

LUBBOCK DISTRICT DIETETIC ASSOCIATION BYLAWS

ARTICLE I – NAME

The name of this organization shall be the Lubbock District Dietetic Association, also known as Lubbock Dietetic Association, hereinafter referred to as “The Association” or “This Association”. The Association shall encompass the counties of Bailey, Lamb, Hale, Floyd, Motley, Cottle, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Yoakum, Terry, Lynn, Garza, Kent, Gaines, Dawson, and Borden of the State of Texas.

ARTICLE II – MISSION

The Lubbock District Dietetic Association is the advocate for the dietetic profession serving the public through the promotion of optimal nutrition, health, and well being.

ARTICLE III – MEMBERSHIP

Section 1. Membership in this Association shall be limited to members of the American Dietetic Association (ADA) according to their designation of a residence or work address in the Texas counties which compromise this District. The membership classifications include: Active and Student.

Section 2. The current list of members of the American Dietetic Association officially listed in the Texas counties which compromise this District shall be the official list for eligible membership in this Association for all purposes.

Section 3. All members of this Association shall have the rights and privileges as set forth in Article III of the Bylaws of the American Dietetic Association and the Texas Dietetic Association Bylaws and shall have corresponding rights and privileges in the conduct of business of this Association.

Section 4. All members whose ADA dues and dues of this Association are not in arrears shall receive this Association’s publications.

Section 5. Annual dues for each membership classification shall be determined by the Board of Directors at the first business meeting. Dues will be listed in the membership application each year.

Section 6. The name of any member whose dues are in arrears will not have voting privileges or the privilege of holding offices.

Section 7. A Guest List may be maintained in addition to the membership list.

- A. Guests Persons who are not members of the ADA but are in professional practice or have an interest in nutrition and/or dietetics are eligible to be guests subject to the approval of the Board of Directors. They do not hold membership in the Association and may not have the privilege of voting or holding positions that have voting privileges. A guest fee will be determined by the Board of Directors. They shall receive emails and other publications and may attend meetings.

- B. Student Guest Persons who are graduate or undergraduate students are eligible to be Student Guests subject to verification from a faculty advisor and approval of the Board of Directors. They may attend meetings. They are not voting members and may not hold positions with voting privileges. A guest fee will be determined by the Board of Directors.

ARTICLE IV – AFFILIATION

The Association shall be affiliated with the Texas Dietetic Association (TDA) which is affiliated with the ADA. Only membership classifications designated by the Bylaws, Article III, Section 1, shall serve as elected or appointed offices and positions on the Board of Directors with voting rights.

ARTICLE V – GOVERNING BOARD

The Board of Directors shall be the governing body of the Association. Members of the Board of Directors will assume office at the beginning of the Association's fiscal year. The fiscal year is defined as beginning at the officer inauguration (generally the last spring meeting) until the next officer inauguration the following year.

Section 1. Composition The following shall serve as members of the Board of Directors with the right to vote: President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Chairman of the Nominating Committee, Chairman of the Council on Practice, and the immediate past President. Any Executive Board Members of the TDA or Officers or Committee members of the ADA residing in the geographic area may serve as members of the Board of Directors without voting privileges.

Section 2. Duties The Board of Directors shall determine administrative policies (including the amount of the annual membership dues and the time of payment), manage the property and activities of the Association and correlate programs and activities with those of the TDA. The Board of Directors will determine by majority vote the standing rules for the Association's fiscal year before the first meeting of the membership.

Section 3. Vacancies If any office or office-elect other than that of President or President-Elect becomes vacant, the remaining members of the Board of Directors shall elect a successor or successors to serve the unexpired term. Should the office of President become vacant, the President-Elect shall succeed to that office. Should the office of President-Elect become vacant, a special election shall be held. Should the past President be unable to serve on the Board, that position will be vacant for the year.

Section 4. Quorum A two-thirds majority of the voting members of the board shall constitute a quorum.

ARTICLE VI – COMMITTEES

Committees and committee chairman will be appointed as needed by the President of the Association during the President's term of office, with the exception of the chairman of the Nominating Committee and the Chairman of the Council on Practice which are elected offices. Each committee chairman appointed by the President will select as many members as needed to serve on the committee. Committee chairman may be requested to attend Board meetings as determined by the President.

