

MONTANA DIETARY MANAGERS ASSOCIATION

POLICY AND PROCEDURE MANUAL

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POLICY AND PROCEDURE MANUAL

MASTER COPY OF THE POLICY AND PROCEDURE MANUAL

1. Each member of the State Board of Directors and Advisors shall receive a copy of the State Policy and Procedure Manual.
2. The Policy and Procedure Manuals shall be passed on to the incoming officers and advisors upon expiration of term.
3. The president-elect will make periodic review of the Policy and Procedure Manual.
4. The president-elect will have the Policy and Procedure Manual up-to-date by the end of the fiscal year.

AMENDMENTS

The Policy and Procedure Manual may be amended by a majority vote of the members Present at any regular or special meeting of the State Board of Directors. Information or changes will be printed in the following newsletter.

RELATIONSHIP TO THE BYLAWS

All policies must be in concurrence with the state and national bylaws.

ORGANIZATION

1. This association shall be administered by the State Board of Directors. The members of the board or committees shall receive no salaries for their services. The State Board of Directors is made up of the duly elected President, President-elect, Secretary, Treasurer, and the immediate past President.
2. Any member of the State Board of Directors who is unable to attend a meeting shall so inform the President or Secretary in writing. If time does not permit a letter, a telephone call will be accepted. The absence, reason for the absence and documentation from the person shall be included in the minutes of the meeting.
3. Resignation from a board/committee position needs to be received by the President, in writing.
4. The vacancy of a board/committee position will be filled by Presidential appointment, until the end of the term for that position.

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INSIGNIA

1. The official insignia of the state (for stationary, pins, etc., but not intended to be affixed to legal papers as the National Corporate Seal) shall be the National DMA logo. *Never endorse a product. The DMA name or logo should never be used for endorsement. Such a decision can ONLY be made by the National Board of Directors.*
2. The name of this organization shall be MONTANA DIETARY MANAGERS ASSOCIATION (MTDMA).
3. The state newsletter will be called the "Treasure State News".
4. The recognized pin of the Dietary Managers Association shall not be defaced in any manner nor shall additional attachments of any kind with the exception of the Past-President gavel, be attached. This organization shall not use a jewelry or fraternal order type pin to designate their membership.
5. *It is misrepresentation to allow non-members to purchase or use DMA merchandise or non-certified members to purchase CDM merchandise.*
6. Dietary Managers Association pins and sleeve emblems are available from National headquarters:

DMA
One Pierce Place, Suite 1220 W
Itasca, IL 60143-1277

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ELECTED OFFICERS

QUALIFICATIONS:

1. Shall be an active state DMA member.
2. Shall have knowledge of the DMA organization, its purpose and objectives.
3. Shall have food service experience.

DESIRABLE ATTRIBUTES:

1. Genuine pride and demonstrated loyalty to your organization.*
2. Possess leadership capabilities.
3. Ability to associate with supervisors and subordinates.
4. Ability and willingness to communicate the desires and needs of fellow membership to the governing board.
5. Ability to think and act ethically in the interest of the entire membership above your own personal interest.
6. Ability to foresee future problems in the organization.
7. Be neat, clean, respectable, healthy and able to endure the pressure and rigors of your responsibility.
8. Realization that you are representing a professional organization and that your actions, speech and appearance will reflect your organization.
9. Initiate good rapport with allied organization.*
10. Shall have an understanding with your employer regarding absences, enabling you to carry out your executive duties as an officer of MTDMA.
11. Shall be able to devote sufficient time to the responsibilities of your office.*
12. Shall have the support of their family, allowing sufficient time away from home.*
13. Shall have access to secretarial and telephone service to effectively hand DMA communications.*
14. Shall have the ability to chair meetings of the state board of directors, as well as membership meetings.*
15. Shall have working knowledge of Robert's' Rules of Order.*
16. Shall have the ability to delegate jobs and also to accept assignments delegated to you.*
17. Shall exercise sound judgment.*
18. Shall be firm in standing behind decisions once they are made.*
19. Shall be available to accept meeting and speaking invitations.*
20. Shall exude confidence, poise and enthusiasm for yourself and your organization.
21. Shall have speaking ability.
22. Shall have sufficient communications and coordination with your incoming board and outgoing board to facilitate a smooth transition.*
23. Shall accept conciliatory responsibility.*
24. Shall possess knowledge of acceptable etiquette.

