.
10. Report Atlanta area media coverage to State Media Representative.
11. Serve as the main contact person for the Greater Atlanta community and agencies request for RD experts.
12. Prepare and submit budget request to Finance Committee.
13. Send thank you letters using GADA stationary for PR activities.
14. Maintain banner with GADA logo for Association events.
15. Maintain file of activities and contacts to pass on to next chair.

##### **Newsletter Editor**

1. Attend Board and membership meetings.
2. Collect information from board members for newsletter.
3. Publish quarterly newsletter.
  - a. President's message
  - b. Upcoming events
  - c. Pertinent information from GADA committees, GDA, and ADA
4. Mail newsletter using first-class mail and/or electronically.

##### **Webmaster**

1. Attend Board and membership meetings.
2. Maintain Association web site.

##### **Job-Line Coordinator**

1. Attend Board and membership meetings.
2. Maintain updated list of employment opportunities.
3. Provide updated listing for Webmaster.
4. Communicate list of employment opportunities to members at membership meetings.
5. Prepare and submit budget request to Finance Committee.

## **B2-2 Finance Committee**

Members: President, President-elect, Treasurer (Chair), Past-President

### **Responsibilities of Finance Committee**

1. Plan the budget for the Association.
2. Submit budget to Board of Directors for approval by August meeting.
3. Maintain fiscal stance of the Association.

## **B2-3 Government Affairs Committee**

### **Responsibilities of Government Affairs**

1. Attend Board and membership meetings.
2. Prepare and submit budget to Finance committee.
3. Coordinate activities with GDA Government Affairs Committee.
4. Communicate pertinent legislation to Association members.
5. Mobilize and coordinate membership response to legislative calls for action.
6. Educate legislators about dietetics profession.
7. Educate members about legislative and lobbying processes.
8. Organize, develop, and maintain a legislative network among Association members.

## **B2-4 Membership Committee**

### **Responsibilities of Membership Committee**

1. Attend Board and membership meetings.
2. Obtain membership list from Secretary.
  - a. Identify new members
  - b. Send welcome letters to new members.
3. Welcome new members and visitors at monthly meetings.
4. Organize social activities

## **B2-5 Policies and Procedures / Bylaws Committee**

### **Responsibilities of Policies and Procedures/Bylaws Committee**

1. Attend Board and membership meetings.
2. Serve as resource to the Board of Directors on provisions of the bylaws.
3. Recommend to the President when bylaw revisions are warranted.
4. Prepare proposed revisions and/or amendments for the bylaws and submit to Board.
5. Send revisions/amendments to the Chair of the GDA Bylaws committee.
6. Submit final form of revised bylaws to the Secretary for mailing to all voting Association members.
7. Review annually the GADA Policies and Procedures Manual and make necessary recommendations to the Board of Directors for changes.

## **B2-6 State Professional Recruitment Coordinator (SPRC)**

### Responsibilities of SPRC

1. Increase the number of diverse, qualified dietetic practitioners.
2. Develop or enhance mentoring programs to assure that diverse qualified students remain within the profession.

## **B2-7 Strategic Planning Committee**

Members: Past-President (Chair), President

### **Strategic Planning Committee**

1. Develop 2-3 year strategic plan for Association and submit to Board for approval.
2. Solicit recommendations from Board members and general membership to formulate goals, objectives and action plans.
3. Update plan on an on-going basis.

## **SECTION C**

### **POLICIES AND PROCEDURES**

#### **C-1 Procedure for awarding Continuing Professional Education (CPE) certificates**

The President-elect is responsible for preparing, printing and distributing CPE certificates with the following:

1. CPE provider
2. meeting date and location
3. presentation topic(s) and learning objectives
4. CPE units awarded
5. space for attendee name
6. President and President-Elect signatures

#### **C-2 Awards**

Award categories include Recognized Young Dietitian of the Year, Outstanding Dietitian of the Year, Emerging Dietitian, and Distinguished Service to District and State. Information about the criteria, awards process and application forms are located on the GDA website at [www.gda-online.org](http://www.gda-online.org).

Nominations should have made significant contributions to GADA and to the goals of the profession and should have demonstrated leadership and/or accomplishments as an officer, committee member, committee chair, or dietetic professional.

The Nominating Committee presents the slate of eligible candidates to the GADA Board for discussion and approval by the end of January.

#### **C-3 Budget Amendment**

If the budget of any elected officer or committee is expected to exceed appropriated funds, the board member must present an amended budget request to the Finance Committee. The Finance Committee approves the request for additional funds.

