CT Academy of Nutrition and Dietetics
Policy and Procedures
Table of Contents

Administration	**Pages**
Operations Manual	36
Board Meetings	37
Board Member Responsibilities	38
Archives	39
Access to Documents	40
Awards	41-43
BOD/Officer Removal from Office	44
Elections	45
Executive Office	46
Files Maintained by the BOD	47
Fundraising	48
Member Records and Distribution	49
Meeting Registration Fee Schedule for CT Academy Sponsored Meetings	50
Reports and Minutes	51
Strategic Planning	52
Sponsorship Policy	53-54
Communications	
Advertising in Member Communications	55
CT Academy Listserve	56
CT Academy Website	57
Member Communications	58
New Member Packet	59
Copyright, Plagarism And Re-Print Permissions	60
Social Media Policy	61
Teleconference System	62
Finance	
Authorized Signatures	63
Financial Controls	64
Budget Categories	65
Debit Cards	66
CT Academy Budget	67-68
Contracts	69
Financial Audits	70
Financial Statements	71
IRS Reports	72
Protected Funds/Reserves	73

Reimbursement of Expenses 74
Travel Policy 75

Meetings

Annual Meeting(s) 76
Annual Meeting Registration and Finance 77-78
Poster Sessions 79
Sponsorship at meetings 80

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Administration Effective: 8/93

Subject: Operations Manual Reviewed: 7/12, 5/16

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

Procedure:

1. The Operations Manual will contain current CT Academy Index, Position Descriptions, Policies and Procedures, and Bylaws

2. Format of policy/procedures:

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS POLICY AND PROCEDURE	
Category:	Effective:
Subject:	Reviewed:
Policy:	
Procedure:	

3. The effective date is the original date the policy was implemented. Subsequent revisions are noted as date of review.

4. The Operations Manual will be available to all members. Printed copies will be kept by the EOM, President and President-Elect, and Committee Chairs. Access for other BOD members will be provided via the CT Academy website. The EOM is responsible for maintaining a master copy of changes and corrections.

5. Additional references for conducting CT Academy business include the Academy Bylaws and Parliamentary Guidelines.

6. The manual will be reviewed annually by the Policy and Procedure/Bylaws Committee chaired by the President-Elect. Bylaws revisions are to be presented to the membership as outlined in the Bylaws. Policy and procedure and position description revisions are completed as need dictates (annotations kept by the EOM) and presented to the BOD/EC for approval. Any board member may submit a new policy or revision to the President-Elect as necessary.

7. A full review and revision of the Operations Manual should take place at least every 3 years. One-third of the manual may be done each year to accomplish this task.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS

POLICY AND PROCEDURE

Category:	Administration	Effective:	5/16
Subject:	Board Meetings	Reviewed:	

Policy: Standing rules apply when conducting Board of Directors (BOD) Meetings whether in person or over the telephone.

Procedures:

1. The President conducts the BOD meetings;
2. A quorum must be present for voting on any motions.
3. Meeting attendance is required for the entire meeting unless an exception is granted by the President.
4. President will send out a request for board reports 3 weeks prior to the meeting.
5. Committee chairs and elected officers should submit these reports at least one week prior to the meeting.
6. President will send an agenda, including documents for the board to review, no later than one week before the meeting.
7. A consent agenda is used whereby important documents, board reports and past minutes are sent in advance for the board to review. These items are old business and require little discussion but do require thorough review by members.
8. A motion is needed to vote or to make major decisions (such as changes to the budget or strategic plan). A motion must be made by a member (other than the president) and seconded by another member. Discussion occurs before voting.
9. General order of business:
    a. Attendance including a count of voting members to assure a quorum
    b. Consent agenda
        i. Motion to accept the consent agenda .
    c. Reports
    d. Unfinished Business
    e. New Business
        i. Motions for approval of new business as needed.
    f. Announcements
    g. Adjournment

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS

POLICY AND PROCEDURE

Category:	Administration	Effective:	5/16
Subject:	Board Member Responsibilities	Reviewed	

Policy: Elected officials and appointed board members work to assure smooth and efficient operations of the CT Academy of Nutrition and Dietetics.

