ARTICLE I - MEMBERSHIP ................................................................................................................ 2

ARTICLE II - EXECUTIVE COMMITTEE ........................................................................................... 2-3

ARTICLE III - OFFICERS AND OFFICIALS ....................................................................................... 3-12
  Chair ........................................................................................................................................ 4-5
  Chair-Elect ............................................................................................................................ 5
  Past Chair ............................................................................................................................ 6
  Treasurer ............................................................................................................................. 6
  Secretary ............................................................................................................................. 7
  Marketing and Communications Coordinator .................................................................... 7
  Membership Coordinator ................................................................................................... 8
  Sponsorship Coordinator .................................................................................................... 8
  Sales and Marketing Coordinator ....................................................................................... 8
  Policy and Advocacy Leader ............................................................................................... 9
  Professional Development Coordinator ............................................................................ 9
  HOD Delegate ................................................................................................................... 10
  Sub-Unit Chairs ................................................................................................................. 11
  Connections Content Editors ............................................................................................ 11
  Executive Director ........................................................................................................... 11-12
  Network Liaisons ............................................................................................................. 12

ARTICLE IV - FINANCIAL POLICIES ............................................................................................. 12-14

ARTICLE V - STANDING COMMITTEES ...................................................................................... 14-16
  Nominating Committee ...................................................................................................... 14
  Nominating Committee Chair ............................................................................................ 15
  Public Policy Panel ............................................................................................................ 15
  Scholarship and Awards Committee ................................................................................... 15
  Membership Committee .................................................................................................... 15
  Professional Development Committee .............................................................................. 16
  Website Committee .......................................................................................................... 16
  Editorial Committee .......................................................................................................... 16
  Other Committees ............................................................................................................. 16

ARTICLE VI - TESTIMONY/PUBLIC STATEMENTS .......................................................................... 16

ARTICLE VII – DISTRIBUTION CENTER ...................................................................................... 17
ARTICLE I - MEMBERSHIP

A. Membership
   1. Shall be an Active, Retired, Student, Honorary, Associate, or International member of the
      Academy of Nutrition and Dietetics with the qualifications and rights as outlined in the
      Academy Bylaws, Article II.

B. Dues
   1. Shall be paid annually to DHCC through the Academy dues collection procedure.

C. Non-renewed Members
   1. Shall be sent a "non-renewed-member" communication signed by the Chair or Membership
      Chair and sent by the Executive Director each year after the dropped member list is received
      and the message updated by the Membership Chair. The letter must be reviewed by the
      Academy Manager/DPG Relations prior to sending.

D. Membership List
   1. Shall be received through the Academy system.
   2. There shall be no other copies distributed except by review by the Chair and approval of the
      Executive Committee.

ARTICLE II – EXECUTIVE COMMITTEE (EC)

A. EC Meetings
   1. Shall be called at the discretion of the Chair.
   2. Shall be scheduled by the Chair.
   3. EC members shall be notified and provided with a preliminary agenda at least one week in
      advance.
   4. DHCC members may request to attend in advance.
   5. The Secretary will send minutes within 2 weeks to the EC (after completion of the
      review/approval system).

B. Executive Committee Action Without Meetings
   1. Shall be requested via email to the voting EC members from the Chair.
   2. A motion, second and discussion will occur prior to a vote.
   3. Shall pass if the majority of voting members approves the action.
   4. The Chair shall notify Executive Committee members of the results of the poll within ten (10)
      days.

C. Teleconferences/Webinars - Committees
   1. Shall be arranged by the committee within allotted budget.
D. Responsibilities of DHCC Executive Committee
   1. Shall review Guiding Principles and Policy and Procedure manuals annually and approve any needed amendments and edits.
   2. Shall review and approve the DHCC Strategic Plan.
   3. Shall approve the Program of Work (POW) prior to submission to the Academy DPG Manager.
   4. Shall discuss and approve committee plans for which there are no existing policies and procedures.
   5. Shall redirect requests for membership to the Academy’s mail list purchasing service.
   6. Shall develop and approve the DHCC activities for the Food & Nutrition Conference & Expo™ (FNCE®).
   7. Shall work with other organizations as approved by and in conjunction with the Academy.
   8. Shall call a special meeting of the membership for a specific purpose if necessary.
   9. Shall approve the appointment of an Industry Advisor, which is a non-voting member of the Executive Committee.
  10. Shall be responsible administratively for all business of DHCC.
  11. Non-budgeted expense items of more than $100 shall be approved by the Chair before payment.
  12. Non-budgeted items of more than $850 shall be approved by a vote of the Executive Committee before payment.
  13. Shall perform other duties as required.
  14. Review and approve all contracts, including Executive Director, newsletter printer and other.
  15. Funded EC members are expected to attend all the scheduled days of EC meetings, FNCE® activities and EC functions. Prior approval of partial reimbursement and partial attendance must be obtained from the Chair and Treasurer.