#### **C-4 Budget Items Greater Than \$ 500.00**

Any product /service that cost more than \$ 500.00 require that a minimum of two quoted need to be sought and presented to the board. The bid shall be awarded to the company or individual who best meets the needs of the Association and whose price is most reasonable.

### **C-5 Conflict of Interest**

Officers and committee members of GADA shall avoid conflicts between personal interest and the interests of the Association. Interests also include any member the officers' or committee members' immediate family.

Conflict of interest exists when an officer or committee member is involved in a decision regarding another entity in which there is financial interest, is an employee, is a director, or is a consultant. Conflict of interest exists when an officer or committee member discloses information relating to the business of the Association which can be used by another entity.

Officers and committee members shall use discretion in accepting gifts, entertainment, or other favors from another entity. These should be accepted only in the conduct of normal business functions. Examples of acceptable favors include payment of a meal by a person or organization with which the Association does business, lodging provided by a city considered for an educational program, or attending a social event for a group of clients. Inappropriate favors include acceptance of a personal gift or individual entertainment unrelated to a business function.

***Disclosure:*** If an officer or committee member is aware of any personal interest related to an issue under consideration by the Association, the individual shall, prior to discussion about or action on the issue (1) disclose the existence of all personal interests and (2) abstain from voting and/or attempting to influence the decision.

The disclosure of personal interest shall be noted in the minutes of the meeting in which it is made and in the minutes of subsequent meetings at which the issue is discussed. If the individual is a voting member, the minutes will show that the individual abstained from voting.

### **C-6 Corporate Sponsors**

GADA shall have established guidelines concerning requests of or by corporate sponsors for services of the Association.

1. Any request by a corporate sponsor in acquiring the services of the Association should be directed to the President.
2. The President will discuss the request with the Executive Board, and if time permits, the entire Board.
3. The corporate sponsor shall not interpret solicitation of services by a corporate sponsor and an agreement to provide services by the Association as endorsement of a program, product or service.
4. Guidelines will be provided in writing to avoid any conflict or misunderstanding.
5. The Executive Board dependent on the services provided may establish a fee.

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6. The President and Secretary will maintain records.

**C-7 Directory**

A membership directory will be published annually for members of the Association. The Secretary of the Association is responsible for putting together the directory, securing funding, publishing and distribution. Directories should be available for distribution by October 31.

**C-8 Liability Insurance**

The Association will carry General Liability Insurance for the fiscal year. The Treasurer is responsible for ensuring that the policy is current and all fees have been paid.

**C-9 Membership**

Membership categories for the Association include active ADA member, student member and subscriber (non-ADA member). The subscriber fee is \$25.00 greater than active ADA member fees; student fee is approximately 50% less than active ADA member fee. Payment of fee permits member to attend educational programs sponsored by the organization for free or at a reduced rate (special workshops), receive notices about upcoming meetings, and receive a membership directory and the GADA newsletter.

Only active ADA members and student members have the right to vote in GADA elections.

Applications for membership are sent out in May and August. Application form is posted on the Association web site and copies are available at membership meetings. Member discount may be awarded for dues received prior to September 1, with board approval.

**C-10 Membership List Rental**

GADA membership labels are available for purchase and are provided in compliance with the policy of the American Dietetic Association: *“will provide legitimate applicants’ access to selected databases in a manner which supports the development of the profession in general and does not adversely affect the individual interest of members.”*

1. Specific requests must be submitted to the Secretary of the Association at least three (3) weeks prior to the time when the labels are needed.
2. A mailing sample and a copy of the order form must accompany requests.
3. The entire membership list is available on labels for purchase. Price to be determined by the Board of Directors. This should include postage and handling fees.
4. Orders must be accompanied by a check or money order payable to the Greater Atlanta Dietetic Association.

**C-11 Membership Meetings**

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Board meeting and membership meetings are open to members of the Association. Membership meetings are also open to guests. Membership categories for the Association include active ADA member, student member and subscriber (non-ADA member). The subscriber fee is \$25.00 greater than active ADA member fees; student fee is approximately 50% less than active ADA member fee. Payment of fee permits member to attend educational programs sponsored by the organization for free or at a reduced rate (special workshops), receive notices about upcoming meetings, and GADA newsletter.

**C-12 Newsletter**

Collect information on topics of interest to members. Work in coordination with the Web Master to have information posted on the web site. Submit new information at least quarterly.

