

WESTERN AREA MASSACHUSETTS DIETETIC ASSOCIATION
Is a Voluntary Non-Profit Association

BY-LAWS 2025 UNDER REVIEW
To Be Revised April 2027

ARTICLE I – MISSION

The Western Area Massachusetts Dietetic Association (WAMDA) promotes optimal nutrition and well being for our community, its people, and nutrition professionals.

Objectives

- A. To promote and foster the practice of quality dietetics and nutrition.
- B. To encourage and implement continuing education.
- C. To provide an instrument through which members can coordinate their efforts in handling problems of common concern.
- D. To consider and take appropriate action on governmental matters affecting the Profession.
- E. To cooperate with other associations having similar interests and goals.
- F. To engage in all other lawful activities affecting the welfare of the Profession.
- G. To promote the Registered Dietitian as THE nutrition professional.
- H. To recognize, respect and include differences in ability, age, creed, culture, ethnicity, gender, gender identity, political affiliation, race, religion, sexual orientation, size, and socioeconomic characteristics in the nutrition and dietetics profession.

ARTICLE II – MEMBERSHIP

The membership year begins July 1st and ends June 30th.

The Association shall have the following three (3) Membership Classes: Active, Retired, and Student.

1. Active Member: Qualifications

An individual who is an active member of the Academy of Nutrition and Dietetics

2. Retired Members Qualifications

Any member of the Association that is no longer employed or actively engaged in dietetic practice or education and is at least sixty-two (62) years of age or is retired on total permanent disability may apply for Retired Membership.

3. Student Members Qualifications

Student classification can be held for a **maximum of six (6) years**. An individual meeting the following criteria may apply for membership.

- A. A student enrolled in an ACEND accredited/approved program.
- B. A student enrolled in a regionally accredited college or university who states his/her intent to enter a ACEND accredited/approved program.
- C. Active members returning to school on a full-time basis for a baccalaureate or graduate degree in a dietetic related course of study may apply for student membership status.
- D. A current dietetic intern.

ARTICLE III – DUES

1. Membership dues are payable by July 31 of each year, with final receipt being July 31st.
2. Membership is not active until payment is received.
3. Applications with payment received after April 1st will be applied to the following membership year.
4. The Executive Board will have dues waived.

5. The Executive Board will review membership dues every two years (even years) in the month of January. Members will be notified of any proposed change, which will be voted upon at the next designated business meeting. A proposed change must be approved by 2/3 of the voting members present.
6. Members whose dues are not in arrears shall be entitled to vote and hold an elected office.

ARTICLE IV – GOVERNMENT

The government of this Association shall be vested in an Executive Board. The Executive Board shall determine policies, shall manage the property and business of the Western Area Massachusetts Dietetic Association. The Executive Board shall consist of the President, President–Elect, Director of Education 1, Director of Education 2, Executive Secretary, Webmaster 1, Webmaster 2, Membership Coordinator, Treasurer, Treasurer-Elect, Communications Chair 1, Communications Chair 2, Public Policy Chairperson 1, Public Policy Chairperson 2, Nominating Committee, Scholarship Chairperson and Job Bank Chairperson.

1. The President shall serve as Chairperson of the Executive Board.
2. Executive Board Members shall have voting privileges.
3. Executive Board Members are required to attend a minimum of three (3) board meetings to qualify for three (3) continuing education credits allowed by the Academy of Nutrition and Dietetics for Professional Leadership. In the absence of the officer a written report will be accepted one time for one of the three meetings.
4. Committee chairs shall have a discretionary fund in the amount of \$50.00.

ARTICLE V – ELECTED OFFICERS

The officers of the Association shall consist of a President, President–Elect, Director of Education 1, Director of Education 2, Executive Secretary, Webmaster 1, Webmaster 2, Membership Coordinator, Treasurer, Treasurer-Elect, Communications Chair 1, Communications Chair 2, Public Policy Chairperson 1, Public Policy Chairperson 2, Nominating Committee, Scholarship Chairperson and Job Bank Chairperson.

