

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS

POLICY AND PROCEDURE

Category: Administration Effective: 12/88

Subject: Archives Reviewed: 11/19

Policy: CT Academy will maintain permanent records in the Archives

Procedure:

1. Hard copy and/or electronic material to maintain in the Archives for a minimum of the past 7 years includes:
 - current Bylaws and copies of past revisions
 - Strategic Plan and prior versions BOD and EC minutes
 - Year-End Financial Reports
 - Year-End Committee Reports
 - Programs from statewide meetings sponsored/ co-sponsored by CT Academy
 - Bulletin copies
 - newspaper clippings/photographs related to CT Academy activities
 - copy of ballot for each year

2. The Archives are located at the Executive Office and maintained by the EOM. Requests for information should be made to the EOM.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS POLICY AND PROCEDURE

Category: Administration Effective: 2/01

Subject: Awards Reviewed: 11/19

Policy: Recognition will be given to members and non-members for their outstanding contributions to the dietetics profession and the CT Academy. Awards include Academy-sponsored awards administered by the CT Academy and CT Academy-sponsored awards. The CT Academy will also promote candidates for Academy Awards.

Procedure:

1. Awards presented by the CT Academy include:
 - Recognized Young Dietitian of the Year (RYDY)
 - Recognized Dietetic Technician of the Year (RDTY)
 - Outstanding Dietitian of the Year (ODY)
 - Emerging Dietetics Leader
 - Outstanding Dietetics Student Awards
 - President's Award
 - Distinguished Legislator Award

2. Awards for which CT Academy may submit nominees include:
 - Outstanding Dietetics Educator Awards
 - Copher Award
 - Medallion Award
 - Cooper Lecture
 - Honorary Membership
 - Media Excellence
 - Excellence in Practice
 - Other awards per current Academy policy

3. The Awards Committee is charged with soliciting and selecting candidates for the RYDY, RDTY and Emerging Dietetics Leader awards based upon the current Academy guidelines. The award criteria for ODY is set by the Committee. Nominations for these awards may be made by any CT Academy member.

4. The Outstanding Dietetics Student Award applications are gathered and forwarded to the Awards Committee by the Dietetic Educators Committee.

5. Candidates for the Distinguished Legislator Award are selected by the Public Policy Panel in collaboration with the Executive Committee. The Public Policy Panel coordinates presentation of the Award with coordination of external publicity by the Public Relations Committee.

6. Nominations from the membership for Academy administered awards are encouraged. Qualified candidates should be identified by BOD/member input according to current timelines. Nominations should be reviewed by the EC, and the President will appoint someone to assist the nominee with the application packet.
7. Nominations for Outstanding Dietetics Educator Awards are solicited by the Dietetic Educators Committee. Completed packets should be forwarded to the Awards Committee. The Committee will select Connecticut's nominee for each award category and forward the packet to the Academy.
8. Criteria for Academy-sponsored awards (RYDY, RDTY, Emerging Dietetics Leader), Outstanding Dietetics Student Awards and Outstanding Dietetics Educators are available from the Academy website.
9. Criteria for CT Academy-sponsored awards:
 - ODY – criteria established by the Awards Committee
 - President's Award – see Guidelines on next page
 - Distinguished Legislator Award – criteria maintained by the Public Policy Panel
10. Nominations for all awards are to be solicited from the broadest possible field of candidates. Information re: the awards process, including criteria and availability of nominating materials is to be promoted to all members.

CT ACADEMY PRESIDENT'S AWARD

Purpose: To provide special recognition to an individual or individuals for outstanding commitment and support of the CT Academy and the dietetics profession.

A. Criteria for Selection

1. Evidence of commitment and support of CT Academy may include such activities as: volunteer positions within CT Academy, an outstanding, continued commitment to an ongoing CT Academy project, the provision of resources and expertise which have furthered CT ACADEMY activities.
2. Evidence of support of the dietetics profession through demonstration of excellence in practice, through support of quality dietetic practice and dietetics practitioners; or through promotion of the profession.
3. Evidence of well-rounded contributions to society beyond the scope of CT Academy and/or the work site such as participation in community or other professional organizations.
4. Members and non-members (if not eligible for Academy membership) may be considered for this award.
5. The award provides an opportunity to recognize a significant contribution to CT Academy by an individual who might not otherwise meet the criteria for other CT Academy or Academy awards.

