

MINNESOTA



**DIETARY MANAGERS
ASSOCIATION**

POLICY AND PROCEDURE MANUAL

REVISED APRIL 2008

**MINNESOTA DIETARY MANAGERS ASSOCIATION
POLICY AND PROCEDURE MANUAL**

TABLE OF CONTENTS

I.	ASSOCIATION POLICIES AND PROCEDURES	1
II.	MEMBERSHIP AND MEMBERSHIP LISTINGS	2
III.	EXECUTIVE BOARD AND STANDING COMMITTEES	3
IV.	STATE CONFERENCES	4
V.	ORGANIZATION OF DISTRICTS	5
VI.	STATE RESPONSIBILITY TO NATIONAL ORGANIZATION	6
VII.	FINANCE	7-9
VIII.	STATE PROPERTIES	10
IX.	AWARDS AND RECOGNITION	11-12
X.	ELECTIONS	13
XI.	NEWSLETTER	14
XII.	PERSONNEL	15
XIII.	APPENDIX	16
	(See Separate Section for Items)	

Minnesota Dietary Managers Association
(Hereinafter referred to as MN DMA)

I. ASSOCIATION POLICIES AND PROCEDURE MANUAL

Effective Date: April 1995
Revised Date: September 1997
June 2001

POLICY:

It shall be the responsibility of the MN DMA secretary or designee to maintain the master copy of the Policy and Procedure manual.

The MN DMA Board of Directors has the responsibility to review these policies and procedures annually.

These policies and procedures shall be maintained in each state officer's manual during his/her term of office.

PROCEDURE:

The outgoing MN DMA Board of Directors shall review these policies and procedures and bring suggestions for revision to the designated MN DMA Board of Director's meeting.

The proposed revisions to the Policy and Procedure Manual require the affirmative vote of the majority of the MN DMA Board of Directors voting.

The secretary or designee provides a copy of the revised policy and procedure manual to the members of the MN DMA Board of Directors.

These policies and procedures shall be given to the newly installed officers at the time of installation.

II. MEMBERSHIP AND MEMBERSHIP LISTINGS

Effective Date: October 1994
Revised Date: September 1997
June 2001

POLICY:

The MN DMA membership list is not to be sold, shared or provided to an unauthorized person, company or organization. National Headquarters only has authority to give out membership listings of each state.

The MN DMA has two meetings a year for all members which take place at the time of the spring and fall conference.

To be eligible for retired status, a member must be at least 62 years of age.

To be eligible for student status, the individual must be enrolled in an approved dietary manager program and have student member status with national DMA.

PROCEDURE:

The state president and secretary receive a membership list twice a year (spring and fall) from National DMA Headquarters. The secretary receives updated lists frequently.

The state secretary is responsible for distributing copies to all board members.

The MN DMA program committee sends out a notice of all meetings to the members in the spring and fall conference programs. Membership list should include student members and associate members.

Retired members may receive reduced fees for meetings as determined by the executive board.

Student members may receive reduced fees for meetings as determined by the executive board.

III. EXECUTIVE BOARD AND STANDING COMMITTEES

Effective Date: April 1995
Revised Date: September 1997
June 2001

POLICY:

The MN DMA Board of Directors (as listed in Appendix XII. Bylaws Article IV) shall meet four times per year. District presidents or a designated representative shall attend board of directors meetings.

The Standing Committees shall be:

Program/Education: Chaired by the
President-Elect

Finance: Chaired by the Treasurer

Newsletter: Appointed by the
President-Elect

Vendor: Appointed by the
President-Elect

Nominating: Appointed by the President-Elect

Tellers: Appointed by the
President-Elect

Travel: Appointed by the
President-Elect

Membership/Education: Appointed
by the President-Elect

Spokesperson/Impact Team Leader:
Appointed by National DMA

Task Force/Special Projects: Appointed
by the Executive Board

Awards and Recognition: Appointed by
Executive Board

Website Coordinator: Appointed By the
Executive Board

PROCEDURE:

The members of the board of directors receive a notice of the meetings from the president. In the absence of a district president, the designated representative may attend and have the right to vote.

The president shall instruct the committees as to their function. Each committee shall follow guidelines from National DMA Headquarters to fulfill their responsibilities.

The committee chairperson shall be responsible for committee business to be conducted at the time of the executive board meetings.

See individual job descriptions for specific duties of committee and executive board members.

Offices are non-salaried positions.

IV. STATE CONFERENCES

Effective Date: October 1994
Revised Date: September 1997
June 2001, October 2003
January 2004, April 2008

POLICY:

The board of directors will approve the fee structure for each meeting held.

Students of approved dietary managers courses and retired members will receive a discount for state conferences. Price to be determined by the board of directors or designees.

4/08 - Retired Rate \$65

A special discounted rate will be determined for a spouse/guest of a member to attend state conferences.

State conference registration fees shall be waived for the State treasurer and for the President of the MN DMA District that is serving as host for the conference.

Fees for all state conferences shall be pro-rated for single day attendance. Minimum fee charged for all conference shall be the one-day fee. No discounts are given for partial day attendance.

The MN DMA Employer of the Year Award Winner will receive a free hotel room at the fall conference.

The MN DMA Dietary Manager of the Year will receive a free registration for an upcoming DMA state conference.

Plaques will be given to the Dietary Manager of the Year, Employer of the Year, and Vendor of the Year at the fall conference.

MN DMA Members who are asked or choose to be a session presenter will be treated as any non-DMA speaker. Speaker agreement shall be filled out with fees or expenses specified.

PROCEDURES:

The program committee decides where the membership meetings are going to be held and recommends meeting registration fees to the board of directors.

Each member of MN DMA is responsible to pay his/ her own registration fee for all state conferences. Any exemptions for other officers and/or other members shall be determined by the executive board and is subject to the financial status of MN DMA.

The hotel room, conference fee and plaques will be paid for as part of the MN DMA conference expenses.

V. ORGANIZATION OF DISTRICTS

Effective Date: April 1995
Revised Date: September 1997
June 2001
October 2003

POLICY:

The MN DMA has the following designated districts:

- Metro District #1
- Northwest District #2
- Southeast District #3
- Northeast District #4
- Central District #5
- West Central District #6
- Southwest District #7

It is the responsibility of MN DMA to inform National DMA of district boundaries and to maintain district membership lists.

PROCEDURE:

District Boundaries:

METRO DISTRICT #1 - All communities within the counties of Anoka, Washington, Ramsey, Hennepin, Carver, Scott, Dakota, Isanti and Chisago.

NORTHWEST DISTRICT #2 - All communities within the counties of Kittson, Roseau, Lake of the Woods, Marshall, Pennington, Red Lake, Beltrami, Hubbard, Clear Water, Polk, Norman, Mahnommen, Clay, Becker.

SOUTHEAST DISTRICT #3 - All communities within the counties of Freeborn, Mower, Fillmore, Houston, Winona, Olmsted, Dodge, Steel, Waseca, LeSueur, Rice, Goodhue, Wabasha.

NORTHEAST DISTRICT #4 - All communities within the counties of Koochiching, Itasca, St. Louis, Lake, Cook, Carlton, Aitkin.

CENTRAL DISTRICT #5 - All communities within the counties of Pine, Kanabec, Mille Lacs, Cass, Crow Wing, Todd, Morrison, Stearns, Benton, Sherburne, Wright, Kandiyohi, Meeker, McLeod.

WEST CENTRAL DISTRICT #6 - All communities within the counties of Wilkin, Otter Tail, Wadena, Grant, Douglas, Traverse, Stevens and Pope.

SOUTHWEST DISTRICT #7 - All communities within the counties of Big Stone, Swift, Lac Qui Parle, Chippewa, Renville, Sibley, Lincoln, Lyon, Yellow Medicine, Redwood, Brown, Nicollet, Blue Earth, Watonwan, Cottonwood, Murray, Pipestone, Rock, Nobles, Jackson, Martin, Faribault.

**VI. STATE RESPONSIBILITY TO
NATIONAL ORGANIZATION &
NATIONAL DMA ANNUAL MEETING**

Effective Date: April 1995
Revisions: September 1997, June 2001
January 2004, March 2006, April 2008

POLICY:

It is the responsibility of the MN DMA president and the Spokesperson/Impact Team Leader to maintain communication with the National DMA Headquarters and Executive Board.

The State Officers Manual provided by national headquarters shall be used as the guide for conducting state business in an organized and timely manner.

The president assisted by the members of the board of directors and committees shall fulfill the requirements of the state achievement award.

DMA ANNUAL MEETING

The state president-elect shall serve as the official delegate to the national convention. Expenses will be covered (transportation, hotel and \$30 per diem for conference days only) for the State President and President Elect.

The state may elect to send other officers as additional delegates in addition to or in place of the State President and/or President-Elect if either are unable to attend the national meeting. MN DMA may reimburse selected delegates for the cost of registration, travel and lodging at the DMA approved hotel (double occupancy is encouraged) and a per diem for meals for conference days. Designated delegates shall represent MN DMA in any functions that would be attended by the State President or President-Elect.

PROCEDURE:

The president shall respond to all correspondence from the national association.

The president is responsible for compiling the information needed to complete the State Achievement Award. He/she may delegate sections to be completed by other members or officers. The Achievement Award shall be submitted by the deadline established by the national office.

Delegates shall present actual receipts to the association treasurer for reimbursement. Amount of reimbursement is \$500 for eligible board members (other than President and President-Elect) and shall be subject to state finances. The amount to be reimbursed shall be approved by the executive board at the spring conference. Reimbursement for travel to the National DMA meeting will be for airfare at the group rate or mileage, whichever is less.

To qualify for reimbursement, state delegates to DMA's annual national meeting must participate in the state photo (if taken), attend at least one special function (leadership training, chairman's reception, awards banquet) and earn at least 10 CEU's by attending conference seminars. Delegates are also required to submit a report about annual meeting for an upcoming newsletter.

If partial reimbursement is provided by National DMA the amount paid by National will be deducted from any reimbursement received by members from MN DMA.

VII. FINANCES

Effective Date: April 1995

Revised Date: September 1997, June 2001
October 2003, March 2006

POLICY:

The fiscal year shall begin on September 1 and end August 31 of the following year.

The MN DMA tax identification number is 23-7274119. MN DMA has status as a non-profit organization and is not subject to income taxes.

The MN DMA treasurer shall keep account of all monies received and expended.

