



ndap

THE NUTRITIONIST- DIETITIANS' ASSOCIATION OF THE PHILIPPINES
THE PROFESSIONAL REGULATION COMMISSION-ACCREDITED ORGANIZATION FOR NUTRITIONIST-DIETITIANS
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POLICY AND GUIDELINES ON NDAP CHAPTERS*

I. Chapter Formation

1. Provincial chapter shall be organized in any part of the country.
2. A minimum of fifteen (15) members comprising of Registered Nutritionist-Dietitians shall compose a chapter.
3. Chapters may invite / endorse associate members to join. Associate members are those who hold a Bachelor's Degree with a major in Nutrition and Dietetics but who have not qualified under the Nutrition and Dietetics Law, and those who are active members of bonafide foreign Dietetic and Nutrition Association.
4. Before official formation of the chapter, the Regional Vice President should send a list of proposed members to the National Association, together with the application forms of each individual stating their PRC Registration number, for board action/approval.
5. Once approved by the Board, the chapter shall elect its officers who should be all active NDAP members, as follows:

President
Vice-President
Secretary
Treasurer
PRO

Induction of officers shall immediately follow.

II. Goals of Chapter

1. The chapter is bound by the Constitution and By-laws of the National Association.
2. The objective of the chapter shall be adapted from the goals of the National Association. However, modifications could be made to suit the needs and resources of the members and the community.

III. Membership Dues

1. The Chapter Treasurer shall collect the annual NDAP membership dues of five hundred pesos (Php 500.00), and remit in full the payment to the National Association.
2. The chapter organization shall determine the amount of local membership dues and the source of its own funds / budget.

IV. Activities and Projects

1. The chapter shall undertake activities and projects geared towards the accomplishment of association goals.

2. The chapter shall submit to the National Association its Annual Work and Financial Plan within the first quarter of the year.
3. The chapter shall also submit a Quarterly Accomplishment Report to the National Association, through the chairman of the Chapters Committee; copy furnished the Regional Vice President.
4. The Chapter shall submit reports and data as deemed required and necessary by the National Association at specified time and period.
5. The Chapter shall inform the National Association of the planned seminar or local convention, for recording and monitoring purposes.

V. Protocol on Official Communication.

1. Official communications shall be coursed through the Regional Vice-Presidents (Luzon, Visayas, and Mindanao).
2. Regional VPs shall forward said communication to the Chapter Committee Chairman of the National Association.
3. Chapter Chairman shall communicate the matter with the Vice-President, and the President – for information, comments, and action required.
4. On administrative matter, such as request for NDAP forms, copies of NDAP by-laws, follow-up on OR issuance, or new event announcements, this shall be sent to Ms. Arlene Balbedina of the NDAP office.

VI. Continuing Education

1. Planned continuing education program such as seminar, or convention, must be submitted to the National Association, for information purposes.
2. Intended continuing education program / seminar must have approved CPE units by the Professional Regulation Commission, and should be submitted with a lead time of two (2) months to the PRC, and pay the required fee.
3. Planned seminar, together with the program, the profile of the speakers, objectives of the seminar, the prospective participants, and post-evaluation report, shall be submitted to Arlene Balbedina of the NDAP office, who shall submit this to the Professional Regulation Commission for evaluation.

VII Mechanics in giving communication allowance to Regional Vice-Presidents and NDAP Chapters Committee Chair

1. The Regional Vice-President (Luzon, Visayas, and Mindanao) and Chapters Chair will furnish NDAP, through Ms. Arlene Balbedina, their mobile phone numbers to be considered as the official numbers that will be loaded monthly with call and text card.
2. NDAP will purchase the call and text cards every month. Ms. Balbedina will forward load to the Regional Vice-President/Chapter Chairs authorized to receive the monthly communication allowance to be determined by the NDAP Board**.
3. Upon receiving the cellphone load, the recipients will send a text message to Ms. Balbedina to acknowledge the receipt of the load. Transactions will be recorded (official receipts, date load sent and received) for liquidation and documentation purposes.

** This policy and guidelines was endorsed by the Chapters Committee under Ms. Esther T. Feliciano and was unanimously approved by the members of the NDAP Board during the September 4, 2013 meeting held at the Manila Hotel.*

*** To enable the RVPs to get communication allowance, they have to submit their plans and budget to the Chapters Committee. The 2013-2014 NDAP Board approved a monthly communication allowance of one hundred pesos (Php100.00) each for RVP-N. Luzon, ARVP for S. Luzon, RVP-Visayas and one hundred fifty pesos (Php150.00) each for RVP-Mindanao and Chapters Chair.*