These officers shall take office on July 1.

- A. **President:** Will serve for one (1) year. The President shall be the Chief Executive Officer of the Association and Chairperson of the Executive Board. It shall be the duty of the President to:
 1. Preside over all meetings of the membership and the Executive Board and distribute an agenda for these meetings
 2. Represent and speak for the Association to other organizations and to the public.
 3. Sign letters or documents necessary to carry out the will of the Association.
 4. Appoint the following positions: Ad hoc committees as deemed necessary.
 5. Carry out the orders and resolutions of the Executive Board.
 6. Organize support for the activities of the Association within the membership for the term of office as President.
 7. Have the general powers of supervision and active management usually vested in the office of President.
 8. Attend (or appoint designee/submit a report to) Massachusetts Association of Nutrition and Dietetics (MAND) meeting as able.
 9. Submit budget and expense expense/revenue reporting to treasure as needed (Committee chairs shall have a discretionary fund in the amount of \$50.00).
 10. Participate as a Program Planning Consultant.
 11. Publish the Annual Report on the website after each role reports to the Executive Secretary 2 weeks prior to the Annual meeting.
 12. Send an updated list of Board Members to MAND.
 13. Perform other duties as necessary.

- B. President-Elect: Will serve for one (1) year, at the end of this term shall automatically become President of the Association. It shall be the duty of the President-Elect to:
1. Serve as a member of the Executive Board.
 2. Acquaint oneself with the duties of the President and the duties of all officers on the Executive Board.
 3. Function as the President in his/her absence or when the President is unable to perform his/her functions as determined by the Executive Board.
 4. Aid with annual reporting.
 5. Perform other duties as necessary.
- C. Director of Education Chairperson 1: Will serve for one (1) year. It shall be the duty of the Program Planning Chairperson 1 to:
1. Serve as Director of Education Chairperson 1 for the second of (2) two years of Director of Education.
 2. Serve as a member of the Executive Board.
 3. Plan and coordinate a minimum of 3-4 programs yearly, providing 4-8 CEU's working in conjunction with the Director of Education Chairperson 2.
 4. Work with the Executive Board members who will serve as Education Consultants for a proposed Program Plan.
 5. Collect and process registration fees for education programs.
 6. Submit budget and expense expense/revenue reporting to treasure as needed (Committee chairs shall have a discretionary fund in the amount of \$50.00).
 7. Submit an annual report to the Executive Secretary, due 2 weeks prior to the Annual Meeting.
 8. Perform other duties as necessary.
- D. Director of Education Chairperson 2: Will serve for a total of 2 years, the first being as Chair 2 and at the end of this term shall automatically become Director of Education Chairperson 1. It shall be the duty of the Director of Education Chairperson 2 to:
1. Serve as Director of Education Chairperson 2 for the first of (2) two years of Education.
 2. Serve as a member of the Executive Board.
 3. Plan and coordinate 3-4 programs yearly, providing 4-8 CEU's working in conjunction with Director of Education Chairperson 2.
 4. Work with the Executive Board members who will serve as Education Consultants for the proposed Program Plan.
 5. Collect and process registration fees for the education programs.
 6. Aid with annual reporting.
 7. Perform other duties as necessary.
- E. Executive Secretary: Will serve for two (2) years and shall be elected in the even numbered years. It shall be the duty of the Executive Secretary to:
- a. Serve as a member of the Executive Board.
 - b. Keep a record of attendance of all Executive Board meetings.
 - c. Record the minutes of all Executive Board meetings and file on WAMDA Google Drive.
 - d. Provide copies of the minutes of the Executive Board meetings to the members of the Board.
 - e. Receive and file Annual reports of the officers and committee chairpersons. Maintain a six (6) year back-file (paper or electronic copy)
 - f. Pass on to the in-coming Executive Secretary the cumulative books and files.
 - g. Provide board members with CEU Certificate for Professional Leadership at the WAMDA Board transition meeting.
 - h. Submit budget and expense expense/revenue reporting to the Treasurer as needed (Committee chairs shall have a discretionary fund in the amount of \$50.00).
 - i. Perform other duties as necessary.