*These are especially desirable for an incoming president-elect.

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STATE ELECTIONS

1. The secretary will prepare the ballot for the election of officers. This is done once the Nominating Committee has submitted the names and addresses of the candidates.
2. A Tellers Committee which has been appointed by the President-elect will count the election ballots and then notify all candidates of the election results.
(See nominating committee, page , for more details)

SAMPLE BALLOT

Who are your leaders? Your opinions are important

Vote for one for each office:

President -elect 1) _____ 0

 2) _____ 0

Treasurer 1) _____ 0

 2) _____ 0

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RESPONSIBILITIES OF OFFICE

PRESIDENT

1. Immediately following the election, meet with the incoming officers and decide what issues need priority attention.
2. Decide what steps must be taken to complete each task. The steps which need to be taken are the responsibilities that you may assign to your committees.
3. HELPFUL HINT: Delegate responsibilities to your committees. You are responsible for assuring that each job will be completed – inform the committees of deadline dates.
4. Initiate dates of your executive board and of the state membership meeting and workshops.
5. Write an agenda for all executive board meetings and all business meetings. Ask members for suggestions and add these items to the agenda. Each meeting should accomplish a purpose. (See agenda guidelines on page 21 of the Officer Manual).
6. Chair all meetings.
7. Follow “Robert’s’ Rules of Order Newly Revised” in conducting your meetings (see page 22 of Officers Manual).
8. Become familiar with your state bylaws and policies and procedures.
9. Serve as counsel to the Nominating Committee prior to it’s’ meeting.
10. Serve on the Finance Committee.
11. Keep your membership informed through articles in your newsletter.
12. Forward all required information headquarters – check your calendar of events. Use your State Achievement Award checklist as a reminder of what needs to be done!
13. Encourage your association to send a delegate to the national annual meeting and the legislative workshop.
14. Appoint chairpersons to the following committees with the approval of the executive board: Membership, Program, Budget and Finance.
15. As Immediate Past President serve as ex-officio member of the Nominating Committee.

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PRESIDENT-ELECT

1. As President-elect you are obligated to learn as much as possible about national and state goals, bylaws, objectives, policies and procedures. Attend all State Board and membership meetings. When possible audit the National Board of Directors meeting held at DMA's annual meeting, in addition to any special meetings and workshops held for officers.
2. Acquaint yourself with the responsibilities of the President and assist the President in the management of the chapter. Assume the Presidents' duties in his/her absence or disability.
3. Available to be a consultant to the newsletter editor.
4. Meet with the State Board of Directors requesting suggestions for appointees to the following committees:

Nominating:	Three members, to formulate the ballot for the following year.
Tellers:	Three members assigned to count the ballot after the election.
Membership:	One active member.
Finance:	Three active members comprised of the Treasurer (chairman), President, and President-elect.

Appoint your committees in the spring. Send a written invitation which will help explain the purpose and responsibilities of the committee. All appointments should be confirmed in writing. Communicate with committee chairs during the summer months to plan your year in advance, so you are ready to put your plan into action immediately upon installation.
5. Serve as a member of the Finance Committee.
6. Review the Policy and Procedure Manual periodically and update by the end of the fiscal year.
7. The President-elect is responsible for sending the names of the officers and committee chairs to DMA national headquarters. Reporting forms will be provided from the national office in May.

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SECRETARY

1. Write and send all notices of board of directors and membership meetings.
2. Arrange for all correspondence relating to the projects and the administration of the organization.
3. Enter in the proper books all resolutions and proceedings of meetings of the board of directors, the state meeting of members, and any special meetings of the organization. Send a copy of all resolutions and proceedings of meetings to the members of the board of directors within one (1) month after the time of such meeting.
4. Bring to all board of directors and membership meetings all copies of meeting minutes from the past year.
5. Keep a roster of the members in the state. The President and Secretary will receive a full listing (names and addresses) in September and February. Please do not share membership lists with allied associations, companies or seminar leaders. Refer all requests for membership lists and labels to DMA headquarters.
6. DMA headquarters will notify you of each new member and each reinstated member as soon as their application has been processed.
7. Supervise the contacting of all new members and all dropped members within the state.
8. Attend the State Board of Directors meetings and all state meeting.
9. Attend the National annual business meeting held during the National Annual Meeting, if at all possible.
10. The responsibility of preparing the ballot for the election of officers which takes place during your term. Once the chair of the Nominating Committee submits the names and addresses of the candidates, you may begin preparing the ballot.
11. Shall write letters of appreciation to all speakers and program participants following their program presentations.
12. Shall send to the President a copy of any correspondence received which should be brought to the attention of the President.
13. Shall keep a file with copies of all pertinent correspondence to be given to the new Secretary at the conclusion of your term.
14. The term of this office is two (2) years.

