

## **DIETITIANS IN NUTRITION SUPPORT (DNS) DPG GUIDING PRINCIPLES**

### **DIETITIANS IN NUTRITION SUPPORT (DNS) DIETETIC PRACTICE GROUP**

This dietetic practice group (DNS) of the Academy of Nutrition and Dietetics (Academy), as outlined in the Academy Bylaws, shall be known as *the Dietitians in Nutrition Support DPG*, hereafter also referred to as (*DNS*).

### **GOALS**

**DNS Vision:** Optimize the health of individuals who require nutrition support therapy

**DNS Mission:** Empower members to be leaders in the science and practice of nutrition support therapy

#### **DNS Values:**

***Integrity*** - Act ethically with accountability for lifelong learning and commitment to excellence

***Innovation*** - Embrace change with creativity and strategic thinking

***Social Responsibility*** - Make decisions with consideration for inclusivity as well as environmental, economic and social implications

#### **Strategic Goals:**

- Members and prospective members view DNS as vital to professional success
- DNS members are recognized & trusted as leaders within and outside the nutrition support community
- DNS leaders will maintain operational excellence

### **MEMBERSHIP**

1. Membership in DNS is limited to members of the Academy.
2. Academy members officially listed as DNS members have the same rights and privileges as set forth in the Academy Bylaws, and have corresponding rights and privileges in the conduct of business of DNS.
3. Academy members whose DNS dues are not in arrears receive all benefits of the DNS.
4. Dues are set each Academy fiscal year by the DNS Executive Committee, including any student membership rates.

### **FISCAL YEAR**

The fiscal year of DNS shall be in accordance with the Academy fiscal year (June 1 to May 31).

## **ELECTED AND APPOINTED OFFICERS**

1. The elected officers of DNS consist of a Chair, Chair-elect, Past Chair, Treasurer, Treasurer-elect who succeeds to Treasurer, Secretary, Director of Nominations, Director-elect of Nominations who succeeds to Director, and the DPG Delegate to the Academy House of Delegates. The appointed officers of DNS consist of Director of Professional and Product Development and Director of Communications and Marketing. All of these officers are voting members except DPG Delegate, Treasurer-Elect and Director-elect of Nominations. All officers take office when the elected officers of Academy assume their office (June 1).
2. Candidates for elected and appointed office have demonstrated commitment to team decision-making, interest in and involvement with DNS affairs for no less than three years, preferably having served as coordinator of a committee.
3. Chair. Serves for one (1) year.  
Functions of the Chair:
  - a. Serves as the chair of the DNS and its Executive Committee.
  - b. General powers of supervision and active management of DNS.
  - c. Presides over meetings of the Executive Committee and/or members.
  - d. Appoints the coordinators of any special committee(s) of the DNS and defines the reporting mechanism and function of the special committee(s) to the Executive Committee.
  - e. Authorizes contracts and service agreements, in concert with the DNS Treasurer.
  - f. Serves as the liaison to the Academy DPG Relations Manager and to the DPG Delegate to the House of Delegates.
  - g. Performs other duties as specified in the current job description.
4. Chair-elect. Serves for one (1) year.  
Functions of the Chair-elect:
  - a. Serves as a member of the Executive Committee.
  - b. Performs the functions of the office of Chair in the Chair's absence or when the Chair is unable to perform the functions of the Chair as determined by the Executive Committee.
  - c. Appoints the Director of Professional and Product Development and Director of Communications and Marketing (Director positions will be appointed every other year), committee coordinators and members of all standing committees to serve during the Chair-elect's term as Chair.
  - d. Prepares the program of work for the term of office as Chair.
  - e. Coordinates planning and organization of DNS sponsored educational programs at the Academy Food & Nutrition Conference & Expo<sup>TM</sup> that will take place during their chair year.
  - f. Performs other duties as specified in the current job description or as designated by the Executive Committee.

5. Past Chair. Serves for one (1) year.  
Functions of the Past Chair:
  - a. Serves as a member of the Executive Committee.
  - b. Serves as an ex-officio, voting member of the Nominating Committee.
  - c. Performs other duties as specified in the current job description or as designated by the Executive Committee.
  