E. Composition
   1. Voting members shall include the seven (7) elected officers (chair, chair elect, past chair, nominating chair, secretary, treasurer and delegate).

ARTICLE III - EXECUTIVE COMMITTEE MEMBERS

Responsibilities that apply to all Officers and Officials:
  • All officers and officials take office on June 1.
  • Elected officer terms are found in the Guiding Principles. Committee chairs/coordinators usually serve a 2-year term, with the exception of the Sponsorship and Policy and Advocacy positions (3-year term). Expenses for each official are paid within budget with the approval of the Chair and Treasurer.
  • All members of the Executive Committee are responsible for completing additional tasks as requested/required.
  • All officers and officials should be active participants in the Forum Electronic Mailing List (EML).
  • All officers and officials will be participants in the DHCC-Board EML.
  • All officers and officials will have access to the DHCC DropBox files pertinent to the EC
A. CHAIR

1. Meetings
   a. Must schedule at least two Executive Committee (EC) meetings, with at least one being face-to-face (typically prior to FNCE™).
   b. Shall notify all members of the EC of all meetings at least one week in advance.
   c. Shall plan the agenda for all meetings.
   d. Shall work with the Executive Director to compile meeting agenda, reports, etc., and send to appropriate members approximately one week prior to each scheduled meeting.
   e. Shall review the minutes of all meetings and return requested changes to the Secretary by the specified date.

2. Other Responsibilities
   a. Shall sign approval forms for any contracts and LOAs signed by the Academy
   b. Shall notify the membership of the DHCC Annual Report via Connections, Website, email, etc.
   c. Shall be responsible for coordinating plans for FNCE™ with the Academy DPG Manager and Executive Director.
   d. Shall arrange for certificates for sponsors, award recipients, etc., with the Executive Director. Shall sign and give to Scholarship and Awards Committee chair for distribution at FNCE™ and participate in the distribution of all awards and certificates as needed.

3. Member Communications
   a. Shall provide the Chair’s Message quarterly to Connections.
   b. Shall review the ‘non-renewed member’ communication (developed by the Membership Coordinator) and facilitate distribution on the approval of and the Academy DPG Manager.
   c. Shall review a ‘welcome’ letter (developed by the Membership Coordinator) to be sent to new members, approved by the Academy DPG Manager.
   d. Shall develop a ‘welcome’ letter for people visiting the DHCC Website.
   e. Shall review Connections prior to publication.

4. Financials
   a. Shall monitor financial records with the Treasurer.
   b. Shall be responsible for coordinating with the Executive Director and Treasurer the submission of the external funding request to the Academy.
   c. Shall authorize funding for the Executive Director, Advisor, and others to attend Executive Committee meetings as appropriate.
   d. Shall approve expense reports of the EC members if requested by the Treasurer, and shall always approve personal expense vouchers and check requests of the Treasurer.
   e. Shall be responsible for requesting project funding.

5. Reports
   a. Shall provide appropriate reports to the Academy as directed.
   b. Shall request all EC members to submit reports, proposals, etc., prior to each scheduled meeting.

6. Committees
   a. Shall serve as Chair of DHCC and the DHCC Executive Committee.
   b. Shall be a member of the following committees: Strategic Planning, Finance, Communications, Public Policy, Editorial and Sponsorship
   c. Shall be ex-officio member of all committees except Nominating.
d. Shall work with the Sponsorship Coordinator and the Treasurer to seek external funding.

7. Oversight
   a. Shall have oversight over Communication Coordinator and Membership Coordinator.

8. Appointments (with the approval of the EC)
   a. Shall work together with the Chair-Elect and Past Chair on the appointments of Coordinators, Network Representatives and Sub-Unit Chairs.
   b. Shall make committee appointments as needed during term in office.
   c. Shall appoint the Advisor(s).

9. Other
   a. Shall train the Chair-Elect in the duties of Chair.
   b. Shall refer requests for membership lists to the Academy.

B. CHAIR-ELECT

1. FNCE® and Other Conference Planning
   a. Complete planning for the following year (when serving as Chair).
   b. Shall work with Executive Director on all FNCE® planning.
   c. Shall be responsible for DPG showcase in the Chair-Elect year.
   d. Shall be responsible for planning workshop (either at FNCE or other) for the year as Chair.
   e. Shall be responsible for planning DPG Spotlight Session for year as chair, submitting during the Chair-Elect year.
   f. Shall work with Sponsorship Coordinator in sponsor funding of the DPG’s FNCE® activities.