Records should be maintained in the following manner:

*Keep permanently; Bylaws, charter, and meeting minutes, contracts and agreements;
Correspondence with IRS or other governing agency*

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TREASURER

1. The Treasurer shall be bonded.
2. The Treasurers term shall be two (2) years.
3. The Treasurer will serve as the chairman of the finance committee and delegate duties to the members.
4. Keep an account of all money received and expended by the State Board of Directors, all sums received; and shall make a report at the state meetings or whenever called upon by the President.
5. Shall deposit in the bank, approved by the State Board of Directors, all sums received; and shall make a report at the state meetings or whenever called upon by the President.
6. Funds may be drawn only upon signature of the Treasurer and President.
7. The Treasurer shall prepare the books for audit annually, in August before the State Fall meeting, by the State Board of Directors.
8. The funds, books, and vouchers at all times will be subject to verification and inspection by the State Board of Directors.

SEE DMA OFFICER MANUAL FOR STATE AND DISTRICT VOLUNTEER LEADERS FOR ADDITIONAL INFORMATION.

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MEMBERSHIP

1. Criteria for being a member of the state association are those members of Dietary Managers Association in good standing having mailing addresses within the state of Montana.

Types of Membership

ACTIVE MEMBERSHIP –

The active member receives full benefits, including the right to vote and hold office. Members bear the designation Dietary Manager.

Requirements:

*any individual who has completed an approved dietary Manager training program;

OR

*any individual who has passed the credentialing exam.

ASSOCIATE MEMBERSHIP –

The associate member receives all benefits except the right to vote or hold office.

Requirements:

Any individual who holds a two-year associate degree, bachelor or advanced degree in food service, health care or related field; or has successfully completed a 90 hour (or more) state approved course or other accredited dietary manager program.

RETIRED STATUS –

The retired member has the same privileges as the active member. The retired member shall pay a reduced membership fee.

Requirements:

Must be at least 62 years of age or be able to provide proof of retirement. A written request with verification and appropriate fees must be submitted to DMA headquarters.

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STUDENT MEMBERSHIP –

Students may enjoy all the member benefits, except voting, holding an office, and chairing a committee. This membership is for an 18 month period.

Requirements:

Any individual currently enrolled in an approved dietary managers program, and

*must submit a DMA student membership application with appropriate fees, and

*must have verification of student status by program instructor.

2. MEMBERSHIP LISTS –

State membership listings are mailed to each state president and each state secretary twice yearly. It is the president's responsibility to share the lists with other officers and committee chairmen.

State secretaries receive names and address of all new and reinstated members as soon as they are process at the headquarters office. It is the secretary's responsibility to share this information with: the state president, newsletter editor, and any other officer/chairman who may be mailing information to members.

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MEETINGS

1. *State meetings will be held twice a year. The State fall meeting must be held at least 30 days after the close of the National Annual Meeting and Expo and before October 15th. The spring meeting is to be scheduled at least 60 days before the beginning of the National Annual Meeting and Expo and not later than June 15th.*
2. State Board of Directors will meet during the Fall and Spring meetings, before the membership meeting.
3. Committees will meet as needed and report to the State Board of Directors prior to their meeting.
4. A membership meeting will be held during the Fall and Spring meetings.
5. Notice of the Fall and Spring meetings will be mailed to the membership in the month prior to the meetings. The exact time will be determined by the State Board of Directors.
6. All members have the right to submit business at a board meeting after being recognized by the chair or by sending any business to any board member prior to the meeting.