The position of the treasurer shall be bonded effective September 1 of each year.

The treasurer will keep record of all financial accounts.

In order to protect the funds of the organization, all district treasurers shall report the state of their finances and the location of all bank accounts to the State Treasurer annually.

The treasurer shall serve as the chairperson for the finance committee.

PROCEDURE:

The treasurer shall keep a ledger of all income and expenses for auditing procedures. Bank statements and other financial documents shall be retained as directed by the financial institution or auditors.

Application for bonding will be completed in August each year per National DMA's instructions.

The general account, savings accounts, and conference accounts shall be located at a financial institution convenient to the treasurer.

The current treasurer and president shall maintain joint signatures on all checking accounts.

The conference account shall be used as the account for all conference income and expense. The initial account balance shall be \$500. Proceeds above this shall be deposited in the general account within 90 days of the conference.

The treasurer shall develop a form for reporting district finances and keep these forms with the state records. District treasurers will submit this information by October 1 of each year.

The finance committee for the fiscal year will set up the budget. The executive board will approve the budget.

VII. FINANCES, Continued:

The financial records shall be audited on an annual basis at the end of the fiscal year and prior to the fall general membership meeting.

The treasurer has the responsibility to collect non-sufficient funds due to the association.

The treasurer shall submit a quarterly report to the board of directors and the newsletter editor to be published for the general membership.

DEBIT CARD:

A debit card shall be issued annually to MN DMA for ease in paying expenses.

INCOME:

MN DMA receives a rebate from National Headquarters for each certified and non-certified member. A state association is prohibited from charging additional membership fees. In order for this rebate to be received, the President-Elect needs to submit a list of incoming state officers and fall conference information to the National office by July.

MN DMA has the authority to conduct fundraisers.

MN DMA may purchase supplies for resale with the exception of certification pins. These pins can be purchased only from DMA National Headquarters.

EXPENSES:

MN DMA will pay all liabilities upon receipt of an expense voucher.

The treasurer is responsible for audit of records by a non-member accountant.

A new debit card, with a new number, shall be issued when the new officers are installed. Only the Treasurer, President, and President-Elect shall be authorized to use the card or to authorize its use for expenses by another officer or committee member.

When the new cards are issued, the current treasurer shall collect the previous year's cards and destroy them.

Upon receiving the rebate from the National DMA Headquarters, a portion may be sent back to each district. The executive board at the recommendation of the treasurer will determine this amount.

The board of directors shall approve all fundraisers of the association. Fundraisers shall follow the guidelines as established by National DMA Headquarters.

An expense voucher (available from the treasurer) and/or receipts are to be presented to the treasurer prior to payment.

VII. FINANCES, CONTINUED

Payment shall be made for bills incurred by a member and subject to guidelines outlined in the Policy and Procedure Manual. The expenses may include but are not limited to postage, printing, telephone and travel.

MN DMA will pay the members of the board of directors mileage to and from all board meetings.

Mileage will not be paid to any DMA members who audit board meeting and who are not elected or appointed members of the board.

MN DMA may reimburse expenses to National DMA Conference for the president-elect (official delegate) and other delegates according to policy set by executive board and subject to state finances.

Prior to payment, the board of directors must approve miscellaneous expenses.

MN DMA will acknowledge a significant event in the life of a DMA member if notified. This may include flowers, cards, or other gift, not to exceed \$50, or as authorized by the executive committee.

Receipts and/or proof of payment must accompany all expenses submitted on an expense report/voucher.

The amount paid per mile will be at the current IRS rate and paid at the time of the board meeting.

Elected or appointed members of the board are the President, President-Elect, Secretary, Treasurer, Immediate Past-President, Committee Chairpersons, and District Presidents.

These expenses may include travel, meeting registration, lodging at DMA approved hotel, (double occupancy is encouraged) and a per diem, not to exceed \$30, for meals. The individual will be responsible for everything over and beyond MN or National DMA reimbursement, if such is provided.

Flowers or a plant will be sent if the bereaved person is a member of the State Board of Directors. For other members or for other circumstances, a card will be sent if appropriate.

VIII. STATE PROPERTIES

Effective Date: April 1994
Revised Date: September 1997
June 2001

POLICY:

LETTERHEAD:

The official National DMA logo shall only be used by the organization and in good judgment on stationery, letterhead, envelopes or mailings.

BANNER:

MN DMA shall have a banner that represents the state at all state and national meetings.

CAMERA:

MN DMA shall not provide a camera for publicity and historical use.

HISTORICAL INFORMATION & SCRAP

BOOKS:

MN DMA shall maintain a historical record of the association.

PROCEDURE:

Each state officer maintains a supply of stationery and envelopes that is used in conducting the official business of the state association.

Districts may use stationery from the MN DMA supply.

The president and secretary or designee is responsible for maintaining a copy of the current state logo to be used on future printings.

Quantities ordered shall not exceed a one to two year supply.

Mailing labels are available from National DMA Headquarters at no charge. Labels should be requested at least three weeks in advance of date needed. Labels may be ordered by calling 1-800-323-1908.

The president-elect or designee is responsible for the storage and display of the banner.

The newsletter editor is responsible to supply his/her own camera for organizational use. There will be reimbursement for film and processing.

The newsletter editor collects and maintains the history in scrapbooks.

IX. AWARDS AND RECOGNITIONS

POLICY:

The MN DMA shall recognize achievement and support of the organization on a yearly basis. Those awards shall be given in each of the following categories:

I. EMPLOYER OF THE YEAR

The criteria used to select candidates is:

- A. Demonstrates an interest in and support for the Dietary Managers Association.
- B. Encourages his/her dietary manager to attend state and district DMA meetings.
- C. Promotes other professional development and continuing education for his/her dietary manager.
- D. Supports the dietary manager in his/her efforts to be active in the association
- E. Recognizes and values the dietary manager as a valued member of the facility team and is supportive of the dietary department within the facility.

II. DIETARY MANAGER OF THE YEAR

The criteria used to select this recipient is:

- A. Has served the organization in ways that go beyond ordinary membership.
- B. May be nominated by an individual or a district.
- C. Has extraordinary performance in his or her work and has served the organization on the district and/or state level.

Effective Date: 1996

Revised Date: October 2001, March 2006

PROCEDURE:

All applications must be submitted to the Awards Chairperson by July 15th of each year.

Nomination forms for each of these awards are to be published periodically in the newsletter. This is the responsibility of the Awards Chairperson.

Any DMA member who submits a nomination for Employer of the Year, Dietary Manager of the Year, or Vendor of the Year, shall be eligible to win up to \$1500 of National Meeting expenses reimbursed. The drawing will be held at the State Fall conference. Winner must submit receipts as outlined in National Meeting attendance policy (see page 6).

Upon receipt of the applications, the Executive Board will select the Award Recipients based on recommendations of the Award Chairperson.

The Awards Chairperson is responsible for distribution of forms (see job description) and notification of award to recipient.

All board discussion of award nominees and recipients shall be treated in a confidential manner until the award ceremony at the Fall Conference. Selection of Award Recipients shall be done by secret ballot.

Award recipients will be invited to attend the Fall Conference where a formal presentation of the awards will occur.

**IX. AWARDS AND RECOGNITIONS,
Continued:**

III. VENDOR OF THE YEAR

Criteria for the selection of this award is:

- A. May be nominated by a district or individual dietary manager.
- B. Vendor has provided members with exceptional support throughout the past year including participation in MN DMA vendor shows.
- C. Candidate may be distributor, brokers, or manufacturers who serve members throughout the state.

SCHOLARSHIPS

In addition to the above awards, each year MN DMA offers two \$250 scholarships to qualified applicants.

The criteria for selection is:

- A. Applicants must be enrolled in an accredited Dietary Management Training Program and must satisfactorily complete course work in order to receive the scholarship.
- B. Must be a student-member of DMA as evidenced by a valid membership number.
- C. Letters of recommendation and reference are also required.

X. ELECTIONS

Effective Date: May 1994
Revised Date: September 1997
June 2001

POLICY:

The MN DMA nominating committee will prepare and arrange for the distribution of the annual ballot for the election of officers.

To be eligible for State Office a member must be certified.

The president-elect shall appoint a teller committee of two or more members to count the ballots.

The installation of officers shall take place at the MN DMA fall conference.

PROCEDURE:

The nominating committee shall consist of a three active members of the association, two of which shall be appointed by the President. The state secretary shall be the third member. The President may act as counsel to the nominating committee.

The ballot should have at least two (2) members for each position open for election. president-elect, annually; secretary and treasurer, alternating years.

All candidates shall be an active member of MN DMA for at least 6 months prior to nomination to a state office. It is recommended that all candidates for state office shall have held a district office prior to nomination.

The Nominating Committee shall submit the proposed ballot to the Board of Directors at the winter board meeting and shall arrange for distribution of the ballot at the Spring Conference. Ballots shall be mailed to those not attending the Spring Conference.

The chairperson of the teller committee shall report the ballot count to the MN DMA president. In the event of a tie, the president votes to break the tie.

The president shall inform the candidates, members and National DMA Headquarters of the results of the election.

The president and past-president plan the installation ceremony. The president selects the installing officer i.e., former MN DMA officer or special guest. The treasurer is to purchase the outgoing president's gavel guard or specified gift for the installation ceremony. See appendix for sample installation programs.

XI. NEWSLETTER

Effective Date: May 1994
Revised Date: September 1997
June 2001

POLICY:

MN DMA shall publish a minimum of four (4) issues of the newsletter per year. The newsletter shall be published on this schedule:

January
April
August
November

January and August issues will contain the spring and fall state conference information, agenda, and registration form.

Advertising may be sold to vendors.

Newsletter shall be produced on a non-profit basis.

The Newsletter Editor shall maintain a current mailing list for the Newsletter.

PROCEDURE:

The MN DMA newsletter shall have an informative content that is concise, timely, accurate, professional. Content must be in accordance with goals of National DMA. Newsletter shall be proof read before printing.

The newsletter editor is responsible for contacting district presidents, state committee chairpersons and the state officers for articles and reports for each issue of the newsletter.

MN DMA may use prepaid advertising or accept a grant toward the production of the newsletter. The editor(s) and/or committee are responsible for soliciting and monitoring of advertising. (If a state makes a profit on the newsletter, they will place themselves in a taxable situation.)

