

Bylaws of Maryland Dietetic Association PAC

Article I. Name

The name of this organization shall be Maryland Dietetic Association PAC (hereinafter referred to as MDA PAC). This PAC shall be a voluntary, non-profit, unincorporated political action committee, and may be deemed to be the political arm of the Maryland Dietetic Association, Inc. (MDA).

Article II. Purpose

The purpose of the MDA PAC shall be to raise funds and make contributions to support worthy elected officials and candidates for elected state office in Maryland. Priority is given to candidates for the Maryland General Assembly Senate or House of Delegates. The MDA PAC does not provide contributions for candidates running for national, county or city office. To achieve this purpose, the PAC may also educate MDA members in the political process and encourage their participation.

Article III. Board of Trustees

Section 1. Composition

The affairs of the MDA PAC shall be managed by a Board of Trustees. The Board shall consist of five (5) members as follows:

Chairperson, Assistant Chairperson, Secretary, Treasurer, and Member-at-Large,
Each member has with one vote.

MDA PAC Board of Trustees must be members of the American Dietetic Association and affiliated with either the Maryland Dietetic Association or the District of Columbia Metropolitan Area Dietetic Association.

Section 2. Appointment and Terms of Members

The MDA President shall appoint all members of the Boar of Trustees, with approval of the MDA Board of Directors. The term of office is two years. Board of Trustees can be reappointed for a three consecutive 2-year terms in the same position. No Board of Trustee can serve more than six consecutive years in the same position.

Members shall be appointed on a rotating schedule as follows:

Chairperson, Secretary, and Member-at-Large is appointed in odd years.
Assistant Chairperson and Treasurer appointed in even years.

Section 3. Vacancies

Vacancies for unexpired terms shall be filled to complete the term in the same manner as vacancies for expired terms.

Section 4. Removal

Any Board member may be removed by the MDA President with the approval of the MDA Board of Directors, whenever in their judgment the best interest of MDA and MDA PAC would be served thereby; such removal shall be without prejudice.

Section 5. Functions

The functions of the Board of Trustee shall include:

1. To administer the affairs of MDA PAC.
2. To solicit and accept contributions.
3. To establish policies and procedures for use of PAC funds.
4. To designate committees and to authorize any officer or agent as necessary.
5. To submit all required forms via electronic (or mail) per required schedule, and submit all fees as required for compliance with the laws of the state of Maryland
6. To be accountable to the MDA President and MDA Board of Directors.

Section 6. Chairperson

The Chairperson shall be the principal executive officer of MDA PAC; shall preside at meetings of the Board; and shall be an ex-officio member of all committees. The Chairperson shall be an ex-officio member of the MDA Board of Directors and will provide summary reports to the MDA President and MDA Board of Directors relating to MDA PAC decisions and activities.

Section 7. Assistant Chairperson

The Assistant Chairperson shall be responsible for fund-raising. In the absence of the Chairperson, the Assistant Chairperson shall preside at meetings of the Board of Trustees.

Section 8. Secretary

The Secretary shall perform such duties as are assigned by the Board of Trustees.

Section 9. Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds of MDA PAC; shall acknowledge receipt of monies payable to the PAC and deposit all such monies in the name of the PAC in such banks as shall be selected; shall be responsible for keeping full and accurate accounts of all receipts and disbursements in PAC books; and shall cause to be filed all financial records and statements as required by law or requested by the Board of Trustees.

The Treasurer shall be bonded, if required by the Board.

Article IV. Contributions

All contributions to MDA PAC shall be voluntary and no contributions shall be solicited or secured by physical force, job discrimination, financial reprisal, threat thereof, or as a condition of employment.

Contributions shall be solicited and received within the guidelines of the Board of Trustees and in keeping with all applicable laws.

All contributions to MDA PAC shall be maintained as a separate segregated fund in one or more designated campaign depositories. All expenditures by MDA PAC in support of any candidate or political committee shall be made from this fund.

Article V. Meetings

Section 1. Regular Meetings

The Board of Trustees shall meet a minimum of two (2) times annually, the dates to be determined by the Board. Incoming members may be invited to audit the meeting prior to assuming office but shall not vote until they are in office.

The MDA President shall be apprised of all meetings and invited to attend or send a representative to each meeting.

Meetings can be held in-person or electronically (e.g. web-conference).

Section 2. Quorum

A majority of the Board of Trustees shall constitute a quorum for transacting business at any meeting. The act of the majority of the Board present shall be the act of the Board. A majority is defined as one more than one-half of the total membership of the Board.

Section 3. Vote by Mail or Email

A vote by email or mail may be taken when a decision is needed between scheduled meetings of the Board of Trustees. A verbal vote shall be confirmed in writing, setting forth the action so taken and with signatures of voting Board members. An affirmative vote by the majority of the Board members shall constitute a valid action by mail ballot.

Article VI. Amendments

These Bylaws may be amended by a majority of the Board present at any meeting, provided that at least thirty (30) days written notice is given of the intention to amend the Bylaws at such meeting.

Reviewed and Revised: 6/10