B. Selection Procedure

1. This award is determined by the President
2. The name of the awardee will be forwarded to the Awards Committee.
3. The award need not be given annually. Recipients are eligible to receive the award only one time.

C. Recognition

1. The recipient will be recognized at the CT Academy spring meeting at the end of the current officers' term. Recipients will receive a plaque and will be the guest of the CT Academy at the meeting.
2. The award will be announced in the weekly newsletter and on the website as deemed appropriate.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Administration Effective: 12/88
Subject: BOD/Officer Reviewed: 11/19
 Removal from Office

Policy: Board of Director members and associated committee chairs/members will adhere to approved policy/procedure/bylaws/position description in carrying out their responsibilities. Any elected or appointed member who is unable or unwilling to meet the obligations of the Position may be asked by the President to resign. In such case, a replacement will be made as specified in the Bylaws.

Procedure:

BOD officer and special/standing committee chair responsibilities are outlined in the Position Descriptions section.

1. Outgoing officers/committee chairs are responsible for orienting their successor to Policies and Procedures related to the office/committee as well as any additional guidelines developed for accomplishing the program of work.
2. Performance concerns of an elected or appointed committee chair should be brought to the attention of the Executive Committee and/or President. Concerns will be discussed in closed session of the EC. The individual in question should have an opportunity to know in advance the nature of concerns lodged against him/her and be afforded an opportunity to address the committee in person or by letter.
3. Performance concerns for the President may be addressed to the Past-President. The Past-President may request a meeting of the EC to investigate concerns. This special meeting will be closed. Any action taken shall be by the affirmative vote of two-thirds of the committee members present.
4. Replacements for officers/committee chairs will be appointed or elected as per Bylaws Article XI.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Administration Effective: 7/11

Subject: Elections Reviewed: 11/19

Policy: CT Academy will conduct an annual election of officers for each office whose term is ending in accordance with Article X of the CT Academy Bylaws.

Procedure:

1. All candidates must meet qualifications for elected office. All elected officers must:
 - a) Be CT Academy members.
 - b) Not hold more than one elected CT Academy office simultaneously.
 - c) No person shall be eligible to serve the same office for more than two consecutive terms.
2. Preparation of the ballot will be coordinated through the Nominating Committee Chair and the EOM. The EOM serves as the liaison to the webmaster for online member voting.
3. In the event of any elected position running unopposed, a single slate ballot will be approved by the BOD and presented to the membership.
4. Voting will be held online. Paper ballots will be mailed upon request by EOM.
5. All candidate information should be submitted to the Nominating Committee Chair two weeks prior to the start of voting.
6. Members will be notified that the ballot is online either by mail, the CT Academy listserv, or the CT Academy website not less than thirty (30) days prior to the closing of the polls. Only ballots electronically submitted or postmarked by midnight of the designated date shall be counted.
7. The EOM serves as the teller and will notify the Nominating Committee Chair, President, and President-elect of the election results within 3 business days of the closing of the polls.
8. The Nominating Committee Chair will notify newly elected officers of results by telephone and all candidates will be notified by letter. Newly elected officers are encouraged to attend the Spring Meeting.
9. Newly elected officers will be announced at the Spring Meeting (if the ballot closes prior to the start of the meeting), in the weekly newsletter and on CT Academy's website.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Administration Effective: 4/94

Subject: Executive Office Reviewed: 11/19

Policy: The CT Academy Executive Office Manager handles administrative and communication tasks for the Executive Committee/Board of Directors. The official mailing address and telephone number for CT Academy will be maintained at the Executive Office. The EOM reports to the CT Academy Board through the current President.

Procedure:

1. The CT Academy Executive Office is currently located at:

4 Katherine Lane
Simsbury, CT 06070

Telephone: (860) 217-1071
Fax: (203) 286-1677
Email: info@eatrightct.org
Website: www.eatrightct.org

2. The use of the executive office and its services shall be limited to those offices and committees that have hours allocated in the current budget.
3. The Executive Office Manager's services are paid as stipulated in an annual contract. Contract terms must be approved annually by the Finance Committee.
4. The Executive Office Manager's job description is reviewed/approved annually by the Executive Committee. Action related to job performance (termination of contract or other changes) must be approved by the BOD.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Administration Effective: 4/94
Subject: Files Maintained by Reviewed: 11/19
 the BOD

Policy: Members of the BOD will maintain files pertinent to their position to record organization activities and provide continuity of effort.