Full Page Ad: \$175
Half Page Ad: \$125
Fourth Page Ad: \$75

The association and prepaid advertising will cover the newsletter cost.

The newsletter editor has the responsibility for obtaining the mailing list of persons or companies who are to receive the newsletter.

The newsletter mailing list shall include members, student members, prospective members, vendors, advertisers, dietary manager training programs, dietitians and administrators within the state and region as requested. The National DMA president and National DMA Headquarters should also receive copies. Newsletters may be sent to state newsletter editors in other states.

The mailing list should be monitored to control expense and maximize effectiveness.

XII. PERSONNEL

Effective Date: May 1994
Revised Date: September 1997
June 2001

POLICY:

Job descriptions shall be provided for all MN DMA executive board members and committee chairpersons. For list of state officers see Bylaws, Article IV. For list of Standing Committees, see Policy III, page 3.

PROCEDURE:

These descriptions will be available to all new officers in the Policy and Procedure Manual. They will assist in guiding new officers in their position.

See appendix for specific descriptions.

District Officers shall follow guidelines outlined in State Officer job descriptions as a model for district duties and responsibilities.

XIII. APPENDIX

- A. State By-Laws
- B. Job Descriptions
 - 1. State Officer Job Descriptions
 - a. President
 - b. President Elect
 - c. Secretary
 - d. Treasurer
 - e. Past President
 - 2. State Chairperson Descriptions
 - a. Awards & Recognition
 - b. Membership
 - c. Newsletter &
 - d. Web Master
 - e. Nominating & Teller
 - f. Spokesperson/Impact Team Leader
 - g. Task Force & Special Projects
 - h. Travel
 - i. Vendor
- C. Nominating Recruiting Form (I Will Serve & Calling All Volunteers)
- D. District Reporting Forms
 - 1. Achievement Award Application
 - 2. District Officer Reporting Form
 - 3. District Goals, Budget, & Meetings Reporting Form
 - 4. DMA Volunteer and Member Timeline
- E. Award Application Forms
 - 1. Administrator of the Year Nomination Form
 - 2. Dietary Manager of the Year Nomination Form
 - 3. Scholarship Application Form
 - 4. Vendor of the Year Nomination Form
- F. Conference Planning Information
 - 1. Conference Planning Timetable, Meeting Budget Worksheet & Checklist
 - 2. Proposed Meeting Site Locations
 - 3. Conference Brochure & Registration Form Sample
 - 4. Speaker Agreement
 - 5. Evaluation Form
 - 6. Certificate of Attendance
 - 7. Clock Hour Reporting Forms (available from National Office or as a download from Volunteer Resources at DMA website www.dmaonline.org)
- G. Officer Installation Ceremony Sample Formats (3)
- H. Basic Parliamentary Procedure
- I. Miscellaneous Forms & Information
 - 1. Fax Cover Sheet
 - 2. State Expense Reporting Form



BY-LAWS OF THE MINNESOTA DIETARY MANAGERS ASSOCIATION

Date: 1995-1996
Revised: January 2001

ARTICLE I NAME

The name of this organization shall be the Minnesota Dietary Manager’s Association (herein after referred to as MN DMA).

ARTICLE II PURPOSE

The purpose of this organization shall be to:

1. Encourage and assist in the development of the Dietary Manager profession;
2. Advance skills of managing and directing food service operations;
3. Encourage cooperation and communication among Dietary Managers in Minnesota, among other state DMA units (chapters) and among other related professional groups;
4. Promote proper nutrition among the clients that Dietary Managers serve.

ARTICLE III MEMBERSHIP AND DUES

Those who meet the criteria of active membership in the National DMA and have their personal and/or business mailing address in the State of Minnesota are voting members of MN DMA. Active members are entitled to all rights and privileges and obligations which active membership implies and may hold office. Associate and student members are not entitled to vote and may not hold state office. A portion of the Minnesota state membership dues are returned on an annual basis to the state as a rebate from the National DMA. The MN DMA Executive Board shall determine the dispersion of these funds.

ARTICLE IV GOVERNANCE

Ultimate authority for the organization lies with the membership. There shall be a minimum of two meetings of the general membership annually. These meetings shall be held at the time of the fall and spring conferences. A tentative agenda for the general membership meeting shall be included in the conference mailing. All policies and changes to policies shall be approved by the general membership.

The MN DMA Board of Directors shall exercise the powers of the general membership permitted by the by-laws between meetings of the general membership. The MN DMA Board of Directors shall consist of these selected officers; namely President, President-Elect, Secretary, Treasurer, Past-President and each affiliated District President. There shall be no salaries for members of the Board of Directors.

Terms of Office shall be as follows:

The President-Elect shall serve a term of one year. The Secretary and Treasurer shall each serve a two-year term, with the election for each of these positions to be held so as to not elect both positions the same year. The President-Elect, at the end of his/her term, shall automatically assume the position of President the next year. The Secretary and Treasurer shall be eligible for re-election not to exceed two consecutive terms. All officers shall begin their term immediately following the installation of officers at the fall conference and continue until the installation of officers at the next fall conference.

ARTICLE V

DUTIES OF OFFICERS

PRESIDENT: The President shall be the principal elective officer of the organization, shall preside at meetings of MN DMA and the Board of Directors, and shall have the right to be a member of all committees except the Nominating Committee. The President shall appoint all committees with the advice of the Board of Directors. The incoming President shall have appointed by August 1 all non-elected committee members serving during the coming year.

PRESIDENT-ELECT The President-Elect shall chair the MN DMA Program Committee and shall serve in the absence of the President.

SECRETARY: The Secretary shall give notice of all meetings and mail agendas for such meetings at the discretion of the President, record the proceedings of all MN DMA State meetings, conduct or supervise all correspondence for his/her term of office and maintain a membership roster. The Secretary shall serve as an ex-officio member of the Nominating Committee and may prepare and mail ballots for the State DMA elections if so directed by the Nominating Committee.

TREASURER: The Treasurer shall keep account of all monies received and expended for the use of MN DMA and shall make disbursements authorized by the State Board of Directors. He/she shall deposit all sums received in a bank or trust company approved by the Board of Directors, shall make a report at the state general meetings and shall prepare a written quarterly report for the state newsletter. The Treasurer shall prepare the books for an external audit at the close of each fiscal year. The funds, books and vouchers in his/her hands shall be subject at all times to verification and inspection by the State Board of Directors. The MN DMA Treasurer shall be bonded according to the procedures set down by the national organization and shall file all forms required by the Internal Revenue Service.

The MN DMA Treasurer is charged with the management of DMA funds so as to receive the best return on the monies in DMA accounts. All recommendations regarding investments shall be brought before the Board of Directors for Board approval prior to action on the part of the Treasurer.

IMMEDIATE PAST-PRESIDENT: The Immediate Past-President shall be a member of the Board of Directors and serve as co-chair of the Impact Team.

DISTRICT PRESIDENTS: The President of each affiliated District shall serve as a member of the State Board of Directors and shall represent the membership of that District.

Any member of the Board of Directors unable to attend a meeting shall send a communication (letter, fax, e-mail) to the President or Secretary stating the reason for the absence. The District President may send the District President-Elect or other district officer as a substitute if unable to attend. The district designee would then assume voting privileges at the executive meeting.

Any vacancy that may occur on the Board of Directors, or in any office other than the Presidency, may be filled by a majority vote of the remaining members of the Board of Directors for the un-expired term. In the event of a vacancy in the office of the President, the President-Elect shall assume the office for the remainder of the term.

ARTICLE VI ELECTION

It shall be the responsibility of the State Nominating Committee to prepare and arrange for the distribution of the ballot for each annual election of officers. The Nominating Committee shall consist of three (3) active members of MN DMA, two of which shall be appointed by the President; the third member shall be the state secretary. The President may act as counsel to the Nominating Committee but shall have no vote.

The Nominating Committee shall designate at least two (2) member candidates for each State office annually. Each candidate must have been a member at least six months prior to nomination to state office.

The Nominating Committee shall submit the proposed ballot to the Board of Directors for approval at the winter board meeting and shall arrange for its distribution to eligible voters at the Spring State Conference. Active members attending the Spring Conference shall vote at the time of the conference. Ballots shall be mailed to those not attending following the conference. All voting is to be completed prior to April 30th.

The President shall appoint a Teller to receive and count the ballots. The Teller shall gather together a committee of at least two other DMA members to assist in the counting of ballots. The Teller shall submit a written report of the ballot count to the President. The President shall inform the membership, the candidates, and the National DMA office of the results in writing.

ARTICLE VII MEETINGS

There shall be a minimum of two (2) general membership meetings per year to transact the business of MN DMA and to provide continuing education. One general meeting shall be held following the National DMA Annual Meeting and prior to November 1st each year. The State Board of Directors may call special meetings. Written or printed notice of the membership meetings stating the place, date and hour of the meeting shall be sent to each member of MN DMA not less than fifteen (15) days prior to the date of said meeting. Notice of membership meetings shall be included with the Spring and Fall State Conference registration packet.

Meetings of the State Board of Directors may be held at such time and place as shall be determined by the President. A minimum of four meetings of the Board of Directors shall be held each year, one at each of the state conferences (spring and fall) and the other two at midpoints between the state conferences (winter and summer).

ARTICLE VII I QUORUM

The quorum of MN DMA shall be a majority of the members attending the meeting.

ARTICLE IX PROCEDURE

Robert's Rules of Order shall constitute the parliamentary authority for the conduct of meetings of MN DMA when not in conflict with these bylaws.

ARTICLE X FISCAL YEAR

The fiscal year of the Association shall begin on the first (1st) day of September each year and end on the thirty-first (31st) day of August of the succeeding year.

ARTICLE XI DISSOLUTIONS

By majority action of the State Board of Directors and consistent with dissolution procedures established and recommended by National DMA, MN DMA may be dissolved. In the event of such dissolution, the State Board of directors, after paying or making provision for payment of all liabilities of MN DMA, shall dispose of all its assets exclusively to any organization or organizations under Section 501 C 6 of the Internal Revenue Code of 1954 (or the corresponding provision of any U.S. Internal Revenue Law as determined by the Board of Directors).

ARTICLE XII AMENDMENTS

Any proposed amendments to these By-Laws shall be approved by majority action of the State Board of Directors before being presented to the general membership at a general membership meeting. A vote shall be conducted following the general membership meeting. These By-Laws may only be amended by the affirmative vote of the majority of the active members voting.