Procedures:

1. All board members will:
    a. Conduct CT Academy business according to the Operations Manual.
    b. Attend board meetings, especially if a voting member.
    c. Complete committee or officer report and submit to President prior to board meetings according to the time frame slated by President.
    d. Maintain current files.
    e. Monitor and submit updated Strategic Plan on a regular basis.
    f. Participate in budget planning and submit budget request according to the time frame slated by Treasurer.
    g. Maintain records of committee revenues and expenses.
    h. Submit expenses by the end of the month.
    i. Communicate BOD activities to your committee members.
    j. Assist in the orientation of, and transfer of information to, new appointees or officers

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS

POLICY AND PROCEDURE

Category:	Administration	Effective:	12/88
Subject:	Archives	Reviewed:	7/11, 5/16

Policy: CT Academy will maintain permanent records in the Archives

Procedure:

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

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

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS

POLICY AND PROCEDURE

Category:	Administration	Effective:	6/16
Subject:	Access to Documents	Reviewed:	

Policy: CT Academy will use google docs to allow members of the Board of Directors to access documents including the strategic plan, board meeting agendas and minutes, committee reporting template for board reports, and the budget.

Procedure:

1. The EOM and President will coordinate posting of materials on google docs.
2. The EOM and President will coordinate updating Board of Director access to the google docs.
3. In addition, the members-only section of the website under governance provides access to the operations manual including the budget, bylaws, job descriptions and policies & procedures.
4. Documents will also be sent by email.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Administration	Effective:	2/01
Subject:	Awards	Reviewed:	7/11, 5/16

Policy: Recognition will be given to members and non-members for their outstanding contributions to the dietetics profession and the CT Academy. Awards include Academy-sponsored awards administered by the CT Academy and CT Academy-sponsored awards. The CT Academy will also promote candidates for Academy Awards. Aside from the President's and Legislator Award, nominees must be CAND members.

Procedure:

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

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

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

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

5. Candidates for the Distinguished Legislator Award are selected by the Public Policy Panel in collaboration with the Executive Committee. The Public Policy

Panel coordinates presentation of the Award with coordination of external publicity by the Public Relations Committee.

6. Nominations from the membership for Academy administered awards are encouraged. Qualified candidates should be identified by BOD/member input according to current timelines. Nominations should be reviewed by the EC, and the President will appoint someone to assist the nominee with the application packet.

7. Nominations for Outstanding Dietetics Educator Awards are solicited by the Dietetic Educators Committee. Completed packets should be forwarded to the Awards Committee. The Committee will select Connecticut's nominee for each award category and forward the packet to the Academy.

8. Criteria for Academy-sponsored awards (RYDY, RDTY, Emerging Dietetics Leader), Outstanding Dietetics Student Awards and Outstanding Dietetics Educators are available from the Academy website.

9. Criteria for CT Academy-sponsored awards:
   - ODY – criteria established by the Awards Committee
   - President's Award – see Guidelines on next page
   - Distinguished Legislator Award – criteria maintained by the Public Policy Panel

10. Nominations for all awards are to be solicited from the broadest possible field of candidates. Information re: the awards process, including criteria and availability of nominating materials is to be promoted to all members.

CT ACADEMY PRESIDENT'S AWARD

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

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

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

C. Recognition
   1. The recipient will be recognized at the CT Academy meeting at the end of the current officers' term. Recipients will receive a plaque and will be the guest of the CT Academy at the meeting.
   2. The award will be announced in the Bulletin and Public Relations will arrange for external publicity.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Administration	Effective:	12/88
Subject:	BOD/Officer Removal from Office	Reviewed:	7/11, 5/16

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

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

1. Outgoing officers/committee chairs are responsible for orienting their successor to Policies and Procedures related to the office/committee as well as any additional guidelines developed for accomplishing the program of work.

2. Performance concerns of an elected or appointed committee chair should be brought to the attention of the Executive Committee and/or President. Concerns will be discussed in closed session of the EC. The individual in question should have an opportunity to know in advance the nature of concerns lodged against him/her and be afforded an opportunity to address the committee in person or by letter.

3. Performance concerns for the President may be addressed to the Past-President. The Past-President may request a meeting of the EC to investigate concerns. This special meeting will be closed. Any action taken shall be by the affirmative vote of two-thirds of the committee members present.

4. Replacements for officers/committee chairs will be appointed or elected as per Bylaws Article XI.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Administration	Effective:	7/11
Subject:	Elections	Reviewed:	7/11, 5/16

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

Procedure:

1. All candidates must meet qualifications for elected office. All elected officers must:
   a) Be CT Academy members.
   b) Not hold more than one elected CT Academy office simultaneously.
   c) No person shall be eligible to serve the same office for more than two consecutive terms.

2. Preparation of the ballot will be coordinated through the Nominating Committee Chair and the EOM. The EOM serves as the liaison to the webmaster for online member voting.

3. In the event of any elected position running unopposed, a single slate ballot will be approved by the BOD and presented to the membership.

4. Voting will be held online.
5. All candidate information should be submitted to the Nominating Committee Chair two weeks prior to the start of voting.