- F. Webmaster 1: Will serve for one (1) year. It shall be the duty of the Webmaster 1 to:
- a. Serve as Webmaster 1 for the second of two (2) years as Webmaster.
 - b. Serve as a member of the Executive Board.
 - c. Train Webmaster 2 in all necessary duties as Webmaster 1 and serve as backup IT support for the Webmaster 2 in the event that the Webmaster 2 is unable to perform a web-related task or requires further training. The Webmaster 1 shall be the first help contact, before contacting the website administrator.
 - d. Maintain and oversee WAMDA website, Mail Chimp, membership accounts, etc.
 - e. Regulate appropriate website administrative access permissions
 - f. Inform members of upcoming meetings, events, and additional pertinent information via email, Mail Chimp, and website updates
 - g. Send monthly email blast to membership via MailChimp on 1st Tuesdays of each month, unless no content requests are received
 - i. 3rd Tuesday can be utilized if content becomes available
 - h. Execute such correspondence as the President may request
 - i. Submit budget and expense/revenue reporting to treasure as needed (Committee chairs shall have a discretionary fund in the amount of \$50.00).
 - j. Submit an annual report to the Executive Secretary, due 2 weeks prior to the Annual Meeting.
 - k. Perform other duties as necessary
- G. Webmaster 2: Will serve for one (1) year, at the end of this term shall automatically become Webmaster 1. It shall be the duty of the Webmaster 2 to:
- a. Serve as a member of the Executive Board
 - b. Oversee WAMDA website, Mail Chimp, membership account, etc. when necessary and/or applicable.
 - c. Perform other duties as necessary
- H. Membership Coordinator: Will serve for two (2) years. It shall be the duty of the Membership coordinator to:
1. Serve as a member of the Executive Board.
 2. Collaborate with the Webmaster on the procedure for accessing the website, mailing list.
 3. Learn maintenance procedures for the website, MailChimp, e-mail, etc.
 4. Familiarize self with the procedure for maintaining the current WAMDA membership list.
 5. Aid with annual reporting.
 6. Membership Coordinator should maintain an updated diversity statement in conjunction with MAND as needed.
 7. Work to recruit new members and/or reach out to those with expired memberships when needed.
 8. Maintain a list of current and past members and provide continued communication with expired members to encourage renewal.
 9. Perform other duties as necessary.
- I. Treasurer: Will serve for a total of two (2) years, the first being in the elect position and the second year being active treasurer. It shall be the duty of the Treasurer to:
1. Serve as the signer on the WAMDA checking account – coordinate with President and President Elect and past Treasurer as applicable to after yearly transition meeting to update account information.
 2. Serve as a member of the Executive Board.
 3. Prepare a budget in collaboration with the President for the fiscal year.
 4. Receive and have custody of all funds and securities of the Association.
 5. Be responsible for keeping full and accurate accounts of all receipts and disbursements
 6. Receive expense forms and invoices before reimbursements are made.

