



Association of Nutrition & Foodservice Professionals

NEW HAMPSHIRE

DIETARY MANAGERS
ASSOCIATION

POLICY & PROCEDURE MANUAL

January, 2019

POLICY & PROCEDURE MANUAL INDEX

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Goals of the New Hampshire Dietary Managers Association:

1. To encourage and assist the development of our professionals and to advance their skills in managing and directing their food service operations.
2. Our organization will work as a team to encourage all members to become involved and to share their knowledge with other professionals.

New Hampshire Dietary Managers Association Insignia:

1. The state insignia for the NH-Dietary Managers Association is to be the state name with the outline of the state of New Hampshire.



2. Association of Nutrition & Foodservice Professionals
3. The state organization will have full rights to use the logo on any information relating to the state organization.
4. The organization will have an informative news letter. The new Hampshire Dietary Managers Associations newsletter will be called "The Granite Slate". "The Granite Slate" will be published three times a year by the editor with the assistance of the membership. All fees for the news letter will be paid by the state organization.

Membership & Responsibilities:

1. Members: All food service professionals, who are registered with the NH-Dietary managers association and are in good standing and have a New Hampshire mailing address.
2. All members will be entitled to all rights and privileges within the organization subject to membership vote and to hold office.
3. All members should be involved and try to attend state meeting held twice a year.

Meetings:

1. The New Hampshire Dietary Managers Association will hold a **minimum** of two meetings during their fiscal year. The meetings are held as follows:
 - a. Spring meeting (April)
 - b. Fall meeting (September)

These meetings will be hosted at various facilities throughout the state of New Hampshire. All members will receive notification of these meetings at least one month in advance. All members are encouraged to offer suggestions for future meetings.

Executive Board:

1. The executive board will meet at least twice a year.

Fiscal year and financial planning:

1. The fiscal year will be from June 1st. – May 31st. The executive board will work with the Treasurer to determine the annual budget to work with.
2. **Dues:** All active members will pay annual dues to the national office. All New Hampshire residents will automatically become members of the New Hampshire Dietary Managers Association when eligible. All members who are retired must attend at least 50% of the yearly meetings to have the cost of the meetings covered by the association.
3. **Rebates:** The New Hampshire Dietary Managers Association will receive a rebate check from the national organization annually. The amount given will be determined by the national office according to the amount of registered members.
4. **Payment of bills:** The state treasurer will pay all bills associated with the organization. All checks written for more than \$100 will need to be co-signed by the state president. All bills paid will need to be accompanied by a receipt.
5. **National and national sponsored meetings:** The state president and president elect will be sent to nationals on alternating years. The state association will cover the travel, hotel, registration and approved food costs. All costs will be reimbursed after all proper receipts are submitted.
6. **Member support for nationals:** The state organization will determine at the spring meeting the availability of funds to assist other members to attend the national meeting. This money will be divided equally for members who register to attend the national meeting and have submitted a NH DMA scholarship application.
7. **Other expenses:** The state organization reserves the right to donate any funds during the year. All funds donated must be voted on by the membership and have a majority vote. All other expenses must be approved by the executive board.

Elected Officers:

1. **President:** The president shall be the principal elective officer of the organization and shall preside at all meetings of the association and of the executive committee. The president will have the right to vote on all committees except the nominating committee. The president will communicate effectively to promote the welfare and increase the usefulness of the association and shall perform such their duties as are necessarily incident to the office of president or as may be prescribed by the executive committee. The presidents term will be two years once completed they will automatically become the past-president.
2. **President-elect:** the president-elect shall serve in the absence of the president and to oversee the organization until they return. The president-elect is to work with the president in planning all meetings. The term for the president-elect is two years. Once the two years are completed they will automatically become the president.
3. **Secretary:** The secretary shall be responsible for all of the written notices and the records of the meetings. The secretary will handle all correspondence of the association and to prepare ballots during elections. The secretary will keep an accurate list of all members and their status with the organization. The secretaries' term of office is two years.
4. **Treasurer:** The state treasurer is responsible for all funds received and paid out from the organization. The treasurer is responsible for up-dating all financial books and for payment of all bills. The treasurer must obtain the presidents signature for all checks written for over \$100. The state treasurer will be bonded prior to taking the position off office. All books will be audited by the members of the executive board prior to the end of their term.
5. **Past-president:** The past-president will be available to assist as council in all matters pertaining to the organization.

State elections:

1. **Nominating committee:** The nominating committee is responsible for the formulating of the ballots for each annual election in accordance with the policy adopted by the executive committee.
2. **Elections:** All elections for officers will be done by mail by April 30th. All officers will begin the positions directly after the fall meeting.
3. **Ballots:** The secretary will work with the nominating committee to design and mail out the ballots. The secretary and the nominating committee will be responsible in obtaining the ballots and totaling the results. All newly elected officers will be notified of the results by the executive board.

Committees and their functions:

1. **Executive committee:** The executive committee will meet after the national meeting and prior to October 15th. The executive committee must meet at least two times during the year. The executive committee will guide the association throughout the year while working with the national office. The executive committee will be responsible for communicating all necessary information from the national as well as state level.
2. **Nominating committee:** The nominating committee is responsible for working with the secretary to organize the follow through on the associations' election process.
3. **Legislative committee/representative:** The organization will elect at least one individual to represent the state organization in Washington DC. During the legislative hearings and to keep the organization informed of any issued or changes within legislature.
4. **Other committees:** The state will have the authority to organize any other committee which may improve the state organization.
5. **News letter editor:** The state organization will nominate a representative to be the editor of the news letter. The editor will be responsible for working with the members to coordinate the news letter to be published at least three times a year.

Amendments:

1. All amendments to the bylaws will be presented to the membership by mail and voted on by the majority of the members to submit to nationals. Once voted on, the executive board will then submit the changes to nationals for approval. No amendments will be in effect until the approval from the national office is obtained.

State issues:

1. The membership will vote on all issues which concern the state organization. All decisions must be discussed as a group and the decision must be seconded.

Fund raising and group events:

1. All special fund raising and group events will be discussed with the organization and voted on. Such items are as: raffles, bake sales, and donations will be decided by the membership.
2. The state organization reserve the right to offer and host facility or speakers a token of appreciated for their services.
3. All questionable changes or events need to be approved by nationals.

Annual review signature page:

Name & Position	Signature:	Date:
Kerry Olson, CDM, CFPP Past President		
Michelle Cramm, CDM, CFPP President		
Chantal Rioux CDM, CFPP Treasurer		
Christine Page CDM, CFPP President-Elect		