6. Members will be notified that the ballot is online either by mail, the CT Academy listserv, or the CT Academy website not less than thirty (30) days prior to the closing of the polls. Only ballots electronically submitted or postmarked by midnight of the designated date shall be counted.

7. The EOM serves as the teller and will notify the Nominating Committee Chair, President, and President-elect of the election results within 3 business days of the closing of the polls.

8. The Nominating Committee Chair will notify newly elected officers of results by telephone and all candidates will be notified by letter. Newly elected officers are encouraged to attend the Spring Meeting.

9. Newly elected officers will be announced at the Spring Meeting if results are available at that time, on the listserv, and on CT Academy's website.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Administration	Effective:	4/94
Subject:	Executive Office	Reviewed:	7/12, 5/16

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

Procedure:

1. The CT Academy Executive Office is currently located at:
   4 Katherine Lane
   Simsbury, CT 06070
   860-217-1071 (phone)
   860-286-1677 (fax)

   Email: info@eatrightct.org
   Website: www.eatrightct.org

2. The use of the executive office and its services shall be limited to those offices and committees that have hours allocated in the current budget.

3. The Executive Office Manager's services are paid as stipulated in an annual contract. The contract usually runs August 1st to July 31st. Contract terms must be approved annually by the Finance Committee.

4. The Executive Office Manager's job description is reviewed/approved annually by the Executive Committee. Action related to job performance (termination of contract or other changes) must be approved by the BOD.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Administration	Effective:	4/94
Subject:	Files Maintained by the BOD	Reviewed:	7/12, 5/16

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

Procedure:

1. Each member of the BOD is responsible for maintaining and updating files associated with their position. Constructing a training guide as a “how to manual” that includes specifics of activities and functions performed and the time frames for them is encouraged.

2. Each committee will maintain a current list of its members and minutes for any committee meetings.

3. Each member of the BOD is responsible for transferring the appropriate files for their position to their successor by the end of the fiscal year.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Administration	Effective:	2/03
Subject:	Fundraising	Reviewed:	7/12, 5/16

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

Procedure:

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

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Administration	Effective:	11/94
Subject:	Member Records and Distribution	Reviewed:	7/11, 5/16

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

Procedure:

1. The EOM will notify BOD if a BOD member contact information changes via email.

2. The membership list may be requested for use by committee chairs at the discretion of the President. Requests by other groups must be approved by the Executive Committee.

3. Membership mailing addresses may be not purchased by others from CAND.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Administration	Effective:	2/03
Subject:	Meeting Registration Fee Schedule for CT Academy Sponsored Meetings	Reviewed:	7/12, 5/16

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

Procedure:

1. Current President, EOM and Meeting Planning Chair (may be CPI Chair or other CT Academy Chair depending on which committee plans the meeting) are exempt from meeting registration fees.

2. CPI committee members, CPI Chair-elect and all Executive Committee members receive a reduced rate for statewide meetings. If another committee chair-elect and committee members other than CPI plan and coordinate the meeting, they will receive the reduced rate price.

3. Students receive a discounted rate for statewide meetings.

4. Award recipients are exempt from meeting fees. The cost of meals is charged back to the CPI committee.

5. Non-members will pay a registration fee higher than that set for members.

6. Supporting members will pay the same fee as members.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Administration Effective: 4/94

Subject: Reports and Minutes Reviewed: 7/12, 5/16

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

Procedure:

1. The Secretary will record minutes of all CT Academy BOD and EC meetings and conference calls. The minutes will be reviewed by the President prior to distribution to BOD members.

2. Minutes should include:
    - place and date
    - type of meeting (EC, BOD, Special)
    - attendance
    - that a quorum was present
    - status of previous minutes
    - Minutes should record each motion, who made and seconded it and action taken. The number of votes for or against an action may be recorded. Major discussion points related to the motion may be included. Minutes should succinctly record other matters such as acceptance of reports, progress or action taken at previous meetings and position appointments.

3. Approval of minutes: Minutes from Executive and BOD meetings will be sent within 30 days of the meeting to the CT Academy President for review. Once President has approved, Secretary will send out first draft of minutes to appropriate committee for review period of one week. Secretary will make changes as directed by the committee members and resend out final for approval with deadline of one week. No response will be considered approval of minutes. Secretary will track responses and notify committee members of results.

4. For action to be valid, two-thirds of members must respond by the designated date. The majority of votes cast determine the action taken. The approved minutes may be circulated as a final version via e-mail, posting on google docs or included in the next meeting handouts.

