

# **Student Dietetic Association Bylaws**

## **Article I – Name**

The name of the association shall be “University of Oklahoma Health Sciences Center Student Dietetic Association”

## **Article II – Purpose and Mission**

“The Student Dietetic Association provides the opportunities for professional development through leadership, nutrition education, and service.”

The purposes for which this group is organized is to:

- 1) Enhance leadership abilities of students
- 2) Promote professional growth and development of students
- 3) Promote the profession of dietetics
- 4) Coordinate student activities
- 5) Promote community service related to nutrition education
- 6) Promote collegiality

## **Article III – Membership**

The Association shall consist of active members and provisional members:

- A) Active members – active members shall be those students who have paid dues and declared a major in nutritional sciences, including those in the coordinated and graduate programs. Active members shall have all rights and privileges of membership.
- B) Provisional members – active members shall be those students who have paid dues and expressed an interest in nutritional sciences as a major and as a profession; including but not limited to pre-nutritional sciences students on the Norman campus or other members of the University of Oklahoma Health Sciences Center community. Provisional members shall not have the right to vote or hold office
- C) All members, both active and provisional, shall pay yearly dues of \$20.00.
  - I. Provisional members may pay \$2.00 per meeting rather than the full \$20.00

## **Article IV – Governance**

- A) The officers of the Association shall be composed of President, Vice President, Secretary, Treasurer, Historian, Service Chair, Social Functions Chair, Leadership/Professional Development Chair, Recruitment Chair, and Fundraising Chair.
- B) Elections shall be held during the Association meeting in November by secret ballot, following nomination from the floor. If a tie occurs for an elected position, then a runoff will take place and members will re-vote for the elected position.
  - I. Following elections, outgoing officers will help train and guide incoming officers prior to the start of the new term

D) A faculty advisor shall be appointed by the Department Chair to the Association to act as a liaison between the Association and the department faculty.

E) The duties of the officers shall include, but will not be limited to:

**President (1 year term)** – The President Shall:

1. Preside over meetings
2. Determine agenda for meetings
3. Confer with the executive committee regarding association business
4. Assure parliamentary procedures in meetings
5. Forward the aims and goals of the organization
6. Inform members about upcoming events going around campus (Wacky Games, volunteer opportunities, Student Panel, etc)
7. Keep note on what will be talked about at meetings and send to secretary to type up agenda

**President-Elect** – The President-Elect shall:

1. Serve from October to December and, at the close of the fiscal year of the Association, shall automatically become President of the Association
2. Perform duties in the case of President's absence
3. Assist superior to learn about duties for elected term

**Vice President (1 year term)**

1. Preside over meetings in president's absence
2. Assist president and other members with responsibilities
3. Succeed to the office of the President in case of a vacancy in that office and shall serve until the close of the fiscal year held after said vacancy occurs

**Vice President Elect (3 month term)** – The Vice President-Elect shall:

1. Serve from October to December and, at the close of the fiscal year of the Association, shall automatically become Vice President of the Association
2. Perform duties in Vice President's absence
3. Assist superior to learn about duties for elected term

**Secretary (1 year term)**

1. Take minutes at all association meetings to be read at the next meeting and kept on file
2. Send minutes to department secretary to send out to students
3. Prepare and distribute announcements, flyers, etc, including OCDDA and ODA information and scheduled meetings
4. Assist the president when called upon to do so
5. Maintain a file of association correspondence
6. Maintain/handout association information brochure at first meeting in August
7. Disseminate information about scholarships and awards

**Secretary Elect (3 month term)** – the Secretary Elect shall:

1. Serve from October to December and, at the close of the fiscal year of the Association, shall automatically become Vice President of the Association

**Treasurer (1 year term)**

1. Keep an accurate record of all financial transactions and report them to the association at each meeting
2. Assist the president when called upon to do so
3. Receive all money and initiate all drafts
4. Write receipts for purchases through association
5. Help with financial side of fundraisers
6. Keep record of all expenses and profits in a document for every semester

**Treasurer Elect (3 month term)** – the Treasurer Elect shall:

1. Serve from October to December and, at the close of the fiscal year of the Association, shall automatically become Treasurer of the Association
2. Perform duties in Treasurer's absence
3. Assist superior to learn about duties for elected term

