



CDOE Program By-Laws

Certified Diabetes Outpatient Educators (CDOE) & the CDOE Program By-Laws

1. Name

- a. This organization shall be known as the Certified Diabetes Outpatient Educators, hereafter, known as CDOE educators and the CDOE Program.

2. Mission

- a. To support the growth and development of excellent and innovative Diabetes Outpatient Educators by using a collaborative model for effective learning.

3. General Membership

a. Eligibility

- i. Membership shall be available to any CDOE who has met the qualifications and standards established by, CDOE Board of Directors.

b. Education Requirements

- i. Each educator must satisfactorily complete a minimum of forty-five (45) Continuing Education Credits in content areas applicable to diabetes within a three (3) year recertification cycle. Furthermore, eighteen (18) hours of the required forty-five (45) hours of continuing education must be live hours. Hours will be pro-rated for new CDOEs recertifying in less than a three (3) year recertification cycle.

4. Board Membership

a. Composition

- i. The CDOE Board will consist of a minimum of fifteen (15) and a maximum of twenty-five (25) voting members (CDOEs) who are appointed to and serve on the Board for three (3) consecutive years. The disciplines of registered nurse, dietitian, and pharmacist (RN, RD, and RPh) will be represented.

b. Term of Board Membership

- i. Members will serve a minimum of three (3) years. A Board member may actively serve if elected to an office (Chair, Chair-elect, Secretary, or Financial Coordinator); otherwise may continue to participate in Board activities and leadership roles as an ex-officio member.
- ii. Vacancies on the Board will be selected from the full CDOE membership.

c. Term of Board Officers

- i. The term of office for the Chair, Past-Chair, Chair-Elect, Financial Coordinator, and Secretary shall be one (1) year beginning at the Annual Meeting. Officers may serve a maximum of two (2) consecutive terms and may be re-elected after a break in service of one (1) year. The Chair-Elect will succeed to the Chair position and the Chair will succeed to the Past-chair position.

5. Board Officers

a. Composition

- i. There will be five officers of the CDOE Board, a Chair, Past-Chair, Chair-Elect, Secretary, and Financial Coordinator. Each officer will be elected by the full CDOE membership.

6. Executive Committee

a. Composition

- i. The Executive Committee consists of the Board Officers as identified in Section 5.

7. Other Appointed Officers

a. Composition

- i. There will be nine (9) additional appointed officers who will serve as chairs for the following committees: Budget, By-laws & Policies, Certification and Curriculum, Exam, Continuing Education, Credentialing, Nominating, Reimbursement, and Technology & Outreach. Other ad hoc committees will be appointed as needed.

8. Responsibilities

a. Officers

- i. **The Chair will:** Call and preside over Board and general membership meetings; represent or assign a CDOE Board member to represent the Board on the Rhode Island Department of Health Diabetes Council.
- ii. **Chair-elect will:** Serve in absence of the Chair; succeed to the Office of Chair after serving a one- (1) year term as Chair- elect; Act as Chair of the Nominating Committee and perform other duties as requested by the Chair.
- iii. **Secretary will:** Take meeting minutes and disseminate information to the CDOE Executive Board, CDOE Board, Committee Chairs and CDOE educators.
- iv. **Financial Coordinator will:** Track and monitor the finances of the CDOE Program and serve as Chair of the Budget Committee.

b. Requirements of Board Members

- i. Each Board member must attend a minimum of two (2) Board meetings per year. Each Board member is required to serve on a minimum of one (1) Board sub-committee.

c. Board Sub-committee Meetings

- i. The Committee chairs will meet in person, via telephone or via email for a minimum of once a year with their committees and send minutes of the meeting to the CDOE Chair.

d. Function of Board Committees

- i. **Budget Committee:** The function of this committee will be to develop a yearly budget, monitor adherence to the budget and present all financial goals and proposals to the CDOE Board for approval. The Financial Coordinator will chair this committee.

- ii. **By-Laws & Policies Committee:** The function of this committee will be to review the By-laws of the Board and the policies and procedures of the CDOE Program annually and present any necessary changes.
- iii. **Certification Program/Curriculum Committee:** The function of this committee is to plan, implement, and evaluate the annual certification process including evaluation of the curriculum presented.
- iv. **Exam Committee:** The function of this committee is to plan, implement, and evaluate the Certification Exam process for CDOE Candidates.
- v. **Continuing Education Committee:** The function of this committee is to plan, implement, and evaluate programs of continuing education for diabetes outpatient educators based on educational needs assessments.
- vi. **Credentialing Committee:** The function of this committee is to 1) track and monitor the annual certification/re-certification requirements for individual CDOE educators and existing CDOE sites, 2) to review the CDOE applications for new educators and select the CDOE candidates, 3) to review and approve new CDOE site applications, and 4) to assist in policy making as necessary.
- vii. **Nominating Committee:** The function of this committee is to determine the slate of officers and coordinate the voting process. The Chair-elect will chair this committee.
- viii. **Reimbursement Committee:** The Reimbursement Committee addresses issues relating to compensation including political action to improve reimbursement rates and communication with third-party insurers.
- ix. **Technology & Outreach:** The function of this committee will be to review and update content of website (ridiabeteseducators.wildapricot.org) on a monthly basis.
 - 1. The purpose of this committee and the CDOE website is to provide information about CDOE activities and support to the CDOE community. It is not intended to be an education resource for people with diabetes.

9. Meeting Notices

- a. The secretary will send any meeting notices to the membership via electronic mail at least thirty (30) days prior to the meeting.

10. Meetings

- a. Frequency & Purpose
 - i. The CDOE Board will meet a minimum of four (4) times a year for the purpose of planning, implementing, and evaluating educational activities to improve the delivery of diabetes education to educators and consumers.
 - ii. The Executive Committee will meet a minimum of twice a year to plan and evaluate CDOE Program activities.

11. Election of Officers

- a. The Nominating Committee will solicit candidates for office from the current CDOE Board and prepare a slate of candidates for each office to be filled. The slate of candidates will be emailed to voting members by August 1st and each voting member will submit one (1) ballot to the Nominating Committee by August 31st. A candidate receiving a plurality of the vote for any office will be declared elected. In the event of a tie, a lot will be drawn. The results of the election will be announced at the Fall Annual Meeting and new officers installed at the end of the meeting. The Chair-elect will chair this committee.

12. Parliamentary Authority

- a. The rules contained in the latest edition of “Roberts Rules of Order” will govern meetings of the Board in all cases in which they are applicable and in which they are not consistent with these By-laws. A quorum, consisting of 50% + 1 members, will be necessary to consider official business.

13. Amendments

- a. These bylaws may be amended at any regular meeting by a majority vote of the members of the Board, provided that the proposed amendments have been mailed (either electronically or via US postal service) to the full membership for comment thirty (30) days prior to the vote.
- b. HIPAA Compliance: All CDOE’s shall comply with and appropriately safeguard protected health information (PHI) that they will use and disclose when performing functions, activities, and services.

14. The By-Laws

- a. The Executive committee will prepare the guidelines outlining the duties and responsibilities of CDOE Board members.
- b. The above guidelines will be issued and discussed at an orientation meeting for new Board members.
- c. The CDOE Board of Directors will review this document on an annual basis