6. Treasurer. Serves for two (2) years.  
Functions of the Treasurer:
  - a. Serves as a member of the Executive Committee.
  - b. Advises the Executive Committee in the preparation of the annual budget of DNS, approves the collection and disbursement of all monies, and authorizes contracts and service agreements.
  - c. Reports the financial status of DNS to DNS members annually.
  - d. Performs other duties as specified in the current job description or as designated by the Executive Committee.
  
7. Treasurer-elect. Serves for (1) year, prior to ascending to the role of Treasurer.  
Functions of the Treasurer-elect:
  - a. Serves as a non-voting member of the Executive Committee.
  - b. Assists the Executive Committee in the preparation of the annual budget of DNS.
  - c. Performs other duties as specified in the current job description or as designated by the Executive Committee.
  
8. Secretary. Serves for (2) years.  
Functions of the Secretary:
  - a. Serves as a member of the Executive Committee
  - b. Responsible for ensuring minutes of Executive Committee and DNS membership meeting(s) are recorded, reviewed, and filed at the Academy Headquarters
  - c. Maintains official documents of DNS
  - d. Performs other duties as specified in the current job description or as designated by the Executive Committee
  
9. Director of Nominations. Serves for (1) year.  
Functions of the Director of Nominations:
  - a. Coordinates and oversees the nomination and submission of appropriate candidates for DNS ballot positions
  - b. Maintains close contact with the Director-elect of Nominations
  - c. Facilitates nominations for and submission of DNS candidates for the Academy ballot, Academy Awards, DNS Distinguished Service and Practice Awards, and the DNS Professional Development Scholarships
  - d. Notifies each candidate for office of the election results

10. Director-elect of Nominations. Serves for (1) year, then ascends to Director of Nominations position.
- Functions of the Director-elect of Nominations
- a. Assists the Director of Nominations in reviewing candidates for DNS ballot positions.
  - b. Aids in preparation of submission of DNS candidates for the Academy ballot, Academy Awards, DNS Distinguished Service and Practice Awards, and the DNS Professional Development Scholarships
11. DPG Delegate to the Academy House of Delegates. Serves for three (3) years and may serve a term limit of two (2) terms (six years total)
- Qualifications include:
- a. Academy member in the Active Practitioner classification.
  - b. Demonstrated ability to network and communicate with one's peers and colleagues.
  - c. Demonstrated leadership in an area of practice and professional issues of the Academy.
  - d. Demonstrated ability to represent member's issues.
  - e. Previous DPG leadership experiences providing an understanding of the DPG and its membership.
  - f. Expertise in practice area
- Functions of the DPG Delegate:
- a. Serves as a member of the House of Delegates and Executive Committee
  - b. Participates in HOD activities to identify and prioritize trends in the profession.
  - c. Participates in HOD and BOD committees and task forces as assigned.
  - d. Performs functions, as needed, to assist in facilitating the work of the House.
  - e. Networks and reflects the issues of the area of practice represented.
  - f. Serves as a technical expert on practice area represented.
  - g. Identify and propose to the HOD initiatives in area of practice represented.
  - h. Performs other duties as may be assigned by the Speaker.
  - i. Encourages and promotes diversity and inclusivity.
12. Director of Professional and Product Development. Appointed for two (2) years and may serve a term limit of two (2) terms (four years total)
- Functions of the Director of Professional and Product Development
- a. Serves as a member of the Executive Committee
  - b. Oversees the committee coordinators under their supervision
  - c. Submits task completion reports for their committee reports to the Chair and Administrative Assistant
  - d. Discusses committee budget items with Treasurer, ensures receipts for committee expenditures are submitted in a timely fashion
  - e. Communicates needs with other EC members when appropriate (e.g. Director of Communication and Marketing when new product is ready to be marketed).