**Historian (1 year term)**

1. Establish and maintain an ongoing record of association activities
2. Assist the president when called upon to do so
3. Maintain order at meetings
4. Take pictures at association events
5. Send out pictures to be posted on website/shown to students
6. Coordinate and produce the quarterly OU Nutritional Sciences Newsletter

**Historian Elect (3 month term)** – the Treasurer Elect shall:

1. Serve from October to December and, at the close of the fiscal year of the Association, shall automatically become Historian of the Association
2. Perform duties in Historian's absence
3. Assist superior to learn about duties for elected term

**Service Chair (1 year term)**

1. Develop and organize community service activities for the association with the support of the service committee
2. Report updates of the committee's activities to the association and the faculty advisor at each meeting
3. Plan activities for National Nutrition Month

**Service Chair Elect (3 month term)** – the Service Chair Elect shall:

1. Serve from October to December and, at the close of the fiscal year of the Association, shall automatically become Service Chair of the Association
2. Perform duties in Service Chair's absence
3. Assist superior to learn about duties for elected term

**Fundraising Chair (1 year term)**

1. Plan and execute at least one fundraiser per semester for SDA funds
  - a. Includes organizing the event, the volunteers, and should be present at said event the entire time
2. Plan and execute one fundraiser per year for FNCE or other convention funds
  - a. Includes organizing the event, the volunteers, and should be present at said event the entire time
3. Work with Treasurer to ensure that there are enough funds for SDA events and functions
4. Handle licensing (t-shirts and other items that need to be approved by OU) when necessary

**Fundraising Chair Elect (3 month term) – the Social Function Chair Elect shall:**

1. Serve from October to December and, at the close of the fiscal year of the Association, shall automatically become Social Function Chair of the Association
2. Perform duties in Social Function Chair's absence
3. Assist superior to learn about duties for elected term

**Social Functions Chair (1 year term)**

1. Plan all social activities involving student
  1. Welcome Back Party
  2. Spring Graduation party
  3. Christmas Holiday Party
2. Report updates of the committee's activities to the association and to the faculty advisor at each meeting

**Social Functions Chair Elect (3 month term) – the Social Function Chair Elect shall:**

4. Serve from October to December and, at the close of the fiscal year of the Association, shall automatically become Social Function Chair of the Association
5. Perform duties in Social Function Chair's absence
6. Assist superior to learn about duties for elected term

**Leadership/Professional Development Chair (1 year term)**

1. Plan speakers to guest speak at association meetings
2. Report updates of the committee's activities to the association and to the faculty advisor at each meeting

**Leadership/Professional Development Chair Elect (3 month term) – the Leadership/Professional Development Elect shall:**

1. Serve from October to December and, at the close of the fiscal year of the Association, shall automatically become Leadership/Professional Development Chair of the Association
2. Perform duties in Leadership/Professional Development Chair's absence
3. Assist superior to learn about duties for elected term

**Recruitment Chair (1 year term)**

1. Assume responsibility for designing and updating the webpage for the association
  1. Department secretaries will help with this
2. Assist the department secretaries with the department newsletter
3. Preside over SDA social media accounts
4. Present on the Norman Campus to the Exploring Majors class about Nutritional Sciences or find someone to do so if schedule conflicts
5. Report updates of the committee's activities to the association and to the faculty advisor at each meeting
6. Act as a liaison with the Norman campus Student Dietetic Association

**Recruitment Chair Elect (3 month term) – the Recruitment Chair Elect shall:**

1. Serve from October to December and, at the close of the fiscal year of the Association, shall automatically become Recruitment Chair Elect of the Association
2. Perform duties in Recruitment Chair Elect's absence
3. Assist superior to learn about duties for elected term

**ARTICLE VI- Meetings**

The Association shall hold open and closed meetings once per month at an agreeable time for members to meet, excluding summer months. Officers are allowed to meet in summer for closed meetings to plan and discuss for fall semester. Open meetings allow for presentations, planning and other topics that include all members of The Association. Closed meetings allow for officers to plan and discuss for future events and meetings, these meetings will be open only to officers or by invitation by officers. The first open meeting of the fall semester shall be called for the purpose of collecting dues and discussing fall events. A special October meeting shall be called to elect officers who will take office on December 1.

**ARTICLE VII - Amending the bylaws**

These bylaws may be amended by a  $\frac{2}{3}$  vote of the active members present at a open meeting.