Procedure:

1. Each member of the BOD is responsible for maintaining and updating files associated with their position.
2. Each member of the BOD is responsible for transferring the appropriate files for their position to their successor by the end of the fiscal year.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Administration Effective: 2/03

Subject: Fundraising Reviewed: 11/19

Policy: CT Academy will raise funds as necessary for a variety of BOD endorsed activities such as, but not limited to, the ANDF and the Polly Fitz Scholarship Fund.

Procedure:

1. At the beginning of each fiscal year the Executive Committee will work with the Fundraising Committee to set fundraising goals and determine the use for the funds earned from proposed fundraising events.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Administration Effective: 11/94

Subject: Member Records Reviewed: 11/19
 and Distribution

Policy: The EOM will access current membership information through the Academy's Data Management Information System (DMIS).

Procedure:

1. The EOM will notify BOD of BOD member contact information changes via email.
2. The membership list may be requested for use by committee chairs at the discretion of the President. Requests by other groups must be approved by the Executive Committee.
3. Membership mailing addresses may be purchased by approved groups for one-time use only. List information may not be duplicated or used for any purpose other than the one for which they were approved. Requests for membership mailing addresses must be accompanied by a signed copy of the Label Rental and Use Agreement (maintained by EOM) with payment in full. Mailing addresses are provided in the form of an Excel file. The cost is \$50 for non-profit organizations and \$100 for commercial organizations.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Administration Effective: 2/03

Subject: Meeting Registration Reviewed: 11/19
Fee Schedule for CT Academy
Sponsored Meetings

Policy: CT Academy Executive Committee members and CT Academy program planning committee members are eligible for reduced meeting registration fees.

Procedure:

1. Current President, EOM and CPI Chair are exempt from meeting registration fees.
2. CPI committee members, CPI Chair-elect and all Executive Committee members receive 50% off the posted registration fee for statewide meetings. If another committee chair-elect and committee members other than CPI plan and coordinate the meeting, they will receive 50% off the posted registration fee.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Administration Effective: 8/93

Subject: Operations Manual Reviewed: 11/19

Policy: CT Academy will maintain an Operations Manual which shall contain guidelines for individual and committee activities.

Procedure:

1. The Operations Manual will contain current CT Academy Index, Position Descriptions, Policies and Procedures, and Bylaws
2. Format of policy/procedures:

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS POLICY AND PROCEDURE	
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Procedure:	

3. The effective date is the original date the policy was implemented. Subsequent revisions are noted as date of review.
4. The Operations Manual will be available to all members. Printed copies will be kept by the EOM, President and President-Elect, and Committee Chairs. Access for other BOD members will be provided via the CT Academy website. The EOM is responsible for maintaining a master copy of changes and corrections.
5. Additional references for conducting CT Academy business include the Academy Bylaws and Parliamentary Guidelines.
6. The manual will be reviewed annually by the Policy and Procedure/Bylaws Committee chaired by the President-Elect. Bylaws revisions are to be presented to the membership as outlined in the Bylaws. Policy and procedure and position description revisions are completed as need dictates (annotations kept by the EOM) and presented to the BOD/EC for approval. Any board member may submit a new policy or revision to the President-Elect as necessary.
7. A full review and revision of the Operations Manual should take place at least every 3 years. One-third of the manual may be done each year to accomplish this task.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Administration Effective: 4/94
Subject: Reports and Minutes Reviewed: 11/19

Policy: There will be a system of written reporting for CT Academy business and activities. The EOM retains all electronic reports and minutes of the previous five years of meetings. At the end of five years, the records are placed in the Archives by the EOM.

Procedure:

1. The Secretary will record minutes of all CT Academy BOD and EC meetings and conference calls. The minutes will be reviewed by the President and EOM prior to distribution to BOD members.
2. Minutes should include:
 - place and date
 - type of meeting (EC, BOD, Special)
 - attendance
 - that a quorum was present
 - status of previous minutes
 - Minutes should record each motion, who made and seconded it and action taken. The number of votes for or against an action may be recorded. Major discussion points that relate to the motion may be included. Minutes should succinctly record other matters such as acceptance of reports, progress or action taken at previous meetings and position appointments.
3. Approval of minutes: Minutes from Executive and BOD meetings will be sent within 30 days of the meeting to the CT Academy President for review. Once President has approved, Secretary or EOM will send out first draft of minutes to appropriate committee for review period of one week. Secretary or EOM will make changes as directed by the committee members and resend out final for approval with deadline of one week. No response will be considered approval of minutes. Secretary or EOM will track responses and notify committee members of results.
4. For action to be valid, two-thirds of members must respond by the designated date. The majority of votes cast determine the action taken. The approved minutes may be circulated as a final version via e-mail or included in the next meeting handouts.
5. Each outgoing Secretary passes copies of minutes for the previous two years of meetings to the incoming Secretary.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Administration Effective: 8/93