7. Keep all financial documents including bank statements, expense reports and receipts for seven (7) years
 8. Render financial reports to members of the Executive Board and to the membership.
 9. Transfer all financial information and documents to the in-coming Treasurer
 10. Be responsible for the financial review of the books including PayPal.
 11. Submit quarterly & annual (June 20th) report to MAND.
 12. Submit annual report to the Executive Secretary 2 weeks before the Annual Meeting.
 13. Perform other duties as necessary.
- J. Treasurer-Elect: Will serve for a total of two (2) years and in the second year Treasurer for 1 year. It shall be the duty of the Treasurer- Elect to:
1. Work with Treasure to learn processes and aid Treasure as needed.
 2. Serve as a member of the Executive Board.
 3. Aid in preparing a budget in collaboration with the President for the fiscal year.
 4. Aid in keeping full and accurate accounts of all receipts and disbursements
 5. Aid in rendering financial reports to members of the Executive Board and to the membership.
 6. Transfer all financial information and documents to the in-coming Treasurer-Elect
 7. Aid with the financial review of the books including PayPal.
 8. Help annual treasury report to be submitted to MAND by June 20th.
 9. Help prepare the report to the Executive Secretary 2 weeks prior to the Annual Meeting.
 10. Perform other duties as necessary.
- K. Communications Chairperson (1): Will serve for two (2) years, one of which is Chair 2. It shall be the duty of the Communications Chairperson (1) to:
1. Serve as a member of the Executive Board.
 2. Prepare and provide sound nutrition information to the public via mass media such as radio, news print, television, and social media accounts.
 3. Act as a spokesperson for WAMDA. Work to position the registered dietitian as “The Nutrition Expert” to the public.
 4. Recruit Association members to participate in public relation activities.
 5. Assist other WAMDA committees with public relations efforts as needed.
 6. Write articles spotlighting WAMDA members for the newsletter and website (aim for 4 a year).
 7. Market the services of the Registered Dietitian throughout the Western Massachusetts Area.
 8. Maintain WAMDA brochure, aid with providing updates to social media accounts.
 9. Facilitate planning of community outreach programming and member socials. Plan and coordinate 2-3 social events yearly.
 10. Collect and process registration fees for programs and submit appropriate reporting to treasure as needed.
 11. Work with Program Planning to market events.
 12. Submit budget and expense expense/revenue reporting to treasure as needed (Committee chairs shall have a discretionary fund in the amount of \$50.00).
 13. Submit annual report to the Executive Secretary, due 2 weeks prior to the Annual Meeting.
 14. Perform other duties as necessary.
- L. Communications Chairperson (2): Will serve for two (2) years. At the end of first term shall automatically become the Communications Chair (1). It shall be the duty of the Communications Chair (2) to:
1. Serve as a member of the Executive Board.
 2. Prepare and provide sound nutrition information to the public via mass media such as radio, news print, television, and social media accounts.
 3. Act as a spokesperson for WAMDA. Work to position the registered dietitian as “The Nutrition Expert” to the public.

4. Recruit Association members to participate in public relation activities.
5. Assist other WAMDA committees with public relations efforts as needed.
6. Help coordinate spotlighting on WAMDA member for website (aim for 4 a year).
7. Market the services of the Registered Dietitian throughout the Western Massachusetts Area.
8. Maintain WAMDA brochure, aid with providing updates to social media accounts.
9. Aid with facilitating planning of community outreach programming and member socials. Plan and coordinate 2-3 programs yearly.
10. Aid with collecting and processing registration fees for programs and submit appropriate reporting to treasure as needed.
11. Work with Program Planning to market events.
12. Aid with annual reporting.
13. Perform other duties as necessary.

M. Public Policy Chairperson 1: Will serve for two (2) total years, the first being completing the term as Public Policy Chairperson 2 and the second being Chair one (1). It shall be the duty of the Public Policy Chairperson 1 to:

1. Serve as Public Policy Chairperson 1 in the second of two (2) years of Public Policy.
2. Serve as a member of the Executive Board.
3. Recruit members to participate in Public Policy and Licensure and/or Reimbursement activities/events.
4. Coordinate goals of Public Policy and Reimbursement activities for timely and appropriate issues affecting the profession of dietetics.
5. Report to the Executive Board regarding MAND Legislative activities on state and federal levels.
6. Attend meetings of the MAND Public Policy and Reimbursement Committees.
7. Represent and speak to and for the Association to promote Public Policy and Reimbursement issues and activities including Day on the Hill when possible.
8. Keep WAMDA Executive Board and members updated via e-mail and the website.
9. Follow nutrition related legislation and contact representatives, state and federal legislators (during calls to action) and coordinate with MAND.
10. Submit budget and expense expense/revenue reporting to treasure as needed (Committee chairs shall have a discretionary fund in the amount of \$50.00).
11. Submit an annual report to the Executive Secretary, due May 15.
12. Perform other duties as necessary.