5. Each outgoing Secretary passes copies of minutes for the previous two years of meetings to the incoming Secretary.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Administration Effective: 8/93

Subject: Strategic Planning Reviewed: 7/11, 5/16

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

Procedure:

1. The Strategic Planning Committee shall be comprised of the President, President-Elect, and Past-President.

2. The Strategic Planning Committee is responsible for annual review and revision of the current strategic plan.

3. The Strategic Plan should include long-range goals and objectives of the organization and tactics to meet these objectives. Review and revisions or updates shall take place at least annually.

4. The Strategic Planning Committee will plan an appropriate means of gathering input from the BOD and general membership prior to development of a new strategic plan. This may include surveys and meetings.

5. The revised or new Strategic Plan shall be submitted to the Executive Committee. The EC shall approve the Strategic Plan and it shall be available to the general membership via the website.

6. Committee chairs may be requested to submit reports re: progress of projects/initiatives to assist the Strategic Planning Committee in revisions.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Administration	Effective:	6/16
Subject:	Sponsorship Policy	Reviewed:	

Policy:
CT Academy Guidelines for Corporate Relations Sponsors are adapted from the Academy Guidelines for Corporate Relations Sponsor. The Connecticut Academy of Nutrition and Dietetics welcomes corporate relationships that can help the CT Academy fulfill its mission and vision. In its relations with corporate organizations, the CT Academy is mindful of the need to avoid a perception of conflict of interest and to act at all times in ways that will only enhance the credibility and professional recognition of the CT Academy and its members. The continuing value of the CT Academy's name depends on its reputation for integrity, which has been earned by generations of CT Academy members over the course of many decades.

Corporate sponsors help fulfill our vision by:
- Delivering CT Academy-approved nutrition messages to a wider consumer audience than the CT Academy could reach using its own resources.
- Providing CT Academy-approved educational tools and materials to CT Academy members that are useful in their professional work with the public.
- Creating consumer nutrition education messages and communications programs to make them consistent with sound science and CT Academy positions and philosophies.

- The CT Academy will authorize no commercial use of the name and logo that would diminish that value or damage that reputation.
- The CT Academy's procedures and formal agreements with external organizations are designed to prevent any undue corporate influence particularly where there is a possibility that corporate self-interest might tend to conflict with sound science or CT Academy positions, policies and philosophies.
- The CT Academy requires that the sponsor be clearly identified on all such materials bearing the CT Academy name.

Sponsorship Policy (continued)

General Requirements for Acceptance of Corporate Relations Sponsors:

- Fit with CT Academy strategic goals;
- Scientific accuracy;
- Conformance with CT Academy positions, policies and philosophies;
- CT Academy has editorial control of all content in materials bearing the CT Academy Name;
- Clear separation of CT Academy messages and content from brand information or promotion;
- No endorsement of any particular brand or company product;
- The inclusion of relevant facts and important information where their omission would present an unbalanced view of a controversial issue in which the sponsor has a stake
- Full funding by the sponsor of all direct and indirect costs associated with the project

As a rule, the CT Academy does not permit the free use of CT Academy content in publications or websites where the effect of the CT Academy content and name is to help the publication or website increase circulation or sell advertising or subscriptions. The CT Academy strives to communicate healthful eating messages to the public that emphasize the total diet, or overall pattern of food eaten, rather than any one food or meal. If consumed in moderation with appropriate portion size and combined with regular physical activity, all foods can fit into a healthful diet.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Communications	Effective:	12/88
Subject:	Advertising in Member Communications	Reviewed:	7/11, 5/16

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

Procedure:

1. The Finance Committee reviews advertising rates periodically. The current charge to post an event is $75 for 30 days.
2. Ad copy must be submitted via email in an electronic compatible format.
3. Special mailings may be sponsored by a company or organization with approval by the EC, following the sponsorship policy and procedure guideline. The sponsorship will be acknowledged and appropriate advertising may be included as part of the special mailing. (Formerly: Portions of a newsletter or special mailing may be sponsored by a company or organization with approval by the President and/or *Bulletin* Editor. The sponsorship will be acknowledged and appropriate advertising may be included as part of the special mailing or newsletter page(s).)
4. Advertising in electronic communication. All requests for advertising on the website or via the weekly update will be reviewed by the EOM and approved by the EC. Advertisement postings remain on the website for 30 days.
5. A Job Bank is maintained on the CT Academy's members-only website. Supporting members also have access. This site accepts job postings for a fee as described on the website. Job bank posting cost is $125 and a discounted rate for members for small business and remains on the website for 30 days.
6. Advertisement on the CT Academy website is offered as a sponsor benefit as outlined in the Exhibitor/Sponsor Invitation to the CT Academy Fall and Spring Meeting. Benefits include advertising and company logo and link on the CT Academy website.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Communication Effective: 7/11

Subject: CT Academy Listserv Reviewed: 7/12, 5/16

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

Procedure:

1. The listserv is hosted through the CT Academy's website. The EOM manages the listserv and serves as the moderator.

2. The EOM and President collaborate to compose a member weekly update.

3. Only CT Academy members and supporting category members can join the listserv. Email addresses for members are obtained directly from information provided to the Academy, and all members with an email address in the Academy records are included on the listserv. Members can unsubscribe to the listserv.