Subject: Strategic Planning Reviewed: 11/19

Policy: The activities of the CT Academy are based on strategic planning and correlate with the mission, goals, and objectives of the Academy of Nutrition and Dietetics. Yearly action plans/programs of work are developed from the Strategic Plan and evaluated by the BOD.

Procedure:

1. The Strategic Planning Committee shall be comprised of the President, President-Elect, and Past-President.
2. The Strategic Planning Committee is responsible for annual review and revision of the current strategic plan.
3. The Strategic Plan should include long-range goals and objectives of the organization and tactics to meet these objectives. Revisions shall take place at least annually.
4. The Strategic Planning Committee will plan an appropriate means of gathering input from the BOD and general membership prior to development of a new strategic plan. This may include surveys and meetings.
5. The revised or new Strategic Plan shall be submitted to the Executive Committee. The EC shall approve the Strategic Plan and it shall be available to the general membership via the website.
6. Committee chairs may be requested to submit reports re: progress of projects/initiatives to assist the Strategic Planning Committee in revisions.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Communications Effective: 12/88
Subject: Advertising in Member Reviewed: 11/19
 Communications

Policy: The Connecticut Academy of Nutrition and Dietetics reserves the right to accept or reject paid advertisements or sponsorship for any of its member communication tools. Tools include printed and electronic communication.

Procedure:

1. Advertising in printed publications.
 - a. Advertisements in the *CT Academy weekly* newsletter for upcoming events or programs are submitted to the EOM for approval. The Finance Committee reviews advertising rates periodically.
 - b. Ad copy must be submitted via email in an electronic compatible format to the EOM.
 - c. Portions of a newsletter or special mailing may be sponsored by a company or organization with approval by the President and/or EOM. The sponsorship will be acknowledged and appropriate advertising may be included as part of the special electronic mailing or newsletter page..
2. Advertising in electronic communication. All requests for advertising on the website and weekly newsletter will be reviewed by the EOM and approved by the EC.
3. A Job Bank is maintained on the CT Academy's members-only website. This site accepts job postings for a fee as described on the website.
4. Advertisement on the CT Academy website is offered as a sponsor benefit as outlined in the Exhibitor/Sponsor Invitation to the CT Academy Fall and Spring Meeting. Benefits include advertising in the spring meeting list of sponsors, registration bag, and company logo and link on the CT Academy website.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Communication Effective: 12/88

Subject: The *Weekly Newsletter* Reviewed: 11/19

Policy: CT Academy will publish a weekly newsletter via the listserve to CT Academy members.

Procedure:

1. The EOM is responsible for creating the weekly newsletter via the mailchimp listserve.
2. The EOM is responsible for planning content of each edition. CT Academy BOD members and committees will send newsletter content to the EOM to be published.
3. PR Committee may also send images of CT Academy members and their accomplishments or events attended to be added to the weekly newsletter.
4. The newsletter will be sent electronically to the CT Academy membership via the mailchimp server on Friday or Saturday of each week. (Holiday or vacation weeks may not have a weekly newsletter).

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Communication Effective: 7/11

Subject: CT Academy Listserv Reviewed: 11/19

Policy: CT Academy operates a members-only listserv to facilitate timely communication with members.

Procedure:

1. The listserv is hosted through the CT Academy's website and the mail chimp server. The mailchimp server is the primary server used for membership communication and the CT Academy server is also available as a backup system. . The EOM manages the listserv and serves as the moderator.
2. Only CT Academy members and supporting category members can join the listserv. Email addresses for members are obtained directly from information provided to the Academy, and all members with an email address in the Academy records are included on the listserv. Additional email addresses for CT Academy members can be added to the listserve by the EOM if email addresses listed by the DMIS system are shown to be undeliverable or bounced back by the system. Members can unsubscribe to the listserv.
3. It is the responsibility of CT Academy members to maintain their current email addresses with the Academy. EOM can notify members that their email addresses are undeliverable as noted by the server.
4. Guidelines for posting to the listserv
 - A. Acceptable postings include:
 - 1) Announcements related to CT Academy or Academy business
 - 2) Information that is deemed valuable to CT Academy members at the discretion of the moderator.
 - B. Information not acceptable for posting:
 - 1) Job postings. These are referred to the CT Academy Job Bank.
 - 2) Any for-profit requests (unless approved by the President and EOM).
5. The EOM, President, President-elect, Delegate, Public Policy Coordinator and National Nutrition Month Coordinator can post directly to the listserv or can send a request to the EOM to post the information for them. The President can approve other BOD members for posting directly to the listserv.
6. The CT Academy retains the right to decline postings. Decisions on these matters may be referred to the EC.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Communication Effective: 9/02