ARTICLE XIII EFFECTIVE DATE

These By-Laws shall replace any and all existing By-Laws and become effective in all parts as of May 1, 2001.

MINNESOTA DIETARY MANAGERS WAS AFFILIATED WITH THE NATIONAL DIETARY MANAGERS ASSOCIATION ON MARCH 6, 1969.



**MN DMA STATE PRESIDENT
JOB DESCRIPTION**

Primary Function: To provide leadership to MNDMA and to chair executive board meetings and committees; to represent MNDMA in communications with National DMA and to participate as required in other state and district functions.

Duties & Responsibilities:

1. Sets agendas and conducts a minimum of four executive board and two membership meetings per year. May also convene additional meetings as necessary.
2. Responsible for appointing the following committee chairpersons: newsletter, vendor, travel, nominating, and teller.
3. Chairs the state meetings.
 - a. Delivers a welcome to the members at the beginning of each state meeting.
 - b. Introduces all board members to the membership in attendance at state meetings.
 - c. Arranges (with the secretary) for pins/ribbons to designate board members at state meetings.
4. Prepares a quarterly report for the state newsletter.
5. Prepares and sends all reports requested by national DMA office.
6. Prepares and sends State Achievement Award to National DMA by May 31.
7. Reviews applications for District Achievement Award and presents recommendations to Executive Board at Summer Board Meeting.
8. Serves as ex-officio member to all committees.
9. Assigns task force members as requested by the executive board.
10. May represent state membership at state and national functions.
11. Reports state and national executive board decisions to district levels.
12. Meets with the new person in this position at the beginning of the term (fall) to transfer documents, procedure manual and other pertinent data. Serves as a mentor for the new person in this position.

MN DMA STATE PRESIDENT – ELECT JOB DESCRIPTION

Primary Function: Prepare for term of office as President; responsible for chairing the program and education committee.

Duties & Responsibilities:

1. To conduct board meetings in the absence of the state President.
2. Sets up program committee and coordinates planning of spring and fall conferences.
 - i. Involves hosting district in planning and execution of conference.
 - ii. Submits plans for each conference to the Executive Board for approval at board meeting held prior to conference. (Plans for fall conference shall be presented at Summer Board Meeting; Plans for Spring Conference shall be presented at Winter Board Meeting.)
3. Develops and maintains yearly job descriptions for district presidents following the guidelines for the district achievement award. These job descriptions will include information that needs to be passed on to the incoming district presidents.
4. Participates and/or chairs committees as assigned by the President.
5. Attend all state executive board and state membership meetings.
6. Serves as a member of the state budget/finance committee.
7. Selects required committee chairpersons for his/her upcoming term of office as President. Reports all new state officers, district presidents and committee chairpersons to National Office by deadline established by National Office.
8. Represents state at national annual meeting as official delegate.
9. Meets with the new person in this position at the beginning of the term (fall) to transfer documents, procedure manual and other pertinent data. Serves as a mentor for the new person in this position.



**MN DMA STATE SECRETARY
JOB DESCRIPTION**

Primary Function: To keep written records of all state executive board and membership meetings.

Duties & Responsibilities:

1. Records and distributes executive board and membership minutes for all meetings. Meeting minutes shall be distributed to each executive board member and all committee chairpersons and a summary published each quarter in the newsletter.
2. Prepares any correspondence required by the executive board.
3. Maintains and makes corrections or additions to a written policy and procedure manual. Responsibility may be delegated if appropriate.
4. Assists the state treasurer with registration for the state conferences as needed; Orders pins/ribbons that are worn to recognize state officers/board members at state meetings.
5. Sends new member information to the appropriate state, district and committee chairpersons.
6. Serves as ex-officio member of the nominating committee as directed in Bylaws, article V. This may involve preparing and mailing ballots, and communicating election results to members.
7. Meets with the new person in this position at the beginning of the term (fall) to transfer documents, procedure manual and other pertinent data. Serves as a mentor for the new person in this position.



**MN DMA STATE TREASURER
JOB DESCRIPTION**

Primary Function: To pay bills, record transactions debits and credits, prepare a budget, and coordinate conference registration procedures.

Duties & Responsibilities:

1. Maintains checkbooks, savings records and general ledger.
 - a. Records all debits and credits to checking accounts, savings account and general ledger
 - b. Balances checkbooks monthly upon receipt of statements.
 - c. Prepare vouchers for each bill paid and keep receipts for auditing purposes.
2. Responsible for registration at state conferences.
 - a. Receives and deposits all registration monies from members, non-members and vendors (submit form to verify tax-exempt status of organization).
 - b. Set up registration table and provide receipts or refunds as needed.
 - c. Maintains a list of registrants.
 - d. Supplies nametags for conference participants.
 - e. Distributes and collects pins/ribbons for state board members at conferences.
 - f. At direction of President-Elect, orders gift for out-going president (gavel pin) from National office. To be presented at installation of new officers (fall).
3. Serves as the budget and finance chairperson. Prepares yearly budget with assistance as needed from finance committee.
 - a. Reviews previous budget; prepares and submits new budget to state board of directors for approval
 - b. Presents treasurer's report to executive board and members at meetings. This report shall include the following:
 - 1) Checking & savings balances.
 - 2) Report on conference status debit & credits.
4. Works with various committees to ensure proper expenditures.
 - a. Provides spending guidance for program chairperson and committee.
 - b. Provides reimbursement for expenses as directed by executive committee.
5. Submits treasurer's report to Newsletter Editor for publication.
6. Contracts with accountant to audit books annually.
7. Maintains bonded status with National DMA following deadlines established by National Office.
8. Meets with incoming treasurer when office is transferred to insure that all documents relating to bank accounts are transferred properly, new signatures obtained, and all records are in order. Acts as mentor to incoming treasurer. Completes transfer following fall state meeting.

**MN DMA STATE PAST-PRESIDENT
JOB DESCRIPTION**

*Primary Function of
Past-President:* Serves as co-chair of the Impact Team at the direction of the
Spokesperson.

Duties and Responsibilities:

1. Assists the spokesperson in areas of public relations and the promotion of
2. the objectives and mission of MNDMA.
3. May assist President and Board of Directors in other duties as needed.
4. Meets with the new person in this position at the beginning of the term (fall) to transfer documents, procedure manual and other pertinent data. Serves as a mentor for the new person in this position.



MN DMA AWARDS AND RECOGNITION JOB DESCRIPTION

Primary Function: Responsible for soliciting applications for DMA Awards. These include Scholarships (2), Vendor of the Year, Administrator of the Year, and Dietary Manager of the Year. Revised: April 2008

Duties and Responsibilities:

1. Send copies of scholarship applications to directors of approved DMA training programs. Include letter explaining scholarship program and directions as to where applications should be sent. This may be completed by school liaisons upon direction of awards chairperson.
2. Publish "Vendor of the Year", "Administrator of the Year", and "Dietary Manager of the Year" and "Scholarship Application" award forms in the winter newsletter.
3. Submit newsletter article describing award process to newsletter editor in time for winter issue. Submit article announcing award winners to newsletter editor for issue following fall conference.
4. Make recommendations for award recipients to Executive Board at summer meeting. Select DMA members to act as awards committee as needed.
5. Notify treasurer of award winners so presentation plaques can be ordered in time for the fall conference.
6. Coordinate presentation of awards at fall conference.
7. Write letters of congratulation to award recipients and send copies to each of their supervisors or sponsors if appropriate.
8. Contact award recipient's local newspaper for publicity notice.
9. Maintain supply of award forms and send to members upon request.
10. Meets with the new person in this position at the beginning of the term (fall) to transfer documents, procedure manual and other pertinent data. Serves as a mentor for the new person in this position.



MN DMA MEMBERSHIP CHAIRPERSON JOB DESCRIPTION

Primary Function: With membership committee, prepare a plan of action to promote membership campaign.

Duties and Responsibilities:

1. Provide information on the categories of DMA membership to interested parties.
2. Obtain a list of schools offering DMA training and keep a record of program directors for each school.
3. Work with school liaison to provide membership information to students. Responsible for reporting school liaisons' activities to Executive Board.
4. Invite program director and students to state and district meetings. Inform president of their attendance so they may be recognized.
5. Establish a routine to contacting former members to determine reason for dropping membership.
6. Consider organizing a welcoming committee that will be responsible for welcoming new and reinstated members by phone or written correspondence.
7. Report on membership activities at each board meeting; complete membership section of State Achievement Award as needed by State President.
8. Meets with the new person in this position at the beginning of the term (fall) to transfer documents, procedure manual and other pertinent data. Serves as a mentor for the new person in this position.



**MN DMA NEWSLETTER EDITOR
JOB DESCRIPTION**

Primary Function: To keep membership informed by producing and sending four newsletters per year to the MNDMA membership.

Duties and Responsibilities:

1. Set a goal to achieve an attractive appearance and a professional presentation of news to the membership.
2. Publish photos that recognize and identify the president, president-elect, secretary, treasurer, and district presidents.
3. Publish photos from state meetings whenever possible.
4. Coordinate receipt of information for publication. Set dates of when information should be sent to you by various board and committee members and inform them of deadlines for publication.
5. Maintain accurate and up-to-date mailing list for members and interested parties.
6. Set dates of publication of the newsletter four times per year (March, June, September, December). Write, proofread, print, and mail newsletters.
7. Mail copy of newsletter to National DMA office, National Board of Directors and other state newsletter editors.
9. Meet with the new person in this position at the beginning of the term (fall) to transfer documents, procedure manual and other pertinent data. Serves as a mentor for the new person in this position.



MN DMA WEBSITE COORDINATOR JOB DESCRIPTION

Primary Function: To develop and maintain the MNDMA Web page on the Internet. This position may be filled by a volunteer and should work in cooperation with the newsletter editor.

Duties and Responsibilities:

1. Develop a format for the MN DMA Web Page and keep the page current.
2. Work with National DMA to maintain a link between the National Web Page and the MN Web Page.
3. Promote MN DMA through the content on the Web page and provide pertinent information to DMA members.
4. Work with the newsletter editor to maintain a professional image for MN DMA and to present consistent and accurate information in both print and web mediums.
5. Meet with the new person in this position at the beginning of the term (fall) to transfer documents, procedure manual and other pertinent data. Serves as a mentor for the new person in this position.



**MN DMA NOMINATING COMMITTEE
JOB DESCRIPTION**

Primary Function: Selects the slate of officers for the ballot.