2. Appointments (with the approval of EC)
   a. Shall work together with the Chair and Past Chair on the appointments of Coordinators, Network Representatives and Sub-Unit Chairs.

3. Oversight
   a. Shall oversee Professional Development Coordinator.
   b. Shall review Connections before publication.
   c. Shall be involved as directed in the selection of the Academy ballot, awards given by the Academy, and input requested by Academy Foundation.

4. Committees
   a. Shall serve as a member of the Executive Committee.
   b. Shall be Chair of the Strategic Planning Committee.
   c. Shall be a member of the Public Policy Committee, Finance Committee, Fundraising Committee, Editorial Committee and other committees as needed.

5. Fiscal
   a. Shall collaborate in the development of DHCC’s Strategic Plan. This plan must be approved by the EC.
   b. Shall collaborate with the Treasurer and Executive Director, the Program of Work (including budget) based on DHCC’s approved Strategic Plan, Mission and Vision.
C.  PAST CHAIR
1. Appointments (with the approval of the EC)
   a. Shall work together with the Chair-Elect and Chair on the appointments of Coordinators, Network Representatives and Sub-unit Chairs.
2. Responsible for the annual report for the year served as Chair, including meeting established Academy timeline for completion and distribution.
3. Oversight
   a. Shall oversee and be responsible for the Network Liaisons.
   b. Shall review Connections prior to publication.
   c. Shall collaborate in the review/update of the Guiding Principles and Policy & Procedure Manual. Present them to the EC for review at the Spring EC meeting and/or as necessary. Updated Principles and Procedures shall be forwarded to the Academy for approval as requested.
4. Committees
   a. Shall serve as a member of the Executive Committee.
   b. Shall serve as an Ex-officio non-voting member of the Nominating Committee
   c. Shall be a member of the Strategic Planning Committee, Professional Development Committee, and Editorial Committee

D.  TREASURER
1. Responsibilities
   a. Shall approve disbursements of funds as provided by the budget.
   b. Shall forward all funds received to the Academy to be deposited in the DHCC account.
   c. Shall present a financial report at each meeting.
   d. Shall assist Chair-Elect and Executive Director with preparation of proposed budget as needed prior to submitting the budget to Academy DPG Manager.
   e. Shall sign approval forms for any contracts and LOAs signed by the Academy
   f. Shall work with the Foundation regarding any funds transfers for budgeted donations.
   g. Shall submit personal expense reports and check requests to the Chair for approval.
   h. Shall retain copies of previous year's financial records and the preceding two (2) years records. If preferred, the Executive Director may retain the preceding two years' records.
   i. Shall train the incoming Treasurer in the duties of the Treasurer position and arrange to transfer files, preferably electronically.
2. Committees
   a. Shall serve as a member of the Executive Committee.
   b. Shall serve as Chair of Finance Committee.
   c. Shall be a member of the Strategic Planning Committee.
   d. Shall serve on other committees as requested.
E. SECRETARY
1. Minutes
   a. Shall submit draft copy of all minutes to Chair as soon as possible following meetings.
   b. Shall send a draft copy of all minutes to the Chair, Academy DPG Manager and Executive Director within 5 days and to the EC within two (2) weeks of a meeting or teleconference, requesting additions or corrections within seven (7) days. These minutes may be posted to DropBox for EC review.
   c. After Academy DPG Manager approval, shall send a final copy minutes to the EC and the Academy DPG Manager.
2. Committees
   a. Shall serve as a member of the Executive Committee.
   b. Shall be a member of the Finance Committee, Strategic Planning Committee, and serve on the Scholarships and Awards Committee.
   c. Shall serve on other committees as assigned by the Chair.