Subject: CT Academy Website Reviewed: 11/19

Policy: CT Academy will maintain a website for member and public access at www.eatrightct.org.

Procedure:

1. CT Academy contracts with an independent webmaster. The webmaster is responsible for maintaining the website, including updating content and revision of web design and operation as deemed necessary. The EOM is responsible for updating the content of the website and will defer to the webmaster for any issues with content posting.
2. EOM serves as the liaison to the webmaster and all CT Academy committees and members. All requests for web changes are made through the EOM. Material is approved by the EOM with guidance from the EC.
3. Budget for the website is established as part of the annual budget planning process.
4. Access to the CT Academy website is open to the public. Sections of the website are specific for members-only access and are password protected.
5. CT Academy reserves the right to edit material received for posting to the website according to space limitations and suitability of material.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Communication Effective: 12/88

Subject: Member Communications Reviewed: 11/19

Policy: The Connecticut Academy of Nutrition and Dietetics maintains various means of communication with members including its publication, the *Weekly Nutrition Newsletter*, the CT Academy website (www.eatrightct.org), the member listserv and special mailings. The purpose of all communications is to share information relevant to CT Academy members and to communicate events of the Academy and CT Academy.

Procedure:

1. The CT Academy *Nutrition Weekly* newsletter for CT Academy members is distributed through the listserv. The newsletter is used to communicate information that should be distributed to all members including the yearly budget, report of annual meetings, election results , proposed bylaws changes upcoming meetings and events and other pertinent information from the National Academy and the CT Academy of Nutrition.

2. www.eatrightct.org is the website for CT Academy (see Website Policy and Procedures). The website is used to communicate information on an ongoing basis to members.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Communications Effective: 9/02

Subject: New Member Packet Reviewed: 11/19

Policy: CT Academy will provide new members with pertinent information re: the organization and opportunities for involvement.

Procedure:

1. The EOM will coordinate providing new CT Academy members with information about the organization at time information is received.
2. Information provided will include a welcome letter which is distributed via email which includes all pertinent information about the CT Academy. The welcome letter is created by the President of the CT Academy and distributed by the EOM.
3. The EOM will check the DMIS system weekly to determine new members to the CT Academy. She will also add the new member information to the CT Academy Listservs (mailchimp and CT Academy) .

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Finance Effective: 12/88

Subject: Authorized Signatures Reviewed: 11/19

Policy: All financial transactions will be authorized by the designated officers of the CT Academy.

Procedure:

1. New signature cards with effective dates will be submitted to necessary organizations as soon as possible after the beginning of the new fiscal year. These cards will be kept at the Newington Webster Bank Location on the Berlin Turnpike unless a decision is made by the EC to change to a different bank.
2. Treasurer, Treasurer-Elect, President, President-Elect and EOM will be the authorized signatures for bank/investment account transactions. The Treasurer-Elect will be the second signature if either the President or Treasurer is unavailable.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Finance Effective: 12/88

Subject: Budget Categories Reviewed: 11/19

Policy: All income will be tracked by revenue source and expense items allocated to the committee/office/activity generating the cost. Expenses that pertain to more than one committee or activity will have the expense allocated to the appropriate cost center.