Duties and Responsibilities:

1. Begin the selection process by seeking out members interested in running for office.
2. Complete the ballot by the winter executive board meeting and present the slate to the officers for approval.
3. Working with the state secretary, prepare the ballot for distribution. Include brief biographies of candidates and photos if possible.
4. In order to have the greatest return of ballots and save on postage, distribute ballots at Spring State meeting. Ballots must be returned by April 30th.
5. Meet with the new person in this position at the beginning of the term (fall) to transfer documents, procedure manual and other pertinent data. Serves as a mentor for the new person in this position.

**MN DMA TELLERS COMMITTEE
JOB DESCRIPTION**

Primary Function: Responsible for counting the returned ballots.

Duties & Responsibilities:

1. Designates one person to be the chairperson; all ballots will have chairperson's return address on the ballot.
2. The chair will receive and maintain the unopened ballots until the polls are closed.
3. All ballots will be counted in the presence of all committee members.
4. The chairperson immediately reports the results to the president (verbally and then in written form. State President is responsible for notifying candidates of election results.
5. Meet with the new person in this position at the beginning of the term (fall) to transfer documents, procedure manual and other pertinent data. Serves as a mentor for the new person in this position.

MNDMA STATE SPOKESPERSON/IMPACT TEAM LEADER

Primary Function of: Appointed by the National DMA with the advice of the state.
Spokesperson: Responsible for responding to state and or national legislative or public relations issues as directed by National DMA or determined by MNDMA.

Duties & Responsibilities:

1. Initiates, coordinates & interprets legislative activity for the membership.
2. Maintains profile of the state legislature.
3. Establish yearly goals for Impact Team and submit for approval to Executive Board at fall board meeting.
4. Prepares a quarterly report for the Board of Directors and provides reports for National DMA as requested.
5. Utilizes the State Newsletter for informing and interpreting legislation and/or other public relations issues to the membership.
6. Working with the Impact Team Leader, develops a defined focus for public relations within the state seeking ways to promote DMA to members and interested parties.
7. Develops ways to build relationships with allied associations, regulatory agencies, and business partners.
8. Recruits members for the Impact Team and coordinates regular strategic planning meetings.
9. Directs the activities of the Impact Team in seeking ways to foster the development of MNDMA, strengthen the organization and support MNDMA members.
10. Meet with the new person in this position at the beginning of the term (fall) to transfer documents, procedure manual and other pertinent data. Serves as a mentor for the new person in this position.



**MN DMA TASK FORCE CHAIRPERSON
JOB DESCRIPTION**

Primary Function: The task force chairperson is responsible for working on special projects as assigned by the executive board. Committee members may be selected to help as needed.

Duties and Responsibilities:

1. Organize and chair meetings to work on special projects.
2. Report progress and/or recommendations at executive board meetings.
3. Submit article about special projects to the newsletter editor when appropriate.
4. Meet with the new person in this position at the beginning of the term (fall) to transfer documents, procedure manual and other pertinent data. Serves as a mentor for the new person in this position.



**MN DMA TRAVEL CHAIRPERSON
JOB DESCRIPTION**

Primary Function: Develop membership awareness of promote attendance at National DMA Conferences and coordinate transportation plans.

Duties and Responsibilities:

1. Check various modes of transportation to national meeting. Consider charter and other air specials, Amtrak, bus, van rental.
2. At state meetings, present motivational displays and functions to promote interest in attending the national meeting.
3. Offer assistance in arranging lodging accommodations.
4. Submit article in each newsletter promoting the national meeting or article with pertinent travel information including Early Bird Registration Rates and Deadlines.
5. Meet with the new person in this position at the beginning of the term (fall) to transfer documents, procedure manual and other pertinent data. Serves as a mentor for the new person in this position.



MNDMA VENDOR CHAIRPERSON JOB DESCRIPTION

Primary Function: Contact vendors for support at meetings, food shows, and advertising;
Coordinates annual state vendor expo.

Duties & Responsibilities:

1. Contact vendors prior to conferences. (Recommendation is that vendors be notified of conference dates at least 6 months prior to conference.)
 - a. Send a letter inquiring whether or not suppliers have an interest to be at a vendor show, sponsor speakers, meals or advertise in the newsletter.
 - b. Follow up vendor responses with a vendor contract.
 - c. Contact vendors six weeks before conference to confirm attendance and assess needs for electricity, cooking space, etc.
2. Check with Conference Planning Committee about vendor exhibit area for fall conferences.
 - a. Coordinate exhibitor's needs with conference site personnel
 - b. (electricity, water, use of kitchen equipment, disposal of trash, etc.)
 - c. Keep program committee informed on your progress.
3. Assist in setting up vendor show displays.
 - a. Annual vendor show is held at the fall conference; limited vendor displays
 - b. are available at the spring conference depending on the site chosen.
 - c. Map out vendor placement at expo.
 - i. Space direct competitors with other vendors in between.
 - ii. Vary the product lines.
 - d. Maintain contact with hotel personnel on day of show to answer questions.
 - e. Respond to vendor's needs of the day of the show.
 - f. Offer list of members registered to vendors if requested. Obtain list from treasurer.
4. Coordinate offering of door prizes by vendors.
5. Make recommendations to Awards Chairperson and Executive Board for Vendor of the Year. Coordinate presentation of "Vendor of the Year" Award.
6. Prepare a vendor survey and distribute to vendors during the show.
7. Meet with the new person in this position at the beginning of the term (fall) to transfer documents, procedure manual and other pertinent data. Serves as a mentor for the new person in this position



I WILL SERVE

Minnesota DMA

Minnesota Dietary Managers Association needs dedicated volunteers who are willing to serve as officers and committee members. Please indicate below in which capacity you are willing to help serve your professional association.

As an Officer:

President-Elect _____ Secretary _____ Treasurer _____

As a Committee Member:

- | | |
|---|--|
| <input type="checkbox"/> Awards & Recognition | <input type="checkbox"/> State Conference Planning |
| <input type="checkbox"/> Impact Team | <input type="checkbox"/> Task Force/Special Projects |
| <input type="checkbox"/> Membership & Education | <input type="checkbox"/> Travel/National Meetings |
| <input type="checkbox"/> Newsletter/Web Page | <input type="checkbox"/> Vendor & Expo |
| <input type="checkbox"/> Nominating/Teller | |

If interested, please fill out form above and return to current State President or any member of the executive board. See addresses in front of newsletter.

Your Name _____

Street Address: _____

City, State, Zip: _____

Work Phone: _____ Home Phone: _____



**MINNESOTA DIETARY MANAGERS ASSOCIATION
DISTRICT ACHIEVEMENT AWARD
APPLICATION**

DISTRICT: _____

DATE SUBMITTED: _____

DISTRICT OFFICERS

PRESIDENT: _____ SECRETARY: _____

PRESIDENT-ELECT: _____ TREASURER: _____

For Period Beginning September 1, _____ to Period Ending May 31, _____

OBJECTIVE

- To develop more effective DMA district organizations and to recognize the districts which have met certain requirements.

CRITERIA

- This award shall be given to those Districts who earn 175 points of the maximum 280 points allowed by this application. The State President shall determine points received.
- All answers should be typewritten, specific, to the point and in order of the application format.
- All members of the district should be involved in putting the information for this award together.
- Deadline for Application of this Award is August 15 of the year for which it is presented. Applications received after that date will not qualify for the award. Application is submitted to the MN DMA President.
- The State President will present awards at the fall conference.

√ List	Assigned Requirements for Achievement Award (Attach example or documentation for each section)	Total Possible Points	Points Awarded (By State President)
	1. Submit copy of any changes district has made to district by-laws. If no bylaws exist, develop committee to write bylaws for district.	20	
	2. Submit yearly goals to State President by October 1.	30	
	3. Submit financial budget for current year to State President by October 1.	10	
	4. Submit documentation of goal achievement with this award.	30	
	5. Submit mid-year progress report by March 15.	10	
	6. Submit district scrapbook by August 15 th . This will be displayed at the fall conference and returned at that time. Include	10	

	photos of district officers.		
√ List	Assigned Requirements for Achievement Award (Attach example or documentation for each section)	Total Possible Points	Points Awarded (By State President)
	7. Send president copies of all planned programs, including time, place with address, names of speakers, and number of CEU's.	15	
	8. Send list of district officers, committees and description of involvement at district level by July 15th.	15	
	9. Enclose a list of members willing to serve on the state or district level as officers or committee members.	15	
	10. Enclose a copy of your district ballot with a short resume of each candidate.	10	
	11. Enclose a copy of the report you had in the state newsletter for your district. Minimum requirement is 2 reports.	10	
	12. Send report on what your district is doing to increase membership and retain current members.	10	
	13. Include a report on how you encouraged dropped members in your district to rejoin DMA.	10	
	14. Enclose a copy of your Treasurer's report for this year.	5	
	15. Submit names of district members who attended the national meeting.	5	
	16. Attended board meetings regularly. Minimum of 2 per year to qualify. Extra points if attended all meetings. If unable to attend a written report was sent to the president in advance of the scheduled meeting.	15	
	17. Describe your district fund raising program.	10	
	18. List the involvement you and your district officers had in state committees.	5	
	19. List methods used to promote district meetings.	5	
	20. List methods used to promote state meetings.	5	
	21. List methods used to promote national meetings.		
	22. Extra Points: Enclose a copy of an article, which was written by one of your district members and published in the state newsletter. Article can be educational or of human interest.	25	
	23. Extra Points: Enclose a copy of an article that was submitted by your district and published in the state newsletter where the author was someone other than a member, i.e. administrator, consultant, etc.	15	
	24. Total Points Achieved.		

Application Submitted By: _____
Address: _____
City/State/Zip: _____
Work Phone: (_____) _____ Home Phone: (_____) _____

Mail application and supporting documents to MN DMA State President. See Newsletter for current president's address. Deadline for application is August 15th of current year.