N. Public Policy Chairperson 2: Will serve for two (2) total years, the first being completing the term as Public Policy Chairperson 2 and the second being Chair one (1) It shall be the duty of Public Policy Chairperson 2 to:

1. Serve as Public Policy Chairperson 2 for the first of two (2) years in Public Policy.
2. Serve as a member of the Executive Board.
3. Recruit members to participate in Public Policy and Reimbursement activities.
4. Coordinate goals of Public Policy and Reimbursement activities for timely and appropriate issues affecting the profession of dietetics.
5. Report to the Executive Board regarding MAND Public Policy and Reimbursement activities on state and federal levels.
6. Attend meetings of the MAND Public Policy and Reimbursement Committees in the absence of the Chairperson 1.
7. Represent and speak to and for the Association to promote Public Policy and Reimbursement issues and activities.
8. Keep WAMDA Executive Board and members updated via e-mail and the website.
9. Follow nutrition related legislation and contact representatives, state and federal legislators (during calls to action) and coordinate with MAND.
10. Aid with annual reporting.
11. Perform other duties as necessary.

- O. Nominating Committee: Shall consist of two (2) members of the Association. They shall serve for a two (2) year term. It shall be the duty of the Nominating Committee to:
1. Serve as members of the Executive Board.
 2. Recruit annually the following candidates for office:
 - a. President-Elect.
 - b. Director of Education
 - c. Executive Secretary (even-numbered years)
 - d. Webmaster
 - e. Membership Coordinator
 - f. Treasurer-Elect
 - g. Nominating Committee, of which 2 will be selected
 - h. Public Policy/Reimbursement Chairperson 2
 - i. Communications Chairperson 2
 - j. Scholarship Chairperson (even-numbered years)
 - k. Job Bank Chairperson (odd-numbered years)
 3. Present candidates for open positions to the WAMDA Board. Facilitate elections if necessary.
 4. Collect and present nominations for the WAMDA special recognition award to the Board. Select 1 RD member as recipient annually and notify recipient, those who nominated them and the WAMDA board of directors.
 5. Submit budget and expense expense/revenue reporting to Treasurer as needed (Committee chairs shall have a discretionary fund in the amount of \$50.00).
 6. Submit annual report to the Executive Secretary, due 2 weeks prior to the Annual Meeting.
 7. Perform other duties as necessary.
- P. Scholarship Chairperson: Shall serve for (2) years and shall be elected in the even numbered years. It shall be the duty of the Scholarship Chairperson to:
1. Serve as a member of the Executive Board.
 2. Recruit association members to participate in the scholarship committee.
 3. Send notifications to area colleges and internships and facilitate the recruitment of applicants.
 4. Review all applications for completeness and ascertain that all required documents have been received by the designated deadline.
 5. Delegate responsibilities and provide guidance to the Scholarship Committee members regarding the application review process.
 6. Make the final decision regarding the scholarship recipients if no consensus is reached by the committee members.
 7. Notify all applicants in writing regarding the status of their application within four weeks of receiving the applications.
 8. Invite the scholarship recipient(s) to the Association June dinner meeting at which time they will be presented with the scholarship award.
 9. Notify Association President and Treasurer of recipient's name and award amount for check dispersal.
 10. Submit budget and expense expense/revenue reporting to treasure as needed (Committee chairs shall have a discretionary fund in the amount of \$50.00).
 11. Report at the Annual meeting and submit the report to the Executive Secretary, due 2 weeks prior to the Annual Meeting.
 12. Perform other duties as necessary.
- Q. Job Bank Chairperson: Shall serve for two (2) years and shall be elected in the odd numbered years. It shall be the duty of the Job Bank Chairperson to:
1. Serve as a member of the Executive Board.