F. MARKETING AND COMMUNICATIONS COORDINATOR
1. Responsibilities
   a. Shall work with the Managing Editor of Connections; compiling, editing and approving all submissions and postings.
      i. Shall develop an editorial calendar for the Connections by June 15 each year for scheduling and production purposes.
      ii. Shall appoint content and contributing editors with the approval of the DHCC Chair.
      iii. Shall contact DHCC Chair for Chair's Message and report to membership.
      iv. Shall contact DHCC Policy & Advocacy Leader for article.
      v. Feature articles submitted for publication must meet current requirements as set forth by Managing Editor and Editorial Committee. Non-feature articles should be ~3500 words in length.
      vi. Shall e-mail articles for Connections to the following for review: Chair, Chair-elect, Past Chair, Advisor (or person designated for Connections Review), Editorial Committee and Academy DPG Manager. Draft revisions are to be returned to the Managing Editor according to the time frame established by the Editor.
      vii. Shall incorporate suggested changes and final copy that will be sent to the printer.
      viii. Printing shall follow the Academy Publications Policy, and Graphics Standards.
   b. Shall work with the Website Coordinator to manage content, navigation and information.
   c. Shall work with the social media team to coordinate messaging.
   d. Submit reports as requested by the Chair to the Executive Committee.
   e. Shall write articles, or delegate task to workgroup coordinators, for Connections.
   f. Shall actively participate in all EC responsibilities (i.e., booth sales, FNCE activities, etc.).
G. MEMBERSHIP COORDINATOR
1. Responsibilities
   a. Shall oversee member retention, recruitment, and work groups.
      i. Shall utilize Academy resources, strategies and tools to work to increase DHCC membership.
      ii. Shall access the Academy DMIS system to obtain membership information as appropriate
   b. Shall oversee and be responsible for the Sub-units.
   c. Shall write articles, or delegate task for Connections.
   d. Shall actively participate in all EC responsibilities (i.e., DPG Showcase, FNCE® activities, etc.).
   e. Shall submit reports as requested by the Chair to the Executive Committee.
   f. Shall oversee Mentoring; supporting the Academy mentoring program for new and student members.
   g. Shall oversee and manage DHCC Scholarships and Awards (including national Academy honors and awards submissions).

H. SPONSORSHIP COORDINATOR
1. Responsibilities
   a. Shall initiate and coordinate fundraising activities of DHCC according to Academy’s sponsorship guidelines from various organizations and businesses to help with the mission and goals of DHCC.
   b. Shall review/update the DHCC sponsorship prospectus each May, and submit to Academy DPG Manager for review/approval.
   c. Shall report all activities and sponsors on a regular basis to the DHCC Chair, Past Chair, and Executive Director.
   d. Shall oversee the Sponsorship Committee to identify funding available and to obtain funding for workshops and approved projects. Shall actively participate in all EC responsibilities (i.e., FNCE® activities, etc.).

2. Shall possess the following characteristics:
   a. Active in DHCC
   b. Committed and enthusiastic about the profession and role of the Registered Dietitian Nutritionist and the Nutrition and Dietetics Technician, Registered (NDTR)
   c. Comfortable in making a case for support of DHCC and asking people for sponsorship
   d. Able to devote an average of 8-16 hours per month to this position
   e. Able to attend all national DHCC functions and meetings

I. SALES AND MARKETING COORDINATOR
These duties will be a part of Sponsorship. The EC may decide to add a separate person to work along with the Sponsorship Coordinator.
1. Responsibilities
   a. Shall coordinate sales and marketing activities related to the acquisition of sponsorship of DHCC under the direction of the Sponsorship Coordinator.
   b. Shall report all activities and sponsors on a regular basis to the DHCC Chair, Past Chair, and Executive Director.
   c. Shall actively participate in all EC responsibilities (i.e., FNCE® activities, etc.).
   d. Shall possess characteristics listed under Sponsorship.
K. **POLICY AND ADVOCACY LEADER (PAL)**

1. **Responsibilities**
   a. Shall serve on selected Committees as appointed by the Chair.
   b. Shall attend the DHCC Executive Committee Meetings, including FNCE®, and other activities in conjunction with DHCC.
   c. Shall attend other meetings as designated by the Chair.
   d. Shall oversee the Public Policy Committee.
   e. Shall write the quarterly article for *Connections* or delegate to a member of the Committee.
   f. Shall attend the Academy Public Policy Workshop.
   g. Shall alert DHCC members to the need for comments on public policies and/or legislation issues as supported by the Academy.
   h. Shall keep the DHCC EC and its members up to date with changes in legislative issues as supported by the Academy’s Policy Initiatives and Advocacy Team.
   i. Shall mentor the incoming PAL.
   j. Shall actively participate in all EC responsibilities (i.e., FNCE® activities, etc.).
   k. Submit reports as requested by the Chair to the Executive Committee.
   l. Shall perform other duties as requested by Chair.