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HOSTING A MONTANA DMA STATE MEETING

Obtain a copy of the PROGRAM COMMITTEE MANUAL, by calling DIETARY MANAGERS ASSOCIATION 1-800-323-1908.

The more time you allow to do the job the better the end result. Do everything you possibly can in advance – you want to be able to enjoy your meeting. The State Board of Directors will arrive a day early to help with the last minute set up, door registrations, or any details you need assistance with.

1. **MEETING DATES:** State meetings will be held twice a year. The State fall meeting must be held at least 30 days *after* the close of the National Annual Meeting and Expo and *before* October 15.

The spring meeting is to be scheduled at least 60 days *before* the beginning of the National Annual Meeting and Expo and *not later* than June 15th.

Dates are set approximately 12 (twelve) months in advance to allow ample time for program planners to put together a meetings that will benefit all members without stressing out the planning committee. It is recommended to schedule meeting on Thursdays and Fridays as our membership has expressed these are the best days for most to travel and be absent from their facilities.

It would also be a good idea to avoid scheduling meeting during such times as National Hospital & Nursing Home Week as many facilities have extra activities going on at that time which makes it difficult for Managers to be away from their facility. These are guidelines and by planning well in advance we hop that the conflicts in the past can be avoided.

2. **SCHEDULE OF EVENTS:** As our organization grows, so do our responsibilities to our members. The key to providing good service is good communication and to that end the board of directors need to have time set aside to get together and discuss items that need to be brought to the attention of the general membership. Board meetings are to be scheduled the evening before the opening of our general sessions. By having meetings Thursday and Friday the Board can meet on Wednesday evening in one of the motels where they are staying or a place for the board meeting can be arranged by the host with a designated time. Allow two (2) hours for their convenience of planning the agenda. There is also a need for an hour (1) to be set aside for the general membership meeting sometime during the next two (2) days. Friday morning has worked well in the past. Other items in the agenda will be left to the program planners to do as they like.

3. **CLOCK HOURS:** The more hours we can squeeze into the two (2) days for credit the better, but we must not lose sight of a quality program that also include ample time to “compare notes” and share common thoughts, problems, and possible solutions. These may not always count in clock hours but are valuable tools when we return to our facilities.

A practical goal may be 10 clock hours in a two day session.

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4. COST OF MEETING: Registrations fees for the state meetings shall be \$50.00 (Fifty dollars) with student registration being \$25.00 (Twenty-five dollars). Guests for the day shall be \$10.00 and guests for the banquet shall be \$12.00. There will be a late fee of \$5.00 (Five dollars) charged for anyone who attends and did not pre-register. Our main focus is having an educational meeting twice yearly is just that – education, not fund raising. When program planners are putting together a meeting, they need to have all the bills and receipts in order for the Treasurer to be able to pay for all expenses with the registration money that was sent to the Treasurer. Receipts for out of pocket expenses must be submitted to the Treasurer for total reimbursement. Program planners will be expected to furnish a detailed cost report to the board of directors at their meeting prior to the opening session. There will be no registration fee to the person(s) hosting the meetings.
5. REGISTRATION: Registrations should be mailed out no later than 30 days prior to the meeting, however the earlier you mail out registrations the earlier the Treasurer will begin collecting the fees. Registration may be put in the newsletter or sent out by the host of the meeting. A registration form is also to be sent to National DMA headquarters at the same time it is mailed to the general membership. A list of names and addresses of all members and students will be provided by the membership person.
6. INVITING SPEAKERS: Many qualified speakers may be found right in your own backyard so don't overlook them. Other options may be with vendors and their corporate people – often they will have speakers that will come in for no charge if you are a customer. Another good source for speakers is the Montana State University Extension Service in Bozeman. They do charge expenses but usually it is quite reasonable depending on their distance to travel. Begin contacting prospective speakers at least three (3) months in advance, this will give you that much more time to prepare your program. If a speaker is charging a major fee, the board members should be contacted for approval. These votes are by telephone and given to the host within seven (7) days of the meeting. It will depend on the funds in the treasury and the potential of not depleting our funds. It is sometime helpful to stay with a theme for a workshop, but not mandatory.
7. TOPICS: The evaluations from the proceeding meetings are your best tools when planning topics. Be sure to ask to have the results from prior planners to help you lay out your workshop.
8. VENDORS & DISPLAYS: Contact vendors and brokers and sell space to help pay expenses for your meeting. You will probably have better luck with this in the fall as there are several large food shows in the spring and they may be unavailable at that time. Food vendors will often sponsor coffee breaks and sometimes meals in exchange for a period of time in which they may be able to advertise their wares. Don't be afraid to chare for our time, we are big business to these vendors and they have advertising money available – we may as well cash in on some of it. Ask your vendors (FSA, SYSCO, S.E. RYKOFF, etc.) which of their brokers do displays. Use your sales rep!!! This will keep expenses to a minimum and make a meeting very enjoyable.