ARTICLE VII – ELECTIONS AND ELECTED OFFICIALS

Section 1. Elections Persons desiring a position on the ballot may submit his name to the Nominating Committee. The nominating committee compiles a list of candidates for each office. Ballots will be presented to voting members by mail, email, website, or meeting at least thirty days prior to the closing of the polls which is stated on the ballot. The ballots must not be signed by the member but the member's signature must be on the outside of the envelope or email in which the ballot is returned. Ballot counting will be done by the nominating committee. The person receiving the largest number of votes will serve as the Chairman. The Chairman of the Nominating Committee shall promptly notify each of the candidates of the election results and provide the results to the President-Elect for publication.

Section 2. Term of Office Elected officials will serve one (1) year and be eligible to succeed himself following the same ballot-election procedures as explained in Article VII Section 1. There will be no limit on the number of times that the President can succeed himself. Term of office begins at officer inauguration and ends at the next officer inauguration.

Section 3. Tie Vote Should there be a tie vote in an election, members of the Board of Directors, excluding the president, will cast written ballots. Should this balloting result in a tie vote, the President shall cast a ballot to determine the election.

Section 4. Qualification of Officers Only Active Members of ADA and TDA may serve as Officers, Chairman of the Nominating Committee or Chairman of the Council on Practice.

Section 5. Elected Officials The officials of the Association shall consist of President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Chairman of the Nominating Committee, and Chairman of the Council on Practice. Officials shall hold only one elected office at a time.

Section 6. Vacancies If any elected official or officials elect's office, other than that of President or President-Elect, becomes vacant, the remaining Board of Directors shall elect a successor to serve the unexpired term. Should the office of President become vacant, the President-Elect shall succeed to that office. Should the office of President-Elect become vacant, a special election of the voting members shall be held to fill that position.

Section 7. Awards The Nominating Committee shall solicit candidates for Texas Dietetic Association (TDA) Award nominations. If there is more than one nominee for a TDA Award, ballots will be presented to the Board of Directors. Ballot counting will be done by the nominating committee. The person receiving the largest number of votes will serve as the TDA Award nominee for the Association. The Nominating Committee chairman shall coordinate packet development and ensure delivery of packets by appropriate due dates.

ARTICLE VIII - ELECTED OFFICIALS

Section 1. President The President shall be the chief executive officer of the Association and the Chairman of the Board of Directors; shall preside at all meetings of the membership and Board; shall select needed committee types and appoint the chairmen, excluding the Chairman of the Nominating Committee and the Chairman of the Council on Practice. The President shall appoint new committee chairman should vacancies occur. The President shall see that all orders and resolutions of the Board are carried out and shall be an ex-officio member of all appointed committees. The President shall have the general powers of supervision and active management usually vested in the office. The President shall serve on the TDA Executive Board, attend state board meeting, and report to the Association membership relevant information.

Section 2. President-Elect The President-Elect shall serve for one year and at the close of that year shall automatically become President of the Association. The President-Elect shall succeed to the office of President in case of vacancy in that office and then shall serve his full term of President as established above. The President-Elect shall attend all meetings of the membership and the Board of Directors or send a representative in his place and shall acquaint himself with all duties developing from the President and other officers, and shall perform the functions of the President in the absence of the President. The President-Elect shall send to the Executive Board of TDA a list of all officials and committee chairmen for his term of office as President. In conjunction with the President, the President-Elect shall determine and be responsible for the programs for the meetings of the membership and submitting for prior and final approval the continuing education clock hours of the membership.

The President-Elect will determine the location and time of the Association's meetings and provide the program topic, location, and time by mail, email, or website in a timely manner for the announcement to the Membership.

Section 3. Secretary The Secretary shall attend all meetings of the membership and Board of Directors or send a representative in his place and shall have the general powers of correspondence and record keeping as vested in that office. The Secretary shall be responsible for having the minutes of all proceedings of each meeting recorded in books to be kept for this purpose, shall keep the official files of the names and addresses of each of the member of the Association. The Secretary shall provide the names of the qualified members with voting privileges to the Chairman, Nominating Committee for selection of the qualified nominations.