L. **PROFESSIONAL DEVELOPMENT COORDINATOR**

1. **Responsibilities**
   a. Together with professional development committee, shall coordinate a minimum of 4 professional development webinars annually for membership. The proposed schedule will be reviewed by EC.
   b. Shall oversee evaluation of all products every three (3) years following publication and recommend revisions if deemed necessary.
   c. Work with DHCC Chair to appoint a project manager for new or revised publications.
   d. Shall work with the Sales and Marketing Coordinator and the Membership Coordinator to promote DHCC.
   e. Shall evaluate need for new member services, educational Webinars, products and publications (standard and electronic).
   f. Shall direct and oversee the revision and/or publication of DHCC products as necessary.
   g. Shall appoint the Professional Development Committee with council from the Chair, as deemed necessary by the Chair.
   h. Shall actively participate in all EC responsibilities (i.e., FNCE® activities, etc.).
   i. Submit reports as requested by the Chair to the Executive Committee.
   j. Shall perform other duties as requested by Chair.
M. **DELEGATE**

1. **Responsibilities**

   a. Serves as a voting member of the HOD.
   b. Performs functions as needed to assist in facilitating the work of the HOD.
   c. Will serve on the Executive Committee of DHCC.
   d. Participates in HOD meetings and formal electronic dialogues.
   e. Participates in electronic dialogues, deliberations and voting in the HOD Community of Interest.
   f. Recommends agenda items for HOD meetings.
   g. Participates in discussions, makes and votes on motions.
   h. Contributes to and participates in achieving goals for HOD and HOD committees.
   i. Identifies topics for future dialogue and deliberations at HOD meetings based on needs, concerns and interests of members.
   j. Maintains communication with HOD Leadership Team and responds to requests from Speaker and House committees.
   k. Maintains communication with constituents (e.g. members of the DPG) through mechanisms developed by HOD; may include attendance at meetings or on conference calls; writing articles; soliciting input; facilitating group discussions at established times, such as Academy FNCE®, affiliate and DPG meetings or designated teleconferences.
   l. Monitors the Academy budget and addresses issues via HOD representatives on Finance & Audit Committee.
   m. Accepts appointments for HOD committees, subcommittees, task forces, and tactical workgroups and completes assigned tasks.
   n. Contributes to reports on activities.
   o. Monitors the functions of the HOD to ensure compliance with the Bylaws and policy and procedures.
   p. Participates in HOD activities to identify and prioritize trends in the profession.
   q. Assists in orientation of and transfer of information to new delegates to ensure continuity.
   r. Serves as a technical expert on area of practice represented.
   s. Identify and propose to the HOD initiatives in area of practice represented.
   t. Networks and reflects the issues of the area of practice represented.

2. **Dietetic Practice Group Delegates Dietetic Practice Group Related Functions and Responsibilities.**

   a. Participates in DPG executive committee conference calls and/or meetings that are not in conflict with HOD responsibilities.
   b. Is a voting member of the EC.
   c. Shall have expenses paid within the budget. Fall HOD meeting, the Academy pays transportation; DHCC pays housing and per diem.
   d. Participates in all activities of the EC.
M. SUB-UNIT CHAIR(S)
   1. Responsibilities
      a. Shall inform the DHCC Past Chair, Chair and Executive Director of all information regarding the Sub-Unit.
      b. Shall bring knowledge of their organizations to the EC.
      c. Shall identify issues and strategic direction for the members of this Sub-Unit.
      d. Shall actively participate in the activities of the EC.
      e. Shall actively participate in the EML discussions especially with respect to Sub-Unit queries.
      f. Submit reports as requested by the Past Chair and Chair to the EC.
      g. Shall lead Sub-Unit meeting if attending FNCE®. Attendance at DHCC Executive Committee meetings at discretion of Chair, Chair-Elect and Past Chair.
      h. Shall submit quarterly articles for Connections.

N. CONNECTIONS CONTENT EDITORS
   1. Shall be appointed by Connections Managing Editor with the approval of the Chair. Appointment reviewed annually.
   2. Expenses related to Connections are paid.
   3. Shall not be a member of the Executive Committee.
   4. Shall write articles for publication as assigned by managing editor.
   5. Shall contact authors for articles upon approval of managing editor.
   7. Shall perform other duties as requested by Managing Editor.
   8. Shall submit reports as requested by the Chair to the Executive Committee.

O. EXECUTIVE DIRECTOR
   1. Shall be hired by the EC, contract reviewed annually.
   2. Shall operate under a signed contract between DHCC/The Academy of Nutrition and Dietetics and the Executive Director.
   3. Shall not be a member of the Executive Committee.
   4. Shall attend Executive Committee meetings as required by the Chair.
   5. Shall have expenses paid to attend Executive Committee meetings.
   6. Shall provide clerical and administrative support to DHCC as directed by the Chair and Executive Committee, including but not limited to the national and DHCC awards process, event planning and program of work development.
   7. Shall provide central office and necessary office equipment.
   8. Shall store and distribute DHCC materials to the Executive Committee members as needed.
   9. Shall store and ship displays as needed.
   10. Shall purchase plaque and/or gifts in honor of service to DHCC during the year if so decided. (Including, but not limited to, Chair, Past Chair, departing elected officials, etc.).
   11. Shall have access to the Academy DMIS system for the current membership list of the DHCC paid members.
   12. Shall send membership lists as requested to members of the EC.
   13. Shall send an electronic welcome packet to each DHCC new member during the membership year as well as dropped member communication.
14. Shall assure that **Connections** is mailed to companies who have provided external funding.
15. Shall store three (3) years of financial records if requested. Each year when a new set is received, the oldest year will be discarded.
16. Shall maintain historical file of one copy of each edition of **Newsletter** since Vol. 1 No. 1.
17. Shall keep all other historical records as necessary.
18. Submit reports as requested by the Chair to the Executive Committee.
19. Shall perform other duties as requested by Chair.
20. Shall manage the DHCC website in conjunction with website committee and coordinate activities with the webmaster.
21. Shall manage the electronic mailing list (EML), including subscriptions, messages and annual reconciliation of members.