Procedure:

1. Income categories include the following:
 - Member dues rebate
 - Interest from bank and money market accounts
 - Revenues from advertisements , Job Bank posting, Sponsorship memberships, workshops and other sales or services approved by the BOD
 - Meetings
 - Fundraising
2. Expense cost centers include the following:
 - EOM – Salary, employee benefits and supply expenses
 - Executive Committee expenses
 - Standing and Special Committee expenses
 - Special Functions, including accountant fees for monthly payroll, audit expenses and tax preparation costs, State required filings webmaster services and meeting expenses
 - Contributions (ANDF, Polly Fitz Foundation, memorials)
3. Expenses may also be categorized by type (postage, printing, travel, etc.) within a cost center.
4. Expenses may cover postage, telephone, correspondence, and copying/ printing charges as budgeted to carry on the business of CT Academy. Other expenses should be approved by the Executive Committee as part of the budget approval process.
5. The Treasurer may not release any funds not already included in the approved budget without specific approval of the Executive Committee. Requests for additional funds must be made in writing by the appropriate officer or chair to the EC.
6. The annual budget shall be published on the CT Academy website, including highlights from the year-end financial statement.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Finance Effective: 12/88

Subject: CT Academy Budget Reviewed: 11/19

Policy: There shall be an Annual Budget for CT Academy. Policy-mandated expenses will receive first priority in the budgeting process. The Budget will support the Strategic Plan and maintain financial reserves equal to a minimum of one-half of budgeted annual operating expenses.

Procedure:

1. The fiscal year runs from June 1 to May 31.
2. Officers and committee chairs are responsible for preparing budget requests for their area of responsibility in accordance with the CT Academy's strategic plan and monitoring of current project completion. Budget requests should be submitted to the Finance Committee by March 31 of each year.
3. The Finance Committee will use budget requests, proposed activities, and projected revenues to compile a proposed budget. The proposed budget will be circulated to all BOD members prior to the scheduled Executive Committee vote to allow discussion and revision. Comments should be directed to the Treasurer, or Executive Committee member.
4. Once approved by the Executive Committee, the budget will be provided to all BOD members by July 1 and will be available to the general membership after this date.
5. The budgeting process will consider policy-mandated expenditures as first priority, including:
 - Academy-mandated travel, including expenses associated with the House of Delegates meeting
 - Public Policy workshop
 - President's , President Elect and EOM's attendance at the FNCE
 - President-Elect's attendance at the Leadership Institute
 - Bulletin/Website publishing and maintenance
 - Insurance, accounting and legal fees
 - Executive Office Manager Salary
 - Consultant services of the Executive Office Manager and Webmaster
 - Office supplies

Other expenses should be allocated to best accomplish the strategic plan of the organization.

6. Income shall be projected and include:
 - Academy member rebate estimated from actual member numbers and current rebate per member classification
 - Income from interest-bearing accounts
 - Revenues from educational programs/seminars
 - Income projected from advertising, grants and services provided
7. Financial reserves will be maintained equal to a minimum of one-half of budgeted annual operating expenses. Reserve balance as May 1 of the ending fiscal year shall be used in budget calculations.
8. Revenues that exceed expenditures will automatically be added to financial reserves.
9. A budget with expenses exceeding revenues may be recommended by the Finance Committee to the Executive Committee provided the excess expenses do not reduce reserves below one-half of budgeted operating expenses for the next fiscal year.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Finance Effective: 12/88

Subject: Contracts Reviewed: 11/19

Policy: The President and Treasurer, with the approval of the Executive Committee, must co-sign all contracts made in the name of the Connecticut Academy of Nutrition and Dietetics. The President-Elect should also sign contracts that will extend to the next term of office.

Procedure:

1. The Executive Committee approves all contracts for service providers.
2. The Treasurer and the contracted service provider are provided with signed contract copies.
3. Terms and Conditions of each contract will be outlined in the individual contract including, but not limited to, fees, contract length, and cancellation policy.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Finance Effective: 12/88

Subject: Financial Audits Reviewed: 11/19

Policy: There shall be a biannual examination of financial records maintained by the Treasurer.

Procedure:

1. At the end of the Treasurer's term and in preparation for the filing of the IRS report, an audit (not a formal audit) of the financial records of the CT Academy shall be obtained.
2. The Treasurer will obtain a proposal for the audit, including the anticipated fee from a Certified Public Accountant (CPA). CPA is now on a yearly contract. The proposal will be presented to the Finance Committee for their approval. The CPA may be asked to make suggestions regarding accounting practices and cash management.
3. Results from the audit will be distributed to members of the Finance Committee. One copy should be kept for the Treasurer's file.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Finance Effective: 12/88

Subject: Financial Statements Reviewed: 11/19

Policy: Financial statements will be submitted to the Board of Directors quarterly and available to the CT Academy general membership.