4. It is the responsibility of CT Academy members to maintain their current email addresses with the Academy.

5. Guidelines for posting to the listserv
   A. Acceptable postings include:
      1) Announcements related to CT Academy or Academy business
      2) Information that is deemed valuable to CT Academy members at the discretion of the moderator.
   B. Information not acceptable for posting:
      1) Job postings. These are referred to the CT Academy Job Bank.
      2) Any for-profit requests.

6. The EOM, President, President-elect, Delegate, Public Policy Chair and National Nutrition Month Chair can post directly to the listserv. The President can approve other BOD members for posting directly to the listserv.

7. The CT Academy retains the right to decline postings. Decisions on these matters may be referred to the EC.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Communication Effective: 9/02

Subject: CT Academy Website Reviewed: 7/11, 5/16

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

Procedure:

1. CT Academy contracts with an independent webmaster. The webmaster is responsible for maintaining the website, including updating content and revision of web design and operation. Our current webmaster is Blarneystone, LLC. The contract is updated annually, usually in July.

2. EOM serves as the liaison to the webmaster and all CT Academy committees and members. All requests for web changes are made through the EOM. Material is approved by the EOM with guidance from the EC.

3. Budget for the website is established as part of the annual budget planning process.

4. Access to the CT Academy website is open to the public. Sections of the website are specific for members-only access and are password protected.

5. CT Academy reserves the right to edit material received for posting to the website according to space limitations and suitability of material.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Communication	Effective:	12/88
Subject:	Member Communications	Reviewed:	7/11, 5/16

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

Procedure:

1. Special mailings may be planned to supplement CT Academy *Bulletin* editions when timeliness of information is a factor. Mailings may be done via postcard or single-page flyer depending on information to be conveyed. The budget for printing and mailing special mailings needs to follow budget guidelines for communications.

2. www.eatrightct.org is the website for CT Academy (see Website Policy and Procedures). The website is used to communicate information on an ongoing basis to members. The goal should always be to communicate information in timeliest fashion to members, and to be an accurate source of information about the CT Academy and the profession.

3. The CT Academy listserv is an email vehicle to alert members in a timely manner to public policy issues, postings to the website, CT Academy business and other information which may be of interest to members.

4. Printed copies of all information is available upon request from the EOM.

5. The CT Academy also has a Facebook page, twitter account, Linked-In account and YouTube channel that can be used to support communications.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category: Communications Effective: 9/02

Subject: New Member Packet Reviewed: 7/12, 5/16

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

Procedure:

1. The EOM will coordinate providing new CT Academy members with information about the organization at time information is received. The EOM monitors the Academy's DMIS listings regularly to determine new members.

2. Information provided will include a welcome letter from the President and the BOD directory (email only, no phone numbers listed).

3. The information included in the new member packet will be revised annually as needed by the Membership Chair working with the EOM and President.

4. The EOM also adds new members to the listserve and grants access to the members-only section of the website.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Communications	Effective:	5/16
Subject:	Copyright, Plagarism And Re-Print Permissions	Reviewed:	

Policy: The CT Academy of Nutrition and Dietetics assures that contributing authors to blogs and articles on the website assign copyright or give permission to reproduce/post the information authored and takes measures to assure that information submitted is an original creation.

Procedure:

1. Authors will sign a written release to either assign copyright or give permission to pre-print/post and attest that material submitted is their own creation.
2. Contributing authors will submit original work, including pictures/graphics and tables and if using materials from another source will obtain written permission from the original source.
3. Any submissions suspected of plagiarism will be reviewed/discussed by the EC to determine a plan of action.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Communications	Effective:	5/16
Subject:	Social Media Policy	Reviewed:	

Policy: Facebook, twitter and other social media outlets are used to share science-based information on nutrition-related topics and as a way to highlight activities of CAND and the Academy.

Procedure:

1. Social media pages are owned and operated by CAND as branded pages and not personal pages.

2. Affiliate pages will adhere to Academy recommended policies:

- Twitter: https://support.twitter.com/articles/69214
- Facebook: https://www.facebook.com/communitystandards
- LinkedIn: https://help.linkedin.com/app/answers/detail/a_id/34593
- YouTube: http://www.youtube.com/yt/policyandsafety/communityguidelines.html

3. To be transparent, social media pages should include an avatars such as “official page (or account or channel) of the Connecticut Academy of Nutrition and Dietetics

4. No confidential information posted will be posted such as personal identifiers, proprietary information or internal reports.