**P. NETWORK LIAISONS**
1. The Academy appoints liaisons to
   a. Joint Commission Long Term Care Professional Technical (LTC PTAC)
   b. National Commission on Correctional Health Care (NCCHC)
   c. National Pressure Ulcer Advisory Panel (NPUAP)
2. DHCC Network Representatives are appointed to a 3-year term by the Chair, Chair-Elect and Past Chair. Representatives may serve 2 consecutive terms. Current approved network representatives or liaisons (appointed at the discretion of the DHCC EC) include:
   a. Association of Nutrition and Foodservice Professionals (ANFP)
   b. Pioneer Network
   c. American Medical Directors Association (AMDA)
3. Shall keep the DHCC Chair informed of all information received from the organization.
4. Shall submit written reports at least twice a year at the request of the Membership Chair or Chair.
5. Shall write an article for **Connections** yearly.
6. Most groups send members email information/newsletters. These should be posted to the DHCC Forum EML.

**ARTICLE IV - FINANCIAL POLICIES**
A. **THE FINANCIAL COMMITTEE** consists of the Chair, Chair-elect, Treasurer, and Secretary to review budget requests. Budgets are prepared by the Chair-elect and Treasurer with input from the Executive Committee.

B. **ANNUAL BUDGET** - Initial budgets are due to the Academy DPG Manager according to Academy policy. Budgets must be submitted using the online accounting system.

C. **FISCAL YEAR** - Follows the fiscal year of the Academy, currently June 1 to May 31. Membership year dues are for June 1 to May 31.

D. **FISCAL RECORDS** - The Treasurer is responsible for maintaining a set of records to keep track of current income and expenses. The official records are kept by the Academy of Nutrition and Dietetics with a monthly report to the DPG.

E. **REVENUE** - All funds are deposited in the DPG account at the Academy.
F. EXPENSE REPORTING AND REIMBURSEMENT - All expense Reimbursement Requests and Check Requests must be completed according to instructions online with the Academy.
   1. The Expense Reporting System is to be used to request reimbursement for funds already spent following a meeting and for routine expenses.
      a. The treasurer is responsible for assigning correct account codes necessary for the expenditure. Use the Academy Chart of Accounts, Line Items and the Project Code Numbers for the account code.
      b. Refer to both Academy and DHCC reimbursement policies.
   2. The Check Request Form is used to request payment to an individual or firm for honoraria, etc.
   3. Vendor invoices are coded with correct project numbers and approved by the Treasurer prior to submitting to DPG Accounting for payment; these do not require a Check Request.

G. POSTAGE EXPENSE - Members may buy stamps at the beginning of their term in office and thereafter as required for DHCC use, submitting a receipt for reimbursement.

H. TELEPHONE EXPENSE – For conference calls for committees or the EC, the conference call number should be used. Executive Committee members are encouraged to use cell phones to avoid long distance phone charges. Reimbursements may be made for DHCC business calls on other carriers by copying the telephone bill and circling or highlighting the DHCC calls specifying the name of the person or company called. Proof of bill payment must be provided. Whenever possible, these are charged to the appropriate project, officer or committee.

I. COPY EXPENSE - Whenever possible information is transmitted electronically to avoid copy expenses and mailing expenses. Copy expenses are to be reimbursed at $0.06 per copy if copied on your personal copier or $.035 for printing. Otherwise, copies are to be reimbursed as billed from a third party. A log should be kept of copy expenses to a designated project or committee for budget purposes.

J. TRAVEL EXPENSE - (See Expense Report form.)
   1. Travel to meetings may be arranged by each Executive Committee Member or by travel agency contracted by the Academy.
      a. Tickets should be booked at least 21 days prior to travel, all tickets Academy approved amount require special approval by the Chair.