**C-13 Parliamentary procedure**

Parliamentary procedure provides rules for group discussion and group action. Parliamentary procedure allows the minority view to be heard. The following are basic rules that should be followed in any group meeting where decisions are made:

1. Two-thirds of the voting members must be present (or represented by proxy) before the group can conduct business. The President establishes a quorum at the beginning of the meeting.
2. A two-thirds majority must vote in favor of or against a motion before the motion passes or fails.
3. Motions should be submitted in writing on the appropriate form (Motion Sheet).
4. Parliamentary procedure specifies that all motions must follow a specific sequence:
  - a. the motion is stated
  - b. the motion is seconded
  - c. the presiding officer must restate the motion. If the motion is written and has been seconded on the form, then the motion only has to be read as written.
5. A motion may be amended or redrawn by the mover at anytime prior to its reading by the presiding officer.
6. A member (not the mover) may amend the motion after the presiding officer has stated it. The amendment must be seconded and voted on before the main motion is addressed. The amendment cannot be amended.
7. Any member of the Board of Directors including committee chairs may make motions. Any member of the board may make a second, however, only voting

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members may actually vote on the motion. Voting members include Past-President, President, President-elect, Secretary, and Treasurer.

8. All board members may contribute to the discussion or the debate of a motion. The presiding officer should recognize each speaker by name before the speaker may “take the floor.” No member who has had the floor is entitled again to speak while the same motion is before the Board until all other members have been given the opportunity to address the motion. If no one else wishes to address the motion, the presiding officer may recognize members who wish to speak a second time.
9. The presiding officer does not join the debate unless the meeting is turned over to another officer. The presiding officer votes only to break a tie.
10. To “call the question” means to end the discussion/debate and to vote on the motion.

Adapted from Parliamentary Procedure section of the GDA Policies and Procedures Manual.

#### **C-14 Participation in Health Promotion Activities**

GADA supports and endorses participation in activities and/or programs that promote and encourage healthy lifestyles and evidence-based nutrition principles.

1. GADA will co-sponsor and/or participate in programs, workshops, or health fairs whose purpose is to educate the public about healthy lifestyle choices.
2. Due to financial constraints, the Finance Committee will determine amount of monies the Association can contribute to outside organizations.

#### **C-15 Reimbursement**

GADA requires use of reimbursement request forms for payment of expenses incurred by board members pursuing business for the Association.

1. Completed form (“Presentation and Explanation for Expenses”) must be submitted to the Treasurer, along with receipt(s) for expenses.
2. Requests must be submitted within a timely manner (no more than 3 months from the time the expense was incurred).
3. Reimbursement will be made within two (2) weeks.

#### **C-16 Returned Checks**

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GADA will attempt to recover losses incurred due to payment secondary with non-sufficient funds.

1. Treasurer contacts person who presents monies to the Association with non-sufficient funds.
2. Any member who fails to correct the deficiency in a timely manner (1 month) will lose his/her membership status in the Association until funds are properly secured.

**C-17 Tax Status**

The Omnibus Budget Reconciliation Act of 1987 requires all tax-exempt organizations, other than Section 501 (c )(3) groups, to include a statement on all solicitations that gifts or contributions are not deductible as charitable contributions. This requirement covers all Section 501 (c )(6) organizations which include state and district dietetic associations. Dues invoices and all other solicitations, including requests for external funding should include the following statement:

“Payment or contributions to (Association Name) are not deductible as charitable contributions for federal income purposes.”

Noncompliance with this regulation carries a daily penalty.

**C-18 Treasurer’s Calendar**

Fiscal Year: July 1 to June 30

July/August	Approval of Association budget by Board; submit to newsletter editor
October	Pay State/District General Liability Insurance
February	Request form 990-EZ from IRS (Internal Revenue Service)
March	Complete 990-EZ and submit original to IRS and copy to Georgia Income Tax Division; maintain one copy for files
April	Pay Corporation Annual Registration, State of GA (Pay to Secretary of State)
May	Distribute budget requests to officers and committee chairs
June	Finance Committee Meeting to prepare annual budget

## **SECTION D**

### **FORMS AND FORM LETTERS**

#### **D-1 Forms Directors Meetings**

**D1-1 Format for Written Reports to the Board**

**D1-2 Motion Sheet**

**D1-3 Proxy**

**FORMAT FOR WRITTEN REPORTS TO THE BOARD**

**TO: GADA Board of Directors**

FROM:

SUBJECT:

DATE:

Reports are in line with the Strategic Plan of the Association.

Identify the Goal, the Objective, and the Activities pursuant to accomplishing the goal and Objective. Include any recommendations and pertinent budget information.