5. Postings shall not create or imply endorsement of an organization or product. However, sponsors can be acknowledged for the type of support provided.

6. The EOM and PR Committee Chair(s) may directly post to social media platforms. Direct access by other BOD or PR committee members are by appointment by PR Committee Chair(s) and reviewed/updated annually.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Communications	Effective:	6/16
Subject:	Teleconference System	Reviewed:	

Policy: All board members can use a teleconference system to conduct CAND official business such as committee meetings or conference calls.

Procedure:

1. FreeConferenceCall.com is the free hosting service used.

2. Conference call information:
   -Dial-in number: (712)-432-1212
   -Meeting ID: 394-170-350
   -Host PIN: 3477

3. The person organizing/leading the call uses the Host PIN

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Finance	Effective:	12/88
Subject:	Authorized Signatures	Reviewed:	7/12, 5/16

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

Procedure:

1. New signature cards with effective dates will be submitted to necessary organizations as soon as possible after the beginning of the new fiscal year. Our current bank is Webster Bank in Newington CT and our current contact person is **Elizabeth Sheridan (esheridan@websterbank.com).**
   Phone 860-594-5160 and fax 860-594-5161.
   a. At the end of the fiscal year, President drafts a letter specifying:
      i. The account numbers you are referencing;
      ii. The names of board members who will be on the accounts in the year ahead. President and Treasurer are authorized signatures on savings and checking. President-elect and Treasurer-elect are authorized signatures on checking only.
      iii. June 1 to May 31 as the fiscal year;
      iv. The names of those to be removed.

   b. President must bring official documentation of election results such as minutes and a photo ID.
   c. The letter must be delivered in person to the bank.
   d. President, President-elect, Treasurer, Treasurer-elect must go to the bank in person to sign their authorization card along with their photo ID.
      i. Make a copy of your driver's license. On that sheet document your name, social security number, your employer, your occupation, your home phone number, your business phone number.
      ii. The above information must be obtained by the bank from all parties so that a signature card can be made.
      iii. Call in advance to make an appointment to sign the signature card.
      iv. President will be the first person to sign for the new fiscal year.

2. Authorized signatures from both President and Treasurer are required on all expense reimbursement forms, contractual agreements, and letters of agreement. When contracts overlap in to the next fiscal year, the President-Elect signature is required.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Finance	Effective:	5/16
Subject:	Financial Controls	Reviewed:	

Policy: All financial transactions will be subject to internal controls.

1. All bills are paid by check or debit card and wire transfers/payments are not permitted.
2. Payment requests must be accompanied by an invoice and/or receipts plus expense report in order for the Treasurer to process a payment.
3. Checks other payment for the office manager, which is done by the accountant, are signed by the Treasurer.
4. For payments of $250 or greater, a verbal confirmation by the President is required before the Treasurer can process payment.
5. Bank reconciliations are to be prepared monthly in Quickbooks by the Treasurer and submitted to the President at least quarterly for review.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Finance	Effective:	12/88
Subject:	Budget Categories	Reviewed:	7/12, 5/16

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

Procedure:

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

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Finance	Effective:	6/16
Subject:	Debit Cards	Reviewed:	

Policy: President, EOM, Treasurer will have debit cards for transactions related to CAND duties.

Procedure:

1. At the start of the fiscal year, officers leaving office turn in their card and new officers must obtain a new card via Webster Bank.
2. The debit card is linked to the checking account.
3. The Treasurer or the new member activates the card
4. The EOM card does not need to be updated annually if EOM does not change.
5. The daily limit on the card is $2500.
6. Receipts must be obtained and forwarded to the Treasurer for tracking.
7. The card is only to be used in accordance with the agreed to budget or operating expenses.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Finance	Effective:	12/88
Subject:	CT Academy Budget	Reviewed:	7/12, 5/16

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

Procedure:

1. The fiscal year runs from June 1 to May 31.

2. Officers and committee chairs are responsible for preparing budget requests for their area of responsibility in accordance with the CT Academy's strategic plan and monitoring of current project completion. Budget requests should be submitted to the Finance Committee by April 30th.

3. The Finance Committee will use budget requests, proposed activities, and projected revenues to compile a proposed budget. The proposed budget will be circulated to all BOD members prior to the scheduled Executive Committee vote to allow discussion and revision. Comments should be directed to the Treasurer, or Executive Committee member.

4. Once approved by the Executive Committee, the budget will be provided to all BOD members by July 1 and will be available to the general membership after this date.