K. MEETING EXPENSES
   1. If planning to use Academy travel agent for transportation to committee meetings, please notify Treasurer. The Treasurer arranges a DHCC account so airfare charges can be billed appropriately. The Treasurer will submit the needed approval forms for airfare to the Academy prior to all scheduled Executive Committee meetings. After informing Chair, contact Academy travel for your travel arrangements.
   2. Ticket purchase for transportation to meetings can be arranged by each Executive Committee Member.
      a. The ED will provide a link for submission of arrival/departure information to facilitate local transportation coordination.
      b. Each Executive Committee Member is responsible for checking the most expeditious and economical route of travel.
      c. Changes in flight arrangements frequently result in large increases in fares that the individual Executive Committee Member shall be held responsible for paying.
3. Executive Committee Members shall inform the Chair in advance of any special arrangements necessary.
4. All Committee/Project travel will be approved in advance by the Chair and be in accordance with the established budget, or be approved by the Executive Committee.
5. Travel to other meetings will be decided on a case by case basis.
6. Airfare above Academy approved amount or airline tickets purchased less than 21 days prior to travel must be approved by the Chair and/or Treasurer.
7. EC members are expected to attend all of the scheduled days of board meetings, FNCE activities and EC functions due to the cost of supporting each EC member at board meetings, FNCE and other meetings. Prior approval for partial reimbursement and partial attendance must be given by the Chair and Treasurer.

ARTICLE V - STANDING COMMITTEES

A. Nominating Committee
1. Shall be composed of four (4) elected members for 2 years and the Past Chair (ex-officio, non-voting).
2. Shall obtain permission from the nominee that they agree to become a candidate before submitting name to the Nominating Committee Chair.
3. Shall submit at least two (2) candidates for each position to be elected whenever possible.
4. Shall prepare a slate of candidates according to Academy guidelines.

B. Nominating Committee Chair
1. The candidate with the highest vote total will serve one year as co-chair and one year as chair.
2. Expenses are paid within budget.
3. Shall attend EC Conference Calls
4. Shall coordinate the nomination of the following positions:
   a. Chair-Elect, Secretary or Treasurer, and nominating committee.
   b. Candidate for Chair must be serving currently or have served on the Executive Committee of DHCC within the past five years.
5. Shall submit a “call for candidates” article in the Summer Connections and on the member EML for membership to express interest in becoming involved.
6. Shall review nominees submitted by the Nominating Committee for positions to be elected.
7. Shall submit a committee report to the Executive Committee.
8. Shall select two candidates for each position if possible. Committee shall consider geographical area when selecting candidates.
9. Upon confirmation of the ballot by the Nominating Committee, shall submit candidate submission forms to Academy DPG Manager for approval.
10. Shall utilize the voting system provided by the Academy of Nutrition and Dietetics using their online voting and notification system.
11. According to Academy policy, the Academy will notify the Nominating Chair of the Election results.
12. The Nominating Chair shall notify the candidates of the results of the election within time frame established according to guidelines set by the Academy.
13. The Nominating Chair shall notify DHCC Executive Committee of elections results in writing immediately after notifying candidates.
14. Shall submit election results to Connections editor for publication.
C. Public Policy Committee
1. Shall be chaired by the Policy and Advocacy Leader. Members shall include the Chair, Chair-Elect, Past Chair, legislative and regulatory members.
2. Shall alert members of the profession of dietetics, the public, the government and its agencies to needs for public policies and/or legislation related to dietetics and nutrition.
3. Shall alert DHCC members to the need for public policies and/or legislation issues as supported by the Academy of Nutrition and Dietetics.
4. Shall keep the DHCC Executive Committee and its members up to date with changes in legislative issues as supported by the Academy of Nutrition and Dietetics’ Policy Initiatives and Advocacy Office.
5. Shall work cooperatively with allied associations, organizations and agencies.
6. Shall collaborate with State Public Policy Chair on pertinent issues that support DHCC members.
7. Shall submit recommendations for long-range planning in keeping with legislative issues supported by the Academy.
8. Shall perform other duties as requested by the Chair.

D. Scholarship & Awards Committee
1. Shall be chaired by the Membership Coordinator. Members shall be appointed by the Chair. Appointment is reviewed annually.
2. Shall follow the policies of eligibility for all DHCC Awards
   a. EC members are not eligible for an award nomination while serving on the EC.
3. Shall ensure that all award submissions be done in accordance with the dates specified on each application.
4. Shall coordinate Awards from the Foundation and Academy with the Chair-Elect.
5. Shall approve disbursement of Gaynold Jensen Stipend funds.
6. Shall ensure that the Gaynold Jensen stipend recipient(s) write an article for the DHCC Connections following attendance or participation at the sponsored function/meeting. This article is to be forwarded to the current Chair for review, before submitting to the Connections editor for submission.
7. Shall work with Academy Foundation team to monitor progress of The Horizon Award endowment, Board Scholarship and other awards.
8. Shall coordinate DHCC awards and scholarships with the Membership Coordinator and notify recipients of the award, when and where it will be presented.
9. Shall arrange for purchase of gift for Circle Award recipient with the Executive Administrator
10. Shall present awards at FNCE® along with the Chair.
11. Shall perform other duties as requested by Chair.