Goal:

Objective:

Tactic (Activity):

Progress:

Recommendations:

Budget:

## MOTION SHEET

Board Meeting Date \_\_\_\_\_

MOTION:

Cost of Motion: \_\_\_\_\_

Is this motion within budget? \_\_\_\_\_

Action Taken:

Motion made by: \_\_\_\_\_

Adopted: \_\_\_\_\_

Position on Board: \_\_\_\_\_

Rejected: \_\_\_\_\_

Motion from Committee: \_\_\_\_\_

or

Tabled: \_\_\_\_\_

Motion Seconded by: \_\_\_\_\_

Withdrawn: \_\_\_\_\_

Position on Board \_\_\_\_\_

Other: \_\_\_\_\_

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**PROXY**

I hereby sign my proxy for the \_\_\_\_\_ meeting of  
(date)  
the Greater Atlanta Dietetic Association Board of Directors, including any  
adjourned portion thereof, to \_\_\_\_\_, with  
(name)  
full power of substitution.

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## **D2 Membership**

**D2-1 Welcome Pamphlet**

**D2-2 Application for membership**

**D2-3 Membership List Rental Form**

## Welcome to GADA flyer



### *Welcome*

The Greater Atlanta Dietetic Association (GADA) is a professional organization affiliated with the Georgia Dietetic Association (GDA) and the American Dietetic Association (ADA). The overall objectives of GADA are to provide leadership and direction to the local dietetics community in accordance with the following goals of the ADA:

- Improve the nutrition of human beings,
- Advance the science of dietetics and nutrition, and
- Promote education in these and allied areas

As an active group of approximately 300, our members gain professional growth through educational meetings, committee involvement, networking and special events.

The following information is a brief summary of the benefits provided

by the Greater Atlanta Dietetic Association. We welcome you and encourage you to facilitate your growth as a nutrition professional by getting involved in our district association's activities, joining a committee, or volunteering your services in community outreach projects.

### *Meetings*

Quarterly meetings (occasionally more frequent) are held in various locations throughout the metropolitan Atlanta area. These meetings take place on a weekday afternoon or evening and provide a minimum of two (2) continuing professional education (CPE) units for Registered Dietitians.

Dietitians from various practice settings enjoy presentations by local professionals, who provide up-to-date and thought-provoking information. Meeting notices with date, location, time, topic, and speaker are emailed and/or mailed to all members. Guests are invited to attend our meetings for a *nominal fee*.

### *Local Membership Directory*

A complete membership directory is furnished each year, including places of employment, areas of nutrition specialty, and contact information. Many of our members rely on the Membership Directory for making business or health referrals for clients, co-workers, family, friends, and patients.

### *Legislative & Licensure Updates*

Our Government Affairs committee keeps members informed of state and federal laws governing nutrition and dietetics. State licensure for dietitians is required by 41 states. The state of Georgia achieved licensure for dietitians in 1985, when the State Board of Examiners of Licensed Dietitians was created. If you desire licensure information for the state of Georgia, contact

Georgia Board Of Examiners Of  
Licensed Dietitians  
237 Coliseum Drive  
Macon, Georgia 31217-3858  
(478) 207-1620  
[www.sos.state.ga.us](http://www.sos.state.ga.us)

## *Activities & Committees*

Join your colleagues and develop your skills and contacts through service on one of our many committees -

- ✓ Government Affairs
- ✓ Membership
- ✓ National Nutrition Month
- ✓ Newsletter
- ✓ Nomination Committee
- ✓ Policies & Procedures
- ✓ Public Affairs

A current list of board members and committee chairpersons are listed on our web site (details below). Please contact one of us for more information on committees and activities.

## *Jobnet*

The Greater Atlanta Dietetic Association maintains a web site at [www.eatrightatlanta.org](http://www.eatrightatlanta.org). This web site provides a web page devoted to dietetic job opportunities. On the Jobnet, you will find a listing of metropolitan Atlanta area employers. Many of these employers advertise

current job openings and contact information. GADA members enjoy 24-hour access to the Jobnet. Visit our web site on a regular basis for first hand information about available jobs in greater Atlanta, as well as legislative events to support MNT, volunteer opportunities, meeting notices, and hot nutrition topics.