Procedure:

1. The Treasurer should submit quarterly financial reports to the EC. Reports should include a comparison of year-to-date expenditures versus budgeted amounts; a summary of year-to-date income versus budgeted amounts; and checking and investment account balances and transfers.
2. Quarterly financial statement will be distributed to all BOD members with minutes of the EC meetings.
3. Year-end financial statements should be submitted to the CT Academy accountant for preparation of taxes on or before August 1 to meet the October 15 tax deadline.
4. Copies of financial statements are available to members upon request to the Treasurer.
5. The Treasurer shall retain copies of all Financial Statements for the past five years to be used as reference for the Finance and Executive Committee.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Finance

Effective: 12/88

Subject: IRS Reports

Reviewed: 11/19

Policy: The Treasurer shall submit all Internal Revenue Service forms as required by law.

Procedure:

1. At the close of the fiscal year, all necessary IRS forms are to be filed as directed by the IRS by October 15.
2. Information from the year-end financial statement should be used. Assistance should also be obtained from the CT Academy's accountant.
3. The records for the past seven years should be retained. Records more than five years old should be kept in the Archives. Items to be kept include quarterly and year-end financial statements, tax forms, cancelled checks, expense forms, and bank statements.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Finance Effective: 12/88

Subject: Protected Funds/
Reserves Reviewed: 11/19

Policy: CT Academy shall maintain a reserve fund (or financial reserve) equal to six months operating expenses.

Procedure:

1. Financial reserves cannot be used in the yearly operating budget except on a temporary basis to meet cash flow needs (i.e., Annual Meeting expense prior to depositing registration fees).
2. Interest on financial reserves may be used as operating funds.
3. The investment options used for managing financial reserves will be directed by the Treasurer with approval from the Finance Committee.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Finance Effective: 12/88
Subject: Reimbursement Reviewed: 11/19
of Expenses

Policy: Authorized expenses will be reimbursed.

Procedure:

1. Request for reimbursement of expenses must be submitted on the CT Academy's payment request form, available on the website or from the Treasurer / EOM. Only budgeted expenses or contingent expenses which have been preauthorized by the EC will be reimbursed.
2. Payment request forms should include the following:
 - Name
 - Address
 - Position or office in CT Academy
 - Expense detail, including receipts for expenses greater than \$5.00
 - Name and address of person to whom check is to be written (if not requestee)
 - Purpose of money requested
 - Committee/line item to be charged
 - Approval of officer/committee chair
3. Payment request forms will be retained for record keeping by the Treasurer for two years.
4. Unbudgeted or unauthorized expense requests will not be paid. Authorized expenses without proper supporting documentation will not be paid until appropriate documentation is provided. Travel expenses in excess of stated guidelines will not be paid. (see Travel policy)
5. Payment requests must be submitted within 60 days of date expenses were incurred. Expenses incurred near the end of the fiscal year must be submitted by June 15. Treasurer must be notified if extension is needed.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS POLICY AND PROCEDURE

Category: Finance Effective: 5/03

Subject: Travel Policy Reviewed: 11/19

Policy: CT Academy shall provide reimbursement for approved travel for CT Academy business. The participant requesting reimbursement is expected to attend all sessions of the meeting. Prudent management of expenses is expected. The most economical form of travel should be used, with consideration of savings obtained from air travel that may affect additional hotel and per diem charges.

Procedure:

1. Covered travel expenses for authorized persons will include:
 - Automobile travel is reimbursed at the current rate allowed by the Internal Revenue Service. Automobile parking fees will be paid.
 - Train/air round-trip fare (coach class) will be reimbursed, including transportation costs from airport or train station to hotel or meeting site
 - Hotel costs will be reimbursed based on per person single occupancy rates. Food and other daily expenses are reimbursed at a maximum of \$50/day.

2. Authorized travel will include:
 - President: FNCE expenses including registration, transportation, hotel and per diem
 - President-Elect: Academy Leadership Institute expenses including hotel and per diem (the Academy covers transportation) and FNCE expenses.
 - Delegate: FNCE and HOD meeting expenses including hotel and per diem costs will be reimbursed (the Academy covers transportation)
 - Public Policy Coordinator: Public Policy Workshop attendance is reimbursed as per committee budget
 - EOM: FNCE expenses including registration, transportation, hotel and per diem.

3. All other travel expenses must be authorized in advance by the Executive Committee.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS POLICY AND PROCEDURE

Category: Meetings Effective: 12/88

Subject: Annual Meeting(s) Reviewed: 11/19

Policy: There shall be one or more meetings of members each year for the purposes of 1) promoting excellence in dietetic practice, education and research; and 2) conducting CT Academy business including transition of officers. The meeting of members that includes the CT Academy's annual business meeting cannot be co-sponsored.