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FINANCE COMMITTEE

1. The Finance Committee shall consist of three (3) State Board members; the Treasurer, the President, and the President-elect and two (2) other members who shall be appointed annually by the President-elect for his/her term as President.
2. The Treasurer of the association will serve as the chairman of the committee and delegate duties to the members.
3. The committee shall meet at such intervals as deemed necessary by the State Board of Directors to establish recommendations governing all association financial transactions which shall be submitted for executive action.
4. This committee will formulate the annual budget to present to the State Board of Directors for approval at the first board meeting after the annual meeting of members.
5. A written financial report will be presented at each State Board of Directors meeting; one (1) copy each to the President, President-elect, Secretary, and for the treasury file. These files will be passed on to the next Finance Committee Chairman.
6. The committee shall do an annual audit in August when new officers are installed. A written report will be given to the President and the membership shall be able to view this report.

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NOMINATING COMMITTEE

1. The nominating committee shall consist of the immediate past President and two (2) active members of the association who shall be appointed annually by the President-elect. The President shall appoint the chairman.
2. The President shall act as advisor, without vote, on the nominating committee.
3. The chairman shall be a member of the State Board of Directors and attend all meetings.
4. The committee shall be knowledgeable of the responsibilities of all offices.
5. The committee shall designate annual at least two (2) active member candidates for the offices needing to be filled that year. President-elect and Secretary positions are filled in odd numbered years and Treasurer position is filled in even numbers years.
6. By the spring meeting the nominating committee should receive confirmation from nominees that they will accept office, if elected. In some instance approval of facility Administrators must be obtained.
7. The committee shall submit its report in writing to the Secretary at least sixty (60) days after the annual meeting of members. The report shall be signed by a majority of the members of the committee.
8. The chairman shall make a written report, when applicable; and give the report to the State Board of Directors. One (1) copy will be given to each the President, President-elect, and Secretary.

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OFFICER PROFILE SHEET

Please complete and mail to the Chairman of the Nominating Committee:

Office for which nominated: _____

Name: _____

Address: _____

Place of employment: _____

Years of service: _____

Title of position held: _____

Service of DMA

National: _____

State: _____

Certification Number: _____

Participation in Civic and/or other organizations: _____

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NEWSLETTER

PUBLISHED BY THE MONTANA DIETARY MANAGERS ASSOCIATION.

(Minimum of bi-annually)

Review newsletter Editor Manual for State/District Volunteer Leaders – DMA Publications

1. A HIGH QUALITY photocopier should be used to reproduce the newsletter. Throughout the print run the copies should be checked to make sure they are clear and clean. Photos do not reproduce well on a photocopier. Consider using a commercial printer if planning to use photos.
2. The mailing cost of the newsletter need to be considered. If the state membership is large enough consider “bulk rate”. Bulk rate permits may be arranged through the post office. Permit numbers can be imprinted on the newsletter, which will eliminate the need to affix a postage stamp.
DMA STATE ASSOCIATIONS DO NOT QUALIFY FOR NON-PROFIT BULK RATE PERMITS.
DMA IS A NOT-FOR-PROFIT ORGANIZATION; HOWEVER THE ASSOCIATION IS EDUCATIONAL AND NOT A CHARITY OR RELIGIOUS ORGANIZATION.
DMA STATE ASSOCIATIONS PAY THE REGULAR BULK RATE FOR MAILING THEIR NEWSLETTER.
3. Suggestions for news items to be included in the state newsletter:
 - a) “Press Release” articles sent to all editors from DMA headquarters.
 - b) A message from the President of the state association.
 - c) Candidate profiles prior to the election.
 - d) Publicity and registration forms for state spring and fall meetings.
 - e) Activities of the annual meetings.
 - f) Notice of special national events like National Hunger Week and Pride in Food Service Week.
 - g) Notice of the national annual meeting.
 - h) Report from the state delegates who attend DMA’s national annual meeting. This article should be meaningful and contain information which members will find informative and interesting.
4. Advertisement space will be sold to help cover the cost of producing and mailing the newsletter. The amount of money received from paid advertising must not exceed the total cost of the newsletter.