MINNESOTA DIETARY MANAGERS ASSOCIATION
DISTRICT OFFICER REPORTING FORM

DISTRICT REPORTING _____ FOR DMA YEAR _____

DISTRICT PRESIDENT: Name _____ Member # _____
Home Address _____
City _____ State _____ Zip _____
Work Place _____
Job Title _____
Work Address _____
City _____ State _____ Zip _____

PRESIDENT-ELECT: Name _____ Member # _____
Home Address _____
City _____ State _____ Zip _____
Work Place _____
Job Title _____
Work Address _____
City _____ State _____ Zip _____

SECRETARY: Name _____ Member # _____
Home Address _____
City _____ State _____ Zip _____
Work Place _____
Job Title _____
Work Address _____
City _____ State _____ Zip _____

TREASURER: Name _____ Member # _____
Home Address _____
City _____ State _____ Zip _____
Work Place _____
Job Title _____
Work Address _____
City _____ State _____ Zip _____

LIST ANY ADDITIONAL OFFICERS OR COMMITTEE CHAIRPERSONS ON BACK OF FORM. SEND TO INCOMING STATE PRESIDENT BY JULY 15TH.



**MN DMA DISTRICT GOALS & YEARLY BUDGET
REPORTING FORM**

DISTRICT REPORTING _____ FOR DMA YEAR _____

DISTRICT PRESIDENT NAME _____

**THE GOALS THAT I/WE HAVE ESTABLISHED FOR OUR DISTRICT THIS YEAR
ARE:**

- A.
- B.
- C.

**THE BUDGET THAT HAS BEEN ESTABLISHED FOR OUR DISTRICT IS AS
FOLLOWS:**

A. INCOME (LIST)

B. EXPENSES (LIST)

C. ANTICIPATED REVENUE/DEFICIT FOR THIS YEAR (LIST AMOUNT)

**WE PLAN TO HAVE DISTRICT MEETINGS ON THE FOLLOWING DATES AT THE
LISTED LOCATIONS: (It is recommended that each district hold 4 meetings each year,
two of which may be held in conjunction with the State Conferences.)**

- 1.
- 2.
- 3.
- 4.

**SUBMIT THIS FORM TO THE STATE PRESIDENT BY OCTOBER 1ST. ATTACH
ADDITIONAL SHEETS IF NECESSARY.**

DMA Volunteer and Member Timeline

- Beginning of every month: New member lists and students enrolled in the dietary manager program sent to state presidents.
- June: State Achievement Award due to the national office by June 1. From the State Achievement Award, the Membership, Government Affairs, Newsletter and Diamond Awards are chosen.
Results of the national election are announced and candidates are notified.
Start planning for the upcoming program year by naming committee chairs and setting goals.
DMA membership and certification renewals begin June 1.
Names of state officers, committee chairs and district presidents should be sent to the DMA Chapter and Government Relations Dept. by June 30.
- July: Information about the state fall meeting should be sent to the national office by July 15.
First half of chapter rebate checks mailed to states that have submitted officer and committee information and fall meeting information.
DMA Annual Meeting
- August: Deadline to renew DMA membership and certification fees without paying a late fee is August 1.
Deadline to register for the CBDM Credentialing Exam is August 15.
Meetings, programs, plans and goals for the coming year should be finalized by the incoming state board.
- September: Bonding applications for the year Oct. 1 – Sept. 31 due to the national office by September 15.
Deadline to renew DMA membership is Sept. 1. Certified members who have not paid their dues and certification fees by this date will have to apply for reinstatement.
- October: State goals should be sent to the national office by October 1.
CBDM Credentialing Exam held the last Saturday of October.
Lists of all active and inactive DMA members sent to state presidents and secretaries sent. Inactive members should be contacted. Old, outdated membership rosters should be destroyed!
- November: State budget should be sent to the national office by November 1.
DMA National Executive Board meets.
DMA National Nominating Committee selects candidates for the DMA Board of Directors.

- January State boards should hold a December, January or February board meeting to discuss progress of goals for the year, state spring meeting and communication with members.
State spring meeting information should be sent to the national office by January 15.
Second half of chapter rebate money sent to chapters after they have sent in their chapter goals, budget and spring meeting information.
Warning notices are sent to all CDM's with less than 45 continuing education clock hours and a qualifying year that expires on May 31 of the current year.
- February Pride in Food Service Week held the first full week of the month. This is a week to celebrate the contribution food service workers make to our lives.
State nominating committee should finalize candidates for the next year's board of directors' candidates.
- March Lists of all active and inactive DMA members sent to state presidents, secretaries and membership chairs sent. Inactive members should be contacted.
States should send a re-cap of their activities during Pride in Food Service Week.
Ballots should be sent to all members to vote in state elections.
- April Hunger Week is held during the second full week of the month. We ask all DMA members to use their expertise in food service to help the hungry and less fortunate during this time.
Candidates for the DMA National Board, the DMA National Secretary-Treasurer and the CBDM Board are published in the April issue of the DIETARY MANAGER magazine. Only active members may vote for DMA Board members, and only Certified active members may vote for a CBDM Board candidate.
Elections for state officers should close by April 30.
- May States should send in a re-cap of their activities during Hunger Week by May 20.
State and district presidents should notify the candidates of the state and district election results.
Polls close for the national election on May 31.
DMA's fiscal year ends on May 31.



**MINNESOTA DMA
EMPLOYER OF THE YEAR
Nomination Form**

Name of Employer _____

Name of Dietary Manager _____

Facility _____ Phone _____

Address _____

City/State/Zip _____

Please answer the following questions about your employer. Send the completed application to DMA Awards Chairperson (see newsletter for address). Deadline for Applications is July 15. Attach additional pages if needed.

A. How does your employer support you and your staff within your facility?

B. How does your employer demonstrate awareness of DMA? In what ways does he/she support your attendance at state and district meetings?



MN DMA DIETARY MANAGER OF THE YEAR
Nomination Form

Name of Dietary Manger Nominated: _____

Name of Facility Where Dietary Manager Works: _____

Work Address: _____

City/State/Zip _____

Work Phone: (____) _____ Home Phone: (____) _____

I would like to nominate the above as "Dietary Manager of the Year" because: (Attach additional pages as needed.)

Multiple horizontal lines for writing the nomination reason.

Submitted By: _____

Work Address: _____

City/State/Zip: _____

Work Phone: _____ Home Phone: (____) _____

Home Address: _____

City/State/Zip: _____

Please send the completed application to MN DMA Awards and Recognition Chairperson by July 15th of each year. Refer to the Dietary Manager's Newsletter for the mailing address for the Awards Chairperson



MN DMA SCHOLARSHIP
Application Form

The MN Dietary Managers Association offers two \$250 scholarships annually to qualified applicants in the field of Food Service. The scholarships are administered through the Minnesota Dietary Managers Association and letter will notify recipients. The applicant must be enrolled in an accredited Dietary Manger Program and have an active student membership in DMA. The scholarships will be paid to the recipient at the time the course is satisfactorily completed and is not contingent upon passing the credentialing exam. Deadline for Application is July 15th.

A. Personal History

Last Name _____ First _____

Address: Street/Box _____ Home Phone _____

City _____ State _____ Zip _____

B. DMA Educational Program

Name of School Where Enrolled _____

Street Address _____

City _____ State _____ Zip _____

Name of Program Director/Primary Instructor _____

Name of Preceptor (CDM/RD) _____

Anticipated Date of Completion _____

DMA Student Membership Number _____

C. Work Experience

Current Employer _____ Phone # _____

Address of Employer _____

City _____ State _____ Zip _____

Length of Employment _____ Position _____ Hrs per wk _____

D. Financial Data

Are you receiving financial aid for this course? ____ Yes ____ No

List type of assistance and amount: ____ Scholarship ____ Loan ____ Grants ____ Other

E. Goals for the Future

(Use back of this form or attach a separate letter)

Please describe your career plans once you finish this course.

Please describe why you feel you should receive this award.

F. References

Please provide two letters of recommendation with this application. Recommendations may come from your course instructor, facility administrator, direct supervisor or preceptor.

G Applicant Signature _____ **Date** _____

Send to: MN DMA Awards Chairperson (See MN DMA Newsletter for Chairperson's address).
Deadline for applications is July 15th.

MN DMA STATE CONFERENCES
SUGGESTED TIMETABLE
AND PLAN OF ACTION

Six to Eight Months Ahead

- Meet with district officers to form conference-planning committee
- Investigate possible sites and dates for conference
- Brainstorm for speaker ideas and conference topics

Six Months Ahead

- Book conference site and confirm dates with hotel
- Meet monthly with committee for planning
- Contact President-Elect (Program Chairperson) for assistance in planning
- Make initial contacts with speakers
- Notify newsletter editor of conference date and site

Five Months Ahead

- Have tentative conference schedule put together
- Send letters of confirmation and speaker agreement to speakers
- Develop budget for conference
- Plan for entertainment or other activities connected with conference
- Do promotion article for newsletter

Four Months Ahead

- Receive speaker agreements back from speakers
- Discuss vendor information with vendor chairperson if Vendor Expo is to be held

Three Months Ahead

- Letters to be sent to vendors by vendor chairperson
- Meet with hotel to plan for meals and room arrangements
- Develop brochure for mailing
 - Hotel information, phone number, & deadline for reservations
 - Registration information -deadline at least 10 days prior to conference
and sent to state treasurer
 - Program schedule
 - Speaker information or credentials
 - Clock hours requested for varied groups
 - Include phone number of committee member in case of questions
 - Include time for state business meeting and district meetings
- Request mailing labels from National office
- Request mailing labels from other allied groups
- Take brochure to printer
- Arrange for adding labels to brochures and to have mailing sorted for zip codes
- Send in application for continuing education hours to DMA and any other
allied groups

Two Months Ahead

- Brochure in mail to members - allow 10-14 days for bulk mail delivery
- Arrange for registration materials - folders, notepads, name tags, etc.

One-Month Ahead

- Receive clock hour approval requests back from DMA and other groups
- Meet with hotel personnel to review details of meals and room arrangements
- Make list of Audio-Visual needs for speakers
- Send list of speakers and fees to treasurer so checks can be prepared
- Arrange for members to introduce speakers - have written introductions prepared
- Work with State President to arrange for business meetings to be held
- Receive handouts to be duplicated back from speakers

Two Weeks Ahead

- Check with treasurer to get preliminary number of attendees
- Give hotel preliminary numbers
- Arrange for other support needed during conference - people to work registration & clock hour sign-up; hosts for meals, help with vendor set-up, etc.
- Duplicate speaker handouts if needed
- Prepare registration packets for participants

Three Days Ahead

- Give final count to hotel
- Take care of any other details

Day Before the Conference

- Executive Board Meeting - enlist any other help needed

Conference Day/Days

- Relax and enjoy it!