Procedure:

1. The Council on Professional Issues will serve as program committee for planning and implementing the annual meeting(s) with the CPI Chair as overall chair.
2. The Council on Professional Issues will be appointed by the CPI Chair with input from the Chair-elect and BOD and may include advisory members as well as committee members with assigned responsibilities. Duties and responsibilities will be delegated to council members by the Chair.
3. The CPI Chair-elect will serve as a member of the program committee and will be responsible for coordination of exhibitors and advertising.
4. Program topic(s) should be planned to meet identified needs of CT Academy members.
5. CT Academy members will be notified of the meeting not less than thirty (30) days prior to the date of the meeting.
6. Registration procedures and deadlines for registration are set by the Council. Processing of registration materials is handled by the EOM.
7. A program evaluation is distributed to all participants on the day of the meeting. A written report summarizing the financial statement, attendance, and survey results with recommendations for future meetings should be presented to the EC within two (2) months of the meeting.
8. Certificates of Completion will be distributed to RD/DTR upon adjournment of annual meetings. The CT Academy does not pre-approve CPE activities.
9. The meeting of members that includes the CT Academy's business meeting cannot be co-sponsored. For other meetings, the committee or office planning a co-sponsored meeting must provide details re: meeting topic, location, financial structure and co-sponsoring organization to the EC. The EC must approve the co-sponsorship arrangement.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS POLICY AND PROCEDURE

Category: Meetings Effective: 12/88
Subject: Annual Meeting Reviewed: 11/19
Registration and Finance

Policy: The Annual Meeting shall be revenue-producing. All members of the CT Academy attending the meeting shall pay a registration fee unless excepted by policy.

Procedure:

1. The CPI Chair will submit a proposed budget to the Treasurer and Finance Committee as part of the annual budget planning process. The following expenses should be included:
 - printing of materials
 - postage and labels
 - AV and other equipment rental
 - speaker expenses
 - food
 - room rental fees
 - supplies
 - miscellaneous
2. Speaker fees may be paid by the CT Academy or sponsored by an organization. The amount of the honorarium and anticipated travel expenses should be established before confirming the speaker and confirmed by the program committee in writing. Speakers may be reimbursed for travel, food, and lodging using the guidelines of Finance/Travel Policy.
3. The program committee will be responsible for solicitation of commercial exhibitors, corporate sponsors, and advertising for the meeting(s). An exhibitor's fee will be established for commercial exhibitors. A reduced or discounted fee may be offered to non-profit organizations if approved by the program committee.
4. Registration fees for CT Academy members shall be set by the program committee to cover anticipated costs of the meeting and to generate revenues to meet established budget targets. Non-members will pay a registration fee higher than that set for members. Reduced registration fees will be set for full-time students, Program Committee members, and Executive Committee members.
5. Registration fees will be waived for:
 - speakers
 - invited guests
 - 50 year members
 - CT Academy Award recipients

6. Reduced registration fees should cover per person expenses for food and room rental.
7. A higher registration fee will be charged for registrations received after the published deadline for registration.
8. No refunds will be made unless prior to the event by the EOM.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Meetings Effective: 12/88

Subject: Poster Sessions Reviewed: 11/19

Policy: Poster sessions will be scheduled as part of the Annual Meeting for presentation of nutrition-related research or non-research projects.

Procedure:

1. A Call for Abstracts will be made via the CT Academy *newsletter*, website or listserv at least 3 months prior to the meeting date. CT Academy members and students from Academy-approved programs in the state will be invited to submit abstracts related to: clinical dietetics, community nutrition, nutrition education, nutrition research, management and private practice/consultation.
2. A deadline for receipt of abstracts will be established.
3. Format for abstracts should follow that published in the Journal of the Academy of Nutrition and Dietetics annually.
4. Abstracts will be evaluated by reviewers selected by the CPI Chair or Chair-Elect. Notification of acceptance should be made at least two (2) weeks prior to the meeting date.
5. The CPI Committee will determine the format for abstract display based on the resources available at the meeting site. Designated hours during the meeting will be set during which authors must be in attendance to explain poster and answer questions.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Education Effective:

Subject: Continuing Education Reviewed:

Policy:

Procedure:

Saved for future use