2. Be a resource to WAMDA members in respect to vacant positions in the dietetic field within the Western Massachusetts area.
3. Coordinate with the Corresponding Secretary/Webmaster to keep job postings current.
4. Submit budget and expense expense/revenue reporting to treasure as needed (Committee chairs shall have a discretionary fund in the amount of \$50.00).
5. Submit annual report to the Executive Secretary, due 2 weeks prior to the Annual Meeting.
6. Perform other duties as necessary.

ARTICLE VI – MEETINGS

Section 1: Annual Meetings:

Meetings of the Association will be planned by the Education Director Chairpersons and available board members. One (1) regular meeting of the Association shall be designated as the Annual meeting (regularly held in May or June) for the purpose of receiving annual reports from the officers and committee chairpersons.

Section 2: Special Meetings:

Special meetings of the Association may be called by the President or designate.

Section 3: Meetings of the Executive Board:

There shall be a minimum of 6 scheduled meetings of the Executive Board, typically held every other month. The transition meeting of the Executive Board will typically be held in June and is separate from the six (6) traditional board meetings.

Special meetings of the Executive Board may be called by the President and any two (2) board members. Half (1/2) of the members of the Executive Board shall constitute a quorum. No act of the members present shall be binding unless passed by a majority vote (vote may be obtained via electronic means).

ARTICLE VII – ELECTIONS

Section 1: The Ballot:

1. A ballot containing the names, in alphabetical order, and pertinent information on candidates shall be prepared by the Nominating Committee should the need for an election arise.
2. The ballot shall be submitted (such as e-mailed, and posted on the website), to the voting members by the Corresponding Secretary/Webmaster by April 1 or not less than 30 days before the designated deadline.
3. Only ballots received by the designated date shall be counted.
4. The person receiving the highest number of votes respectively for President–Elect, Director of Education 2, Executive Secretary, Webmaster 2, Membership Coordinator, Treasurer-Elect, Communications Chair 2, Public Policy Chairperson 2, Nominating Committee, Scholarship Chairperson and Job Bank Chairperson. The two(2) candidates receiving the highest number of votes for Nominating Committee shall be elected.
5. In the event that a single officer slate is presented, the candidates will automatically take office on June 1, therefore no voting is necessary.
6. The general membership will be notified of the election results (posted on the website and annual report if possible).

Section 2: Officers:

1. You must be a WAMDA member to hold an elected office.
2. All WAMDA members may run for an elected office.

Section 3: Tie Votes:

In the event of a tie vote, the Corresponding Secretary shall submit a ballot to the members of the Executive Board, except the President. Should this balloting result in a tie vote, the President shall cast the deciding vote.

Section 4: Vacancies:

1. President: President – Elect shall succeed to the office of President and shall complete the unexpired term and then serve the elected term as President.
2. President – Elect: A special election by the membership will be conducted if more than three (3) months remain in the elected term.
3. Should the offices of President and President – Elect become vacant at the same time; a special election will be held as soon as possible. In the interim, the Immediate Past – President shall serve as President.
4. Special elections will be carried out by the Nominating Committee, following the same procedures as for a regular election.
5. If any office other than that of President or President – Elect becomes vacant, the remaining members of the Executive Board shall appoint successor/successors to serve the remainder of the term(s).

ARTICLE VIII – FISCAL YEAR

The fiscal year of this Association shall be July 1 through June 30.

ARTICLE IX – AMENDMENTS TO THE BY-LAWS

These By – Laws will be amended every other year, the next time being Spring 2025. All amendments will be voted on by the affirmative vote of half (1/2) of the members of the Executive Board which shall constitute a quorum. No act of the members present shall be binding unless passed by a majority vote (vote may be obtained via electronic means).