5. The budgeting process will consider policy-mandated expenditures as first priority, including:
    - Academy-mandated travel, including expenses associated with the House of Delegates meeting
    - Public Policy workshop
    - President's attendance at the FNCE
    - President-Elect's attendance at the Leadership Institute
    - Bulletin/Website publishing and maintenance
    - Insurance, accounting and legal fees
    - Executive Office Manager Salary
    - Consultant services of the Executive Office Manager.
    - Office supplies

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

6. Income shall be projected and include:
    - Academy member rebate estimated from actual member numbers and current rebate per member classification
    - Income from interest-bearing accounts
    - Revenues from educational programs/seminars
    - Income projected from advertising, grants and services provided

7. Financial reserves will be maintained equal to a minimum of one-half of budgeted annual operating expenses. The Academy encourages affiliates to use the reserves to support member benefits. Reserve balance as May 1 of the ending fiscal year shall be used in budget calculations.

8. Revenues that exceed expenditures will automatically be added to financial reserves.

9. A budget with expenses exceeding revenues may be recommended by the Finance Committee to the Executive Committee provided the excess expenses do not reduce reserves below one-half of budgeted operating expenses for the next fiscal year.

10. Committee co-chairs monitor monthly budget expenditures and provide Treasurer all original receipts/invoices by the end of each month-

11. BOD determines the budget based upon estimation of incoming membership (dues rebate) based off of prior year's membership.

12. The Treasurer performs a monthly reconciliation of the budget using Quickbooks and sends report to the President quarterly (update job description? Also #5 under financial controls).

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Finance	Effective:	12/88
Subject:	Contracts	Reviewed:	7/12, 5/16

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

Procedure:

1. The Executive Committee approves all contracts for service providers.

2. The Treasurer and the contracted service provider are provided with signed contract copies.

3. Terms and Conditions of each contract will be outlined in the individual contract including, but not limited to, fees, contract length, and cancellation policy.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Finance	Effective:	12/88
Subject:	Financial Audits	Reviewed:	7/12, 5/16

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

Procedure:

1. At the end of the Treasurer's term and in preparation for the filing of the IRS report, an audit (not a formal audit) of the financial records of the CT Academy shall be obtained.

2. The Treasurer will obtain a proposal for the audit, including the anticipated fee from a Certified Public Accountant (CPA). CPA is now on a yearly contract. The proposal will be presented to the Finance Committee for their approval. The CPA may be asked to make suggestions regarding accounting practices and cash management.

3. Results from the audit will be distributed to members of the Finance Committee. One copy should be kept for the Treasurer's file.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Finance	Effective:	12/88
Subject:	Financial Statements	Reviewed:	7/12, 5/16

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

Procedure:

1. The Treasurer should submit quarterly financial reports to the EC. Reports should include a comparison of year-to-date expenditures versus budgeted amounts; a summary of year-to-date income versus budgeted amounts; and checking and investment account balances and transfers.

2. Quarterly financial statement will be distributed to all BOD members with minutes of the EC meetings.

3. Year-end financial statements should be submitted to the CT Academy accountant for preparation of taxes on or before August 1 to meet the October 15 tax deadline.

4. Copies of financial statements are available to members upon request to the Treasurer.

5. The Treasurer shall retain copies of all Financial Statements for the past five years to be used as reference for the Finance and Executive Committee.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Finance	Effective:	12/88
Subject:	IRS Reports	Reviewed:	7/12, 5/16

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

Procedure:

1. At the close of the fiscal year, all necessary IRS forms are to be filed as directed by the IRS by October 15.

2. Information from the year-end financial statement should be used. Assistance should also be obtained from the CT Academy's accountant.

3. The records for the past seven years should be retained. Records more than five years old should be kept in the Archives. Items to be kept include quarterly and year-end financial statements, tax forms, cancelled checks, expense forms, and bank statements.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Finance	Effective:	12/88
Subject:	Protected Funds/ Reserves	Reviewed:	7/12, 5/16

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

Procedure:

1. Financial reserves cannot be used in the yearly operating budget except on a temporary basis to meet cash flow needs (i.e., Annual Meeting expense prior to depositing registration fees).

2. Interest on financial reserves may be used as operating funds.

3. The investment options used for managing financial reserves will be directed by the Treasurer with approval from the Finance Committee. The Academy encourages use to support member benefits.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Finance	Effective:	12/88
Subject:	Reimbursement of Expenses	Reviewed:	7/12, 5/16

Policy: Authorized expenses will be reimbursed.

Procedure:

1. Request for reimbursement of expenses must be submitted on the CT Academy's payment request form, available on the website or from the Treasurer. Only budgeted expenses or contingent expenses which have been preauthorized by the EC will be reimbursed.