\*\*\*\*\*

Have a colleague interested in CPE opportunities? The Greater Atlanta Dietetic Association provides CPEs for dietitians at an affordable rate. ADA membership is not required to join GADA. Colleagues may join GADA as a subscriber. Subscribers receive CPE benefits and the membership directory. Students may also join GADA for a reduced fee (faculty signature is required). Application download is available at [www.eatrightatlanta.org](http://www.eatrightatlanta.org)



*Greater  
Atlanta  
Dietetic  
Association*



# GREATER ATLANTA DIETETIC ASSOCIATION

## Membership Application: 2005-2006

PLEASE FILL OUT FORM COMPLETELY

**Now till – September 30, 2005**

- ◆ **ADA Member:** \$20.00 (educational meetings free thereafter, with the exception of special workshops)
- ◆ **Subscriber (non-ADA Member):** \$45 (educational meetings free thereafter, with the exception of special workshops)
- ◆ **Students:** \$10 (educational meetings free thereafter, with the exception of special workshops)

**After October 1, 2005:**

- ◆ **ADA Member:** \$25.00 (educational meetings free thereafter, with the exception of special workshops)
- ◆ **Subscriber (non-ADA Member):** \$50 (educational meetings free thereafter, with the exception of special workshops)
- ◆ **Students:** \$15 (educational meetings free thereafter, with the exception of special workshops)

Make checks payable to: **Greater Atlanta Dietetic Association.**

Please mail completed application form and payment to: [ Secretary.....  
.....  
.....]

In order for your name to appear in the 2005-2006 Membership Directory, information must be provided by October 1. **Please PRINT clearly** so that we are better able to serve you.

I am an ADA member: \_\_\_\_\_. I am not and ADA member and am joining as a subscriber: \_\_\_\_\_.

I am a student at: \_\_\_\_\_

ADA Member #: \_\_\_\_\_ Credentials: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Place of Employment and position: \_\_\_\_\_

Nutrition Specialty or Specialties: (i.e. sports, pediatrics, etc) Please list 2.

Preferred Contact Phone #: \_\_\_\_\_ this is: \_\_home, \_\_work, \_\_mobile

**E-mail:** \_\_\_\_\_ **(PRINT CLEARLY)**

Faculty Signature \_\_\_\_\_ (students only!!)

II Newsletters and other GADA mailings will be sent via e-mail. Do you have internet access? Yes No

III Please refer to your voter registration card for the following:

GA House District # \_\_\_\_\_ GA Senate District # \_\_\_\_\_ Congress District # \_\_\_\_\_

Interested in joining a committee or Networking Group? **Please fill it out only if interested in this.**

**Networking Group:** Check one: \_\_\_Renal; \_\_\_Management; \_\_\_Diabetes; \_\_\_Obesity; \_\_\_Pediatrics; \_\_\_Eating disorders; \_\_\_Health promotion/wellness; Other: \_\_\_\_\_

**Networking Group:** \_\_\_Stay at home parent; \_\_\_Employed outside of Nutrition; \_\_\_North Atlanta; \_\_\_South Atlanta; \_\_\_East Atlanta; \_\_\_West Atlanta

**Committee:** \_\_\_Public Relations/National Nutrition Month \_\_\_Communications (newsletter, website, etc.) \_\_\_Membership; \_\_\_Legislation; \_\_\_Meeting Planning; \_\_\_Fundraising

## MEMBERSHIP LIST RENTAL FORM

**Person/Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact Number** \_\_\_\_\_

**Purpose of Request:** \_\_\_\_\_

\_\_\_\_\_

**No. of Sets of Labels** \_\_\_\_\_ @ \$ \_\_\_\_\_ **per set**

**Total Cost** \_\_\_\_\_

User Agreement: I agree that labels will not be duplicated, resold, or used for any other purpose than the one identified on form.

**Signature:** \_\_\_\_\_

**Name (Print)** \_\_\_\_\_

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

**Mail to**

## D3 Finance

D3-1 Budget request Form

D3-2 Budget ( see Website)

D3-3 Presentation and Explanation for Expenses

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**BUDGET REQUEST FORM    FISCAL YEAR \_\_\_\_\_**

NAME: \_\_\_\_\_

GADA POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NO. \_\_\_\_\_ (HOME) \_\_\_\_\_ (WORK)

FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

LAST YEAR'S BUDGET: \_\_\_\_\_

ACTUAL AMOUNT SPENT: \_\_\_\_\_

ESTIMATED BUDGET NEEDS FOR FISCAL YEAR \_\_\_\_\_

INDICATE HOW MONEY WILL BE USED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RETURN TO TREASURER BY: \_\_\_\_\_

APPROVED BUDGET FOR FISCAL YEAR \_\_\_\_\_ IS \_\_\_\_\_.

SIGNATURE OF TREASURER: \_\_\_\_\_

## PRESENTATION AND EXPLANATION FOR EXPENSES

Charge Expenses to GADA Committee/Office:

\_\_\_\_\_

Check No. \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Itemized Expenditures (attach receipt(s)):

Date Paid; \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount Requested: \_\_\_\_\_

Write Check to: \_\_\_\_\_

\_\_\_\_\_  
(address)

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

Signature: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_

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

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