Factors to be considered when selecting a conference site

- Convenience to members
- Facility costs
- Available dates
- Space for vendor expo (Fall)
- Meeting space
- Lodging availability

MN DMA Meeting Budget

State Meeting Date: _____

State Meeting Location: _____

	Budgeted/Projected	Actual	Over/(Under)
<u>Income</u>			
Registration: _____ # Attendees @ \$ _____ _____ Regular _____ One day _____ Student _____ Other			
Vendors: _____ # Booths _____ @ Booth Fee			
Sponsorships:			
Other:			
TOTAL INCOME			
<u>Expenses</u>			
Speakers:			
Room/Hotel Cost: _____ Meeting Rooms _____ Guest Rooms			
Meals/Refreshments:			
Audio/Visual:			
Publicity:			
Officer Reimbursements:			
Other:			
TOTAL EXPENSESES			
TOTAL PROFIT/ (COST): (income minus expenses)			

MN DMA PRELIMINARY MEETING CHECKLIST

Meeting Planner: (Name) _____ Phone: _____

Purpose: _____

Objectives/Desired Outcomes: _____

Date: _____ **Time:** _____

Place: _____

Expected number of attendees: _____

Notification to Participants

When will they be notified?

How will they be notified?

Notification to Speakers

When will they be asked?

How will they be asked?

Agenda Completed: YES NO

Speaker:	Topic:	Handouts
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO

Physical Arrangements

Do any contracts have to be signed (*check all that apply*)? () YES () NO

- () Hotel/meeting facility
- () Audio-Visual Equipment
- () Speakers
- () Meals
- () Refreshments
- () Other: _____

If yes, by when: _____

By whom: _____

Notes:

MN DMA STATE CONFERENCES

MN DMA STATE MEETING FUTURE ASSIGNMENTS

2009	Fall	District 3
2009	Spring	District 2

MN DMA STATE MEETING SITE HISTORY

2008	Fall	District 2	Northern Lights Resort, Walker
2008	Spring	District 1	Treasure Island Resort, Red Wing
2007	Fall	District 7	Best Western, Mankato
2007	Spring	District 6	Thumper Pond, Ottertail
2006	Fall	District 5	Jackpot Junction - Morton
2006	Spring	District 4	Fortune Bay Casino - Tower
2005	Fall	District 3	Ramada Inn - Rochester
2005	Spring	District 2	Shooting Star Casino - Mahnomen
2004	Fall	District 1	US Foodservice, Eagan, MN (metro)
2004	Spring	District 7	Best Western Inn, Mankato
2003	Fall	District 6	Falls Inn, Fergus Falls
2003	Spring	District 5	Jackpot Junction, Morton
2002	Fall	District 4	Holiday Inn, Duluth
2002	Spring	District 3	Ramada Inn, Owatonna
2001	Fall	District 2	Northern Inn, Bemidji
2001	Spring	District 1	Ramada Inn Northwest, Brooklyn Park
2000	Fall	State Officers	Holiday Inn, St. Cloud
2000	Summer	National	Hilton Hotel, Minneapolis
2000	Spring	State Officers	Holiday Inn, St. Cloud
1999	Fall	District 7	Holiday Inn, Mankato
1999	Spring	District 6	Arrowwood Resort, Alexandria
1998	Fall	District 5	Kelly Inn, St. Cloud
1998	Spring	District 4	Black Bear Casino, Carlton
1997	Fall	District 3	St. James Hotel, Redwing
1997	Spring	District 2	Shooting Star Casino, Mahnomen
1996	Fall	District 1	Hilton, Brooklyn Park
1996	Spring	District 7	Holiday Inn, New Ulm
1995	Fall	District 6	Best Western, Fergus Falls
1995	Spring	District 5	Kelly Inn, St. Cloud
1994	Fall	District 4	Kahler Hotel, Hibbing
1994	Spring	District 3	Kahler Hotel, Rochester
1993	Fall	District 2	Holiday Inn, Detroit Lakes
1993	Spring	District 1	Hopkins House, Minneapolis
1992	Fall	Brainerd	Breezy Point
1992	Spring	Mankato	Downtown Holiday Inn



MN DMA SPEAKER AGREEMENT

NAME: _____

ADDRESS: _____

WORK #: _____ **HOME #** _____

EMAIL ADDRESS: _____

TITLE OF PROGRAM: _____

TIME OF PRESENTATION: _____ **LENGTH:** _____

CONFERENCE DATES: _____ **LOCATION:** _____

SPEAKER FEE/EXPENSES: _____

HANDOUTS: _____ Will provide my own _____ Will send for duplication by DMA

ITEMS NEEDED FOR PRESENTATION: (Laptops will not be provided)

_____ LCD Projector	_____ Flip Chart & Pens
_____ Slide Projector	_____ Podium
_____ Overhead Projector	_____ Wireless/Lapel Microphone
_____ VCR/TV Monitor	_____ Hand Held Microphone
_____ Screen	_____ Other _____

The fee for equipment ordered but not used will be deducted from the speaker's fee.

LIST EDUCATIONAL OBJECTIVES OF YOUR PRESENTATION:

STATE PREFERRED INTRODUCTION OR ATTACH RESUME:

BRIEFLY LIST EDUCATIONAL CREDENTIALS AND WORK EXPERIENCE (if no resume attached):

SPEAKERS SIGNATURE: _____ **DATE:** _____

MN DMA REPRESENTATIVE: _____ **DATE:** _____

WEDNESDAY (date)

4:00 - 7:00 PM **Executive Board Meeting**
(All members are welcome)

THURSDAY (date)

7:00 - 8:00 AM **Registration & Breakfast**
8:00 - 8:15 AM **Welcome by MN DMA President**

8:15 - 9:15 AM **Keynote Presentation Title (1)**
Name of Speaker & Credentials

Description of presentation _____

9:15 - 9:30 AM **Break**

9:30 - 11:00 AM **"Title of General Session" (1.5)**
Speaker Name & Credentials
Insert text _____

11:00 - Noon **District Meetings & Lunch**

12:00 - 1:30 PM **Breakout Sessions (1.5)**
(Or General Session)

A. "Title of Breakout #1"
Speaker Name & Credentials
(Insert description of program here) _____

B. "Title of Breakout Session #2"
Speaker Name and Credentials
(Insert text) _____

1:30 - 1:45 PM **Break**

1:45 - 3:15 PM **Breakout or General Sessions**
(1.5 CEU's per session)

A. "Title of Breakout Session #1"
Speaker Name and Credentials
(Insert Description of Program here) _____

B. "Title of Breakout Session #2"
Speaker Name & Credentials
(Insert Description of Program here) _____

3:15 - 3:30 PM **Break**

3:30 - 5:00 PM **Breakout or General Sessions**
(1.5 CEU's)

A. "Title of Breakout Session #1"
Speaker Name and Credentials
(Insert description of program here) _____

B. "Title of Breakout Session #2"
Speaker Name and Credentials
(Insert description of program here) _____

5:30 PM Club DMA!
Socialize with other members. Cash bar & appetizers.

FRIDAY, (Insert Date)

7:30-8:00 AM **Registration**

8:00-11:00 AM **Vendor Expo** (3 CEU'S)
(Breakfast provided by Vendors)

10:45-11:00 AM **Door Prizes & Awards**

11:15-12:30 PM **State Business Meeting & Lunch**
Installation of New Officers

12:30-1:30 PM **Title of General Session (1)**
Speaker Name & Credentials

(Insert description of program here) _____

1:30 - 2:00 PM **Break**

2:00 - 3:00 PM **Title of Closing Session (1)**
Speaker Name & Credentials

(Insert text here) _____

Continuing Education Hours

Thursday Only _____Hours

Friday Only _____ Exhibit Hours + _____Session Hours

Both Days _____Exhibit Hours + _____Session Hours
Sign-up Sheets will be available at end of each day.

Have a Safe Trip Home!
See you at the _____ (next) Conference
Location _____

REGISTRATION FORM

Registration Deadline _____

(Sample Tri-Fold Brochure)

Lodging: Contact (hotel name, address including city and phone number)

Room Rates: List room rate and deadline for DMA group rate

MN DIETARY MANAGERS ASSOCIATION
(Insert Fall or Spring)
CONFERENCE

Conference Fee includes Thursday breakfast and lunch and Friday lunch.

(Insert Conference Theme)

Member Rate: _____ \$ Thursday only
_____ \$ Friday only
_____ \$ Both Days

Student Rate: _____ \$ Thursday only
_____ \$ Friday only
_____ \$ Both Days

(Insert date including year)

Non-DMA Rate: _____ \$ Thursday only
_____ \$ Friday only
_____ \$ Both Days

(Insert location – hotel site and city)

Guest/Spouse _____ \$ Thursday meals
_____ \$ Friday meals
_____ \$ Meals both days

Please print legibly and fill out completely!

Name _____

Business Name _____

Mailing Address _____

City _____ State _____ Zip _____

Work Phone _____

Checks Payable to MN DMA. Send fee and registration form to:

Name (Treasurer)
Address
City, State, Zip
Phone Number

Postage
Stamp
Goes Here

Address Label Here

Return Address of
Treasurer Here

For program questions call President Elect (insert name and phone number)



**MEETING EVALUATION
FORM
(Sample)**

Please check the column, which best describes your evaluation of the meeting items.

	Excellent	Good	Fair	Poor
OVERALL CONFERENCE EVALUATION				
THE CONTENT OF THIS MEETING WAS USEFUL IN MY WORK/JOB				
THE MEETING SPACE WAS ADEQUATE AND COMFORTABLE				
THE MEALS WERE SATISFACTORY				

COMMENTS ON ANY OF THE ABOVE: _____

SPEAKERS: LIST EACH SESSION ATTENDED & EVALUATE CONTENT AND PRESENTATION	Excellent	Good	Fair	Poor
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Additional Comments on Above Speakers or Sessions:

List topics below that you would like to see presented at the next conference. If you know of a speaker on a topic please list name and contact information if possible.

Additional Comments: _____



MN DMA
Certificate of Attendance

This certifies that

has successfully completed

(Name of program)

on

(Date of program)

Chapter/District President

Date

You have been awarded _____ CEU's for your attendance



MINNESOTA DIETARY MANAGERS ASSOCIATION INSTALLATION CEREMONY (Example 1)

OUTGOING PRESIDENT:

1. Outgoing president says a few words about the past year and the accomplishments of the organization. *(President's Message and personal comments)*

President continues:

An installation is neither an end nor a beginning for any organization - each installation merely marks another step in the Dietary Managers Association's continued progress. To the outgoing officers go the sincere thanks of all members of DMA. Now, you have elected new officers and they will assume their duties. Since these duties are clearly outlined in our organization's bylaws, let us install these officers with the Beatitudes of Leaders and ask them to affirm their acceptance of both responsibilities."