E. Membership Committee
1. Shall be chaired by the Membership Coordinator. Members shall be appointed by the Chair. Appointment is reviewed annually.
2. Shall revise Professional Tools, Membership and Public Relations annually as needed.
3. Shall explore methods of increasing DHCC membership.
4. Shall perform other duties as requested by Chair.
F. Professional Development Committee
1. Shall be appointed by the Professional Development Coordinator with counsel of the Chair. Appointment is reviewed annually.
2. Shall evaluate all products every three (3) years following publication (standard and electronic) and recommend revisions if deemed necessary.
3. DHCC Chair working with the Professional Development Coordinator shall appoint a project manager for new or revised publications and products.
4. Project managers will report to the Professional Development Coordinator.
5. Shall evaluate need for new member services, publications, webinars and products.
6. Shall direct and oversee the revision and/or publication of DHCC products as necessary.
7. Shall perform other duties as requested by Chair.

G. Website Committee (as deemed necessary by the Chair)
1. Shall be appointed by the Marketing and Communications Coordinator with counsel from the Chair.
2. DHCC supports open discussion. Through the Website, social media and member’s EML, a forum is provided where members may freely learn and discuss all professional issues. DHCC may post articles, forms, letters and other noteworthy items submitted by members that represent varying and possibly opposing views.
3. Permission to post materials on the Website must be obtained from the author or publisher and submitted in writing to the Website Coordinator along with the materials before items will be posted. Materials submitted for posting on the Website must be in compliance with policies of the Academy.
4. A disclaimer from DHCC and the Academy must appear on the Website.
5. Materials posted are reviewed on an ongoing basis and revised or withdrawn as needed.

H. Editorial Committee
1. Shall be appointed by the Chair, Chair-Elect and Past Chair and shall include two appointed advance practice dietitians (appointed for two years).
2. The Editorial Committee will review each issue of the newsletter before it is submitted for final approval to the Academy DPG Manager.
3. The Editorial Committee and the Managing Editor of Connections will select the authors of the feature article quarterly. The length, content and payment for these articles will be at the discretion of the Managing Editor and the EC.

I. Other Standing Committees (as deemed necessary by the Chair)
1. Shall be established by the Executive Committee as needed.
2. Shall function as directed by the Executive Committee.

ARTICLE VI - TESTIMONY/PUBLIC STATEMENTS
A. DHCC members shall act or speak for DHCC only with the approval/cooperation of the Academy of Nutrition and Dietetics PIA Team and the DHCC Executive Committee.
B. Shall notify Chair of need for testimony.
A. Distribution Center
   1. Shall operate under a signed contract between DHCC/The Academy of Nutrition and Dietetics Distribution Center manager shall not be a member of the Executive Committee.
   2. As part of contract shall maintain storage space, office space and supplies, and files related to Distribution Center. Shall provide necessary office equipment.
   3. Shall handle the storage and shipping of all DHCC professional publications.
   4. Shall report inventory, sales and any other reports to the Executive Director monthly.

Adopted: April 1986 - Mid Year Executive Committee Meeting
Amended: May 1987 - Mid Year Executive Committee Meeting
Amended: May 1988 - Mid Year Executive Committee Meeting
Amended: October 1988 - Annual Meeting
Amended: April 1989 - Mid Year Executive Committee Meeting
Amended: August 1989 - Executive Committee Meeting
Amended: October 1989 - Annual Meeting
Amended: April 1990 - Mid Year Executive Committee Meeting
Amended: April 1991 - Mid Year Executive Committee Meeting
Amended: May 1992 - Mid Year Executive Committee Meeting
Amended: May 1993 - Mid Year Executive Committee Meeting
Amended: May 1994 - Mid Year Executive Committee Meeting
Amended: October 1996 - Annual Meeting
Amended: 2001
Amended: May 2002
Amended: May 2003
Amended: May 2006
Amended: September 2007
Amended: May 2008
Amended: June 2009
Amended: September 2009
Amended: June 2010
Amended: March 2011
Amended: July 2011
Amended: September 2012
Amended: February 2013
Amended: October 2014
Amended March 2017
Amended October 2018
Amended January 2019