2. Payment request forms should include the following:
    - Name
    - Address
    - Position or office in CT Academy
    - Expense detail, including receipts for expenses greater than $5.00
    - Name and address of person to whom check is to be written (if not requestee)
    - Purpose of money requested
    - Committee/line item to be charged
    - Approval of officer/committee chair
    - Receipts or copy of receipts where appropriate.

3. Payment request forms will be retained for record keeping by the Treasurer for two years.

4. Unbudgeted or unauthorized expense requests will not be paid. Authorized expenses without proper supporting documentation will not be paid until appropriate documentation is provided. Travel expenses in excess of stated guidelines will not be paid. (see Travel policy)

5. Payment requests must be submitted within 60 days of date expenses were incurred. Expenses incurred near the end of the fiscal year must be submitted by June 15. Treasurer must be notified if extension is needed.

6. Checks for reimbursement are signed by the President and Treasurer.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Finance	Effective:	5/03
Subject:	Travel Policy	Reviewed:	7/11, 5/16

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

Procedure:

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

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

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

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Meetings	Effective:	12/88
Subject:	Annual Meeting(s)	Reviewed:	7/12, 5/16

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

Procedure:

1. The Council on Professional Issues will serve as program committee for planning and implementing the annual meeting(s) with the CPI Chair as overall chair.

2. The Council on Professional Issues will be appointed by the CPI Chair with input from the Chair-elect and BOD and may include advisory members as well as committee members with assigned responsibilities. Duties and responsibilities will be delegated to council members by the Chair.

3. The CPI Chair-elect will serve as a member of the program committee and will be responsible for coordination of exhibitors and advertising.

4. Program topic(s) are planned to meet the needs of members. Activity types & learning codes sought by CAND members are available from the Academy.

5. CT Academy members will be notified of the meeting not less than thirty (30) days prior to the date of the meeting.

6. Registration procedures and deadlines for registration are set by the Council. Processing of registration materials is handled by the EOM.

7. A program evaluation is distributed to all participants on the day of the meeting. A written report summarizing the financial statement, attendance, and survey results with recommendations for future meetings should be presented to the EC within two (2) months of the meeting.

8. Certificates of Completion will be distributed to RD/DTR upon adjournment of annual meetings. The CT Academy does not pre-approve CPE activities.

9. The meeting of members that includes the CT Academy's business meeting cannot be co-sponsored. For other meetings, the committee or office planning a co-sponsored meeting must provide details re: meeting topic, location, financial structure and co-sponsoring organization to the EC. The EC must approve the co-sponsorship arrangement.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Meetings	Effective:	12/88
Subject:	Annual Meeting Registration and Finance	Reviewed:	7/11, 5/16

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

Procedure:

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

5. Registration fees will be waived for:
    - speakers
    - invited guests
    - 50 year members
    - CT Academy Award recipients
6. Reduced registration fees should cover per person expenses for food and room rental.
7. A higher registration fee will be charged for registrations received after the published deadline for registration.
8. No refunds will be made. Vouchers may be offered on a case by case basis with approval from the Executive Committee.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Meetings	Effective:	12/88
Subject:	Poster Sessions	Reviewed:	7/12, 5/16

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

Procedure:

1. A Call for Abstracts will be made via the CT Academy *Bulletin*, website or listserv at least 3 months prior to the meeting date. CT Academy members and students from Academy-approved programs in the state will be invited to submit abstracts related to: clinical dietetics, community nutrition, nutrition education, nutrition research, management and private practice/consultation.

2. A deadline for receipt of abstracts will be established.

3. Format for abstracts should follow that published in the Journal of the Academy of Nutrition and Dietetics annually.

4. Abstracts will be evaluated by reviewers selected by the CPI Chair or Chair-Elect. Notification of acceptance should be made at least two (2) weeks prior to the meeting date.

5. The CPI Committee will determine the format for abstract display based on the resources available at the meeting site. Designated hours during the meeting will be set during which authors must be in attendance to explain poster and answer questions.

CONNECTICUT ACADEMY OF NUTRITION AND DIETETICS
POLICY AND PROCEDURE

Category:	Meetings	Effective:	5-16
Subject:	Sponsorship at Meetings	Reviewed:	

Policy:
The general Sponsorship policy will serve as a guideline for selecting and soliciting sponsors.

Procedure:

1. The EOM sends letters to seek corporate sponsors for the annual meeting.
2. Rates for sponsorship are dependent upon the sponsorship level.
3. Benefits for sponsors differ by sponsorship level and the EOM sends letters explaining sponsorship costs and benefits.