13. Director of Communications and Marketing. Appointed for two (2) years and may serve a term limit of two (2) terms (four years total)

Functions of the Director of Communications and Marketing

- a. Serves as a member of the Executive Committee
- b. Oversees the committee coordinators under their supervision
- c. Submits task completion reports for their committee reports to the Chair and Administrative Assistant
- d. Discusses committee budget items with Treasurer, ensures receipts for committee expenditures are submitted in a timely fashion
- e. Communicates needs with other EC members when appropriate (e.g. Support Coordinator regarding advertisements for DNS website).

### **REPORT TO MEMBERS**

1. An annual report of the previous fiscal year activities is created for the purpose of presenting financial and program of work outcomes and is prepared by the Past Chair.
2. The report is made available to all members on the DNS website by October 31<sup>st</sup> of each year.

### **GOVERNANCE**

1. The Executive Committee of DNS is the governing body of the DPG and is responsible for the development, implementation, and evaluation of the program of work, fiscal affairs, and actions of DNS.
2. Composition. The Executive Committee consists of the Chair, Chair-elect, Past Chair, Treasurer, Treasurer-Elect, Secretary, Director of Nominations, Director-Elect of Nominations, Director of Professional and Product Development, Director of Communications and Marketing, and DPG Delegate Academy HOD.
3. Functions of the Executive Committee:
  - a. Develops and monitors the program of work.
  - b. Provides for responsible fiscal planning, controlling and directing financial affairs.
  - c. Provides leadership.
  - d. Serves as mentors and professional role models for DNS members and the dietetics profession.
4. Meetings. The Executive Committee meets at least twice a year (in person or by conference call).
  - a. The Executive Committee meets face to face at the Academy Food & Nutrition Conference & Expo<sup>TM</sup> and at the A.S.P.E.N. Clinical Nutrition Week (CNW) conference unless budgetary limitations exclude the A.S.P.E.N. meeting.
  - b. The Executive Committee meets via monthly conference calls except:

- i. during the month of any face to face meeting such as: the Academy FNCE<sup>®</sup>, A.S.P.E.N. CNW conferences and Spring Leadership Retreat.
  - ii. when the Chair makes the decision only an email “conference call” is needed for a particular month.
- 5. Quorum. A simple majority of the voting members of the Executive Committee constitutes a quorum for the transaction of business at any face-to-face meeting or conference call of the Executive Committee. A unanimous vote of voting members is needed for any email vote of the Executive Committee.
- 6. Committees. Appointments to committees of the Executive Committee are for one year. The Chair-elect appoints coordinators and members of all committees to serve during the Chair-elect's term as Chair except as otherwise specified in these Guiding Principles. Committee coordinators and members may be reappointed with a term limit of 3 years, unless a longer term is approved by the Executive Committee.

## **NOMINATIONS, ELECTIONS, AND VACANCIES**

The DNS will hold a contested election for each open elected position, if possible. If it is not possible to present a contested ballot to the membership, a single slate for elected offices, or a combination thereof, will be presented to the membership.

- 1. The Director and Director-elect of Nominations are responsible for:
  - a. Preparing an official contested ballot or single slate, or combination thereof as the situation dictates, annually.
  - b. Ensuring that the nominees meet the formal eligibility requirements of office and are personally and professionally qualified to effectively represent and further the interests of the Academy and DNS.
  - c. If holding a contested election presents at least two candidates for:
    - i. the office of Chair-elect
    - ii. the office of Secretary, in alternating even-numbered years
    - iii. the office of Treasurer-Elect, in alternating odd-numbered years
    - iv. the position of Director-elect of Nominations
    - v. the position of DPG Delegate to the House of Delegates every three years
  - d. In the event a tie vote occurs, further discussion should ensue. If the tie persists, the Past-Chair will break the tie.
  - e. If presenting a single slate, prepares a slate of one candidate for each office listed above.
  - e. Submitting the ballot/slate to the Manager, DPG/MIG/Affiliate Relations for review and approval