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FUND RAISING

1. It is both professional and ethical for the state association to raise funds for the treasury, if done on a small scale, in a professional manner, and confined to members and their acquaintances.
2. The treasurer will be involved in the fund raising for the state.
3. A fund raiser must be voted on at a state meeting and by approved by the majority.
4. A fund raiser should be organized only if a purpose has been determined (e.g. funds to send members to national annual meeting).
5. Never endorse a product. The DMA name or logo should never be used for endorsement. Such a decision can ONLY be made by the National Board of Directors.
6. Fund raising conducted at a meeting should not be used to underwrite the expense of the meeting.
7. Be sure to sell DMA merchandise only to DMA members and CDM merchandise only to certified dietary managers. It is misrepresentation to allow non-members to purchase or use DMA merchandise or non-certified members to purchase CDM merchandise.

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PAYMENT OF ACCOUNTS PAYABLE

1. All accounts payable will be paid promptly after assuring that it is accurate and an authorized expenditure.
2. Receipts must be turned in to the treasurer before reimbursement can be made. Board approval on payment of each invoice is not necessary. The treasurer may have to verify the amount charged on an invoice or statement, by locating the person who made the purchase and confirm the amount before payment is made. The following guidelines are recommended for paying invoices:
 - A. The check number and date of payment should be noted on each invoice as a record of payment.
 - B. Paid invoices should be filed alphabetically.
 - C. Separate paid invoice files should be maintained for each fiscal year.
 - D. Record all checks in either the check register or the cash disbursement ledger.

DUES AND FEES

1. Processing and payment of rebates shall be the responsibility of the Treasurer of the state association with the approval of the State Board of Directors, to reimburse and officer, committee member or association member.
2. Registration fees for the state meetings shall be \$50.00 (Fifty dollars) for members, \$25.00 (Twenty-five dollars) for students, \$10.00 (Ten dollars) per day for guests, and \$12.00 (Twelve dollars) for banquet guests.

REIMBURSEMENT

1. Only those expenses not reimbursable by an officer or board members' facility or place of employment, will be eligible for reimbursement by the organization.
2. Hotel and registrations for the President to attend the National Annual meeting shall be defrayed by the organization, if budget permits. The expense for hotel and registration incurred by the President-elect or one of the following: Secretary, Treasurer, or a member of the State Board to attend the National meetings as an alternate; shall be defrayed by the organization if the budget permits. All members of the association are encouraged to attend National meetings and; registration and hotel expense shall be defrayed as the budget permits.

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FISCAL YEAR

The state association fiscal year is June 1st through May 31st of the following year.

ANNUAL AUDITING PROCEDURES

1. An audit of the accounting records should be scheduled annually, in August before the installation of new officers. Every outgoing treasurer should insist that the books be audited to protect both the outgoing and incoming treasurer. Any treasurer serving a two year term should have the records audited annually. **DO NOT ASK A FRIEND, RELATIVE, OR ASSOCIATION MEMBER TO PERFORM THE AUDIT!!** The audit should be done either by a CPA (Certified Public Accountant) or an independent accountant. If the books are audited by a CPA, an auditor's letter of opinion should be issued with the financial statements by the CPA.
2. Records should be maintained in the following manner:

Keep for seven (7) years:

Bank statements, canceled checks, deposit slips, paid invoices, expense reports, cash disbursements ledger and cash receipts ledger

Keep permanently:

General ledger, chart of accounts, trail balance
Annual financial reports
By-Laws, charter, and meeting minutes
Contracts and agreements
Tax returns, including Federal Form 990 and miscellaneous state tax returns
Correspondence with IRS or other governing agencies

If the state organization has been established for many years, it may be advantageous to store certain records at a storage facility to avoid transferring large quantities of documentation to subsequent officers.