INSTALLING OFFICER:

2. Outgoing president introduces the installing officer.
3. Installing officer describes the theme *(This will change each year)*

Example: "This year's national theme was "Commitment to Quality". As members of this organization and our own organizations we need to be "Committed to Quality" It takes individuals as well as teams to develop the standards of quality that we all expect. Those who volunteer as leaders help to construct the model. Throughout each year we focus on achieving the best for ourselves as well as our organization. Today's installation will demonstrate this volunteerism and the characteristics of each office."

4. "The one large candle in the center of the table signifies the spirit of the organization. Each new officer will be presented with a smaller candle as they take their pledge to the office on which they will hold. The small candle represents the wax to make the larger candle or the organization stronger."
5. "Each officer will be presented with flower which signifies fidelity to the Dietary Manager's Association membership. Each committee chairperson will receive a flower portraying dignity and assistance."
6. Introduce the new officers and committee chairpersons (Insert correct names)

OFFICERS:

Treasurer:
Secretary:
President- Elect:
President:

COMMITTEE CHAIRPERSONS:

Spokesperson/Impact Team Leader
Newsletter/Web Page:
Vendor:
Travel:
Membership/Education:
Awards & Recognition:
Nominating:
Teller:
Task Force:

CHAIRPERSONS: "Each of you have accepted the duties and responsibilities of chairpersons of the these Minnesota DMA committees. You are asked to pledge your loyalty and support to the Minnesota Dietary Managers Association and to your new president as stated in the bylaws." (They should respond with I/We do. President may present each of them with a flower).

TREASURER: "The treasurer is presented with a candle with a gold ribbon to signify honesty, truthfulness and unity. The treasurer is the leader who guards the treasury. Such a leader must have a mind in the heavens to maintain ideals and yet feet on the ground to maintain a balance. Do you “_____ (insert name)”, pledge loyalty and support to the Minnesota Dietary Managers Association and accept the responsibilities of this office?" (Respond: I Do)

SECRETARY: "The secretary is presented with a candle with a gold ribbon to signify vigilance, alertness and unity. The secretary is the leader who marches with the group and interprets correctly the signs on the pathway that leads to a successful term. Do you, “_____ (insert name)”, pledge loyalty and support to the Minnesota Dietary Managers Association and accept the responsibilities of this office?" (Respond: I Do)

PRESIDENT-ELECT: "The president-elect is presented with a candle with a gold ribbon to signify creation, faith, growth and unity. The president-elect assists in developing strong leaders, serves new members, and leads in group assistance. You must know no discouragement and work for harmony. Do you, “_____ (insert name)” pledge loyalty and support to the Minnesota Dietary Managers Association and accept the responsibilities of president-elect and the duties of program chairperson as stated in the bylaws?" (Respond: I Do)

PRESIDENT: "The president is presented with a candle with a gold ribbon to signify leadership, administration and unity. The president is the leader who has not sought the high places but who has been drafted into service because of high ability. The leader, who, with befitting peace of mind considers leadership an opportunity for harmonious service for all. Do you, “_____ (insert name)”, pledge loyalty and support to the Minnesota Dietary Managers Association and accept the responsibilities of the president?" (Respond: I Do)

(PRESENT EACH OFFICER WITH A FLOWER)

7. "I declare you installed as officers and committee chairpersons of the Minnesota Dietary Managers Association. My congratulations to all of you and best wishes for a happy and successful term. Let this administration begin with positive not negative thinking."
8. "Please stand and recognize your newly installed officers."
9. (Outgoing president to the incoming president): “_____ (insert name)”, I present you with this gavel, symbol of the office of president. I admonish you to remember that although the majority rules, the minority always have a right to be heard. Take this gavel and use it wisely, courteously, and with justice for all."
10. (New president states their plans and goals for the coming year)
11. (New president may present a gift to the outgoing president for the work that they have done for the organization)
12. The new president closes the ceremony with the following:
"This concludes the installing ceremony of the Minnesota Dietary Managers Association



MN DMA OFFICER INSTALLATION CEREMONY

(Example 2)

Installing Officer: "Will the following newly elected officers of (state/district) Dietary Managers Association please come forward."

President: _____
President-Elect: _____
Secretary: _____
Treasurer: _____

_____, it will be your duty as President to preside at the meetings of (state/district) DMA, as well as the meetings of the Executive Committee. You will be responsible for the planning of the activities of the Association.

_____, as President-Elect, it will be your duty to assist the president whenever needed, and to preside during his/her absence. You should be his/her right hand. Remember, next year you will be in his/her place.

_____, as Secretary, it is your duty to keep careful record of the activities of the Association and to take care of its correspondence.

_____, the Treasurer's job is a most important one; for you must keep an accurate account of the money received and spent during the year, and to give a report at the meetings.

Will you each perform your duties as outlined to the best of your ability?

Response: "We will."

Installing Officer: My friends, the members have chosen you to lead them for the coming year. In addition to the specific duties I have outlined for you, you should also do all in your power to improve food service throughout the state. You should be an example to all dietary managers, always striving to make the public aware of your position as dietary managers and to represent the (state/district) DMA with pride and honor.

Members, these are your officers for the coming year. Get to know them. If you have questions, write to them. If you have information that you feel will be of interest, inform your officers, who in turn will share it with other members.

Let's give our new officers a big hand!



MN DMA Candle Installation Ceremony
(Example 3)

Installing Officer: "Will the following newly elected officers of (state/district) Dietary Managers Association please come forward."

President: _____
President-Elect: _____
Secretary: _____
Treasurer: _____

_____, it will be your duty as President to preside at the meetings of (state/district) DMA and any executive activities of the state. You are given the purple candle as a symbol of leadership because you will be the leader for the next year.

_____, it shall be your duty to assist the president when every needed and to preside during his/her absence. You will be responsible for planning all programs for the state meetings. You are given the red candle as a symbol of warmth to signify the warm and wonderful programs that you will bring to the membership for the next year.

_____, it shall be your duty to keep careful records of the activities of the state and to take care of all correspondence. You are given the blue candle as a symbol of the blue ink of the pen as you carefully record the business of this (state or district) for the next year.

Will each of you perform your duties as described to the best of your ability?

Response: "We will."

Installing Officer: My friends, the members have chosen you to lead them for the coming year. I encourage each of you to always set the best example possible and to represent the (state) Dietary Managers Association with pride and honor.

(Installing Officer): Take the large white candle and begin down the line holding the lighted white candle as each new officer lights his/hers candle.)

Ladies and gentlemen, I present to you the new officers for the _____ (insert year). Let's give these new officers a big hand!

MN DMA BASIC PARLIAMENTARY PROCEDURE

Purpose of Parliamentary Law:

- ❖ To enable a group to transact business
- ❖ To establish and maintain order
- ❖ To give every member a chance to be heard
- ❖ To preserve the spirit of harmony within the group

Principles of Procedure:

- *One subject at a time
- *Rule of the Majority of Justice
- *Rights of the Minority Respected

General Rules of Order

1. A member should always rise to make a motion or address the group.
2. The president does not need to rise to recognize a member.
3. When making a motion, one should say "I move that__" instead of "I make a motion that --".
4. A motion must be approved by a second person saying "I second the motion".
5. Recognition from the chair is not required to second the motion.
6. A nomination does not require a second.
7. If there is a motion before the house, no other motion can be made except to table the motion or to move the previous question; which ends discussion and brings up the motion for vote.

Business is Introduced by a Motion

- ❖ A member must address the President
- ❖ The President recognizes the member, then the member may make the motion.
- ❖ Another member seconds the motion.
- ❖ The President states the motion to the assembly.
- ❖ The assembly discusses the motion. Discussion must be confined to the subject of the motion that is before the assembly. The motion may be discussed, postponed, rejected, withdrawn, or it may be referred to committee.
- ❖ Action on a motion takes a vote of the group.
- ❖ The motion is before the assembly until the group votes on it.
- ❖ Not other motion can be considered while one is pending.
- ❖ When all members who desire to discuss the motion have done so, the president puts the motion to a vote. He inquires "is there any further discussion?" If not, he announces "All in favor of the motion (state the motion) say 'Aye'." Following response from the assembly, the president then says, "Those opposed say 'No'." Certain motions may be voted on by ballot.
- ❖ The President announces the result of the vote.

Amendments

- ❖ An amendment modifies a motion that has already been presented.
- ❖ An amendment may add or insert something, strike out something or substitute something.
- ❖ An amendment requires a second.
- ❖ The amendment is discussed and voted on first.
- ❖ Then the original motion, as amended, is voted on.

How to Adjourn a Meeting

A motion must be made, seconded, and voted on to adjourn the meeting. Members should not leave their seats until the president has stated that the meeting has been adjourned.



MN DMA FAX COVER SHEET

DATE: _____ TIME: _____

The following document, including cover sheet, is _____ pages.

PLEASE DELIVER THIS TRANSMISSION TO:

Name: _____

Department/Office: _____

Fax #: _____

THIS DOCUMENT IS FROM:

Name: _____

Phone #: _____

Fax #: _____

COMMENTS:



MN DMA EXPENSE REPORT

Name _____ Member # _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Trip Destination _____

Purpose of Travel or Expense _____

EXPENSE DETAIL: Receipts must be attached for all expenses except mileage.

Airfare _____

Hotel _____

Auto Mileage ____ Miles @ \$ ____ per mile _____

Parking fees _____

Ground transportation (taxi, shuttle, etc.) _____

Meals _____

Cash Tips (not included with other expense) _____

Other expense: _____

TOTAL EXPENSES: _____

Less reimbursement by State or National _____

Net Amount Due You or Due DMA (circle one) _____

MEMBER SIGNATURE _____ DATE _____

APPROVAL SIGNATURE (TREASURER) _____

Expense forms must be received within ten (10) days of your return to endure reimbursement. See Policy and Procedure Manual for details on covered expenses. Mail completed form (with attached receipts) to MN DMA State Treasurer. See Newsletter for current treasurer's address.