- f. Submitting the final nominations to the Executive Committee for information and for dissemination to the DNS membership electronically prior to the voting process.
  - g. Receiving petitions for additional candidates to the ballot/slate.
2. General criteria.
- a. DPG nominees for elected offices may not simultaneously hold an elected position in another DPG/MIG or an elected Academy office. DPG nominees, who would simultaneously hold an elected or appointed position in an affiliate or district association, or an appointed position with another DPG/MIG, or an Academy committee, are eligible to be considered for elected positions in DNS.
  - b. The Director and Director-elect of Nominations are not eligible to be a candidate for an elected office in DNS for one year after completion of their Director year.
  - c. The Director and Director-elect of Nominations are eligible to fill an appointed office in DNS after completion of their Director year.
  - d. Student and associate members are not eligible to be a candidate for an elected in DNS.
  - e. No person is eligible to serve more than one full term in the same office consecutively, except for the Director of Professional and Product Development, Director of Communications and Marketing and DPG Delegate position, all of which may serve two consecutive terms.
  - f. Elected officers hold office until the end of the fiscal year following the election of their successors.
3. Ballots and voting (see also policy, *DPG/MIG Elections*).
- a. For single slate and/or contested positions, ballots are disseminated electronically, to the voting members;
  - b. Voting is held during the same time frame as the National Academy Election process.
  - c. Votes will be tallied electronically
  - d. A plurality of the votes cast constitutes an election.
  - e. In the event of a tie vote, the election is determined by lot (i.e., by random selection).
  - f. The Director of Nominations has the responsibility of notifying candidates of election results.
  - g. The results of the election will be announced in the official publication of the DNS, *Support Line*, and on the DNS website.
  - h. The Manager, DPG/MIG/Affiliate Relations will be notified of the results.
4. Vacancies in the positions of elected officers. If any of the following offices become vacant, the unexpired term will be filled in the following manner:
- a. Chair. The Chair-elect will succeed to the office of Chair and will serve until the end of the second fiscal year after said vacancy occurs.

- b. Chair-elect. A special election by the Executive Committee (or DNS membership) will be conducted.
  - c. Chair and Chair-elect. If vacancies occur simultaneously, a special election by the membership will be conducted electronically at the earliest possible date. In the interim, the Treasurer will serve as Chair.
  - d. Treasurer, Treasurer-elect, and Secretary. The Executive Committee will appoint a successor to fill the unexpired term or a special election may be conducted.
  - e. Director of Nominations. In the event the Director resigns or is removed, the Director-elect will assume the Director of Nominations position
    - i. In the event the Director-elect position becomes open, the position will be left open and filled in the next election cycle.
  - f. DPG Delegate to Academy House of Delegates. A special election by the Executive Committee (or DNS membership) will be conducted.
  - g. Past Chair. In the event of a vacancy of the Past Chair, that position will remain vacant until the next election.
  - h. Director of Professional and Product Development. In the event the Director resigns or is removed, the Chair will appoint a replacement to fill the unexpired term.
  - i. Director of Communications and Marketing. In the event the Director resigns or is removed, the Chair will appoint a replacement to fill the unexpired term.
5. Removal of elected officers and other officials (see Organizational policy O-10, *Process for Removal of DPG/MIG Elected Officers and Other DPG/MIG Officials*). Any officer or official may be removed through action initiated by the Executive Committee, if, in their judgment, the best interests of the DNS will be served. The Executive Committee will act in accordance with Academy Bylaws (Article IV, Section 8), policies and procedures. The removal of an officer or official will be without prejudice to the contract rights, if any, of the officers so removed.

## **PUBLICATIONS**

The official publication, *Support Line*, of DNS will be published six (6) times each year (June, August, October, December, February, April) and will be provided to all DNS members electronically and/or in print.

## **AMENDMENTS**

1. Method. These Guiding Principles may be amended by a majority of the votes cast by the DNS Executive Committee.
2. Notice. The proposed amendment(s) must be given in writing to Academy's DPG Relations Team for review and approval at least 30 days before the date which the amendment(s) is to be voted.

Adopted:01/96

2 May 2014



Revised: 08/97  
12/02  
09/03  
12/03  
05/07  
04/08  
02/11  
9/14