Section 4. Treasurer The Treasurer shall attend all meetings of the membership and Board of Directors or send a representative in his place. The Treasurer shall receive and have custody of all funds and securities of the Association, shall be responsible for keeping full and accurate accounts of all receipts and disbursements in books belonging to the Association, shall be responsible for rendering financial reports to the Board and to the membership, shall collect and receive all dues and other moneys in the name and to the credit of the Association in such depositories as shall be designated by the Board. Such funds are to be drawn by check signed in the name of the Association by the Treasurer. The Treasurer shall be responsible for preparation of an annual budget and notification of said budget to members of the Board early in the year. The books and a written financial report of the year's activities shall be submitted to the Board at the end of the year. The Treasurer shall submit appropriate documents to the IRS by May 15th of the fiscal year.

Section 5. Treasurer-Elect The Treasurer-Elect will serve one year and assume the office of Treasurer at the close of the year. The Treasurer-Elect shall attend all meetings of the Association and Board of Directors or send a representative in his place, shall acquaint himself

with all the duties of Treasurer, shall assist the Treasurer as requested, and shall perform the functions of the Treasurer in his absence.

Section 6. Chairman, Council on Practice The Chairman, Council on Practice shall attend all meetings of the membership and Board of Directors or send a representative in his place. The Chairman, Council on Practice shall be responsible for channeling information from the TDA Council on Practice and Division chairmen to district members, shall assist Dietetic Practice Groups and specialty groups in program development for the area of interest. The Chairman, Council on Practice shall also assist the President-Elect, as requested, in program development of the Association's meetings.

Section 7. Chairman, Nominating Committee The Chairman, Nominating Committee shall attend all meetings of the membership and Board or send a representative in his place. The Nominating Committee shall consist of three elected members with the person receiving the most votes serving as chairman. The Nominating Committee compiles a list of qualified candidates for each office from the membership list to the President for publication at least thirty days prior to the closing of the polls. The ballot shall consist of at least one more nominee than positions to be filled; and at least four candidates for the Nominating Committee.

A space for write-in candidates shall also be provided on the ballot. The Chairman, Nominating Committee is responsible for collecting the ballots, verifying the membership of the person casting the ballot, counting the votes, and submitting the results to the President and each of the candidates.

ARTICLE IX – STANDING RULES

The Standing Rules for the Association will be determined by the Board of Directors before the first meeting of the Membership. Issues may include the following but are not limited to the list: dues, dues payable date, committees, special projects, fund raising, project expenditures, awards, and/or recognitions.

ARTICLE X – MEETINGS AND PUBLICATIONS

Notice of Association's meetings will be provided by mail, email, or website in advance of scheduled meetings. All Association members and guests shall receive an annual membership directory and any other special notices.

ARTICLE XI – FISCAL YEAR

The fiscal year of the Association will start after officer installation in the spring and end before officer installation of the following year.

ARTICLE XII – REVISIONS/AMENDMENTS

Section 1. Local Approval The need for amendments and/or revisions to the Bylaws will be determined by the Board of Directors by a two-thirds vote.

Section 2. State Approval Proposed amendments shall be submitted in quadruplicate to the Chairman of the TDA Bylaws Committee who shall bring the recommendation of the committee to the State Board of Directors for action.

Section 3. District Notification of Bylaws Amendments and/or revisions to the Bylaws will be reported to the district members at least thirty days prior to approval. Copies will be available upon request.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, any special rules of order the Association may adopt, and the most recent revisions of the ADA Bylaws and the Bylaws of the TDA.

ARTICLE XIV – INDEMNIFICATION OF OFFICERS

Indemnification and liability insurance is not provided by the Association for any officer or member.

ARTICLE XV – SPECIAL RULES AND DISSOLUTION CLAUSE

Section 1. Prohibited Activities No part of the net earning of the Association shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to make payments and distributions in furtherance of the purposed set forth in Article II hereof. No part of the activities of the Association shall be the carrying on of propaganda, and the Association shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the Association shall not carry on any activities not permitted to be carried on (a) by an

organization exempt from Federal Income Tax under Section 501 (c) (6) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 2. Media Representatives Members may not present themselves in the media as representatives of either the District, State, or American Dietetic Association unless officially designated to serve in that capacity.

Section 3. Dissolution On dissolution of the Association, the Board of Directors, after paying or making provisions for the payments of all the liabilities of the Association, shall dispose of all its assets exclusively to such organization or organizations organized exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (6) of the Internal Revenue Code of 1954 (or corresponding provision of any United States Internal Revenue Law) as the Board of Directors shall determine.