

DIETITIANS IN NUTRITION SUPPORT (DNS) DPG GUIDING PRINCIPLES

DIETITIANS IN NUTRITION SUPPORT (DNS) DIETETIC PRACTICE GROUP

This dietetic practice group (DPG) 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 receiving nutrition support therapy

DNS Mission: To equip members with tools and resources needed to optimize clinical outcomes for individuals receiving 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 – Act and make decisions with consideration for diversity and inclusivity as well as environmental, economic and social factors impacting patients and clients we serve

Strategic Goals:

- Equip DNS members with tools to optimize clinical outcomes for diverse patient and client populations.
- Position DNS members to achieve professional success as trusted nutrition support leaders

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 Chair-elect who succeeds to Chair and then Past Chair, Treasurer-elect who succeeds to Treasurer, Secretary, Director-elect of Nominations who succeeds to Director of Nominations, Director of Professional and Product Development, Director of Communications and Marketing, Inclusion, Diversity, Equity, and Access (IDEA) Liaison, and the DPG HOD Delegate to the Academy House of Delegates. The appointed officer of DNS consists of the Student Coordinator. All of these officers are voting members except Chair (except in the case of a tie), DPG HOD Delegate, Treasurer-Elect, Director-elect of Nominations, and Student Coordinator. All officers take office when the elected officers of the 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 two years (with the exception of Student Coordinator), 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 DNS and its Executive Committee.
 - b. Conducts 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 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 position 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 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 in collaboration with the Treasurer.

- e. Coordinates planning and organization of DNS sponsored educational programs at the Academy Food & Nutrition Conference & Expo™ (FNCE)® that will take place during their Chair year.
 - f. Performs other duties as specified in the current position 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. Prepares annual report.
 - d. Leads the update of the DNS Strategic Plan (every 3 years).
 - e. Performs other duties as specified in the current position 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 program of work 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 position 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 Coordinating Cabinet.
 - b. Assists the Executive Committee in the preparation of the annual program of work of DNS.
 - c. Performs other duties as specified in the current position 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 with the Academy.
 - c. Maintains and leads updates to official documents and policies of DNS.
 - d. Performs other duties as specified in the current role 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, and DNS Distinguished Service and Practice Awards.
- d. Reviews and scores applications for the Student Grant and the DNS Professional Development Grants.
- d. Notifies each candidate for office, awards or grants 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, DNS Professional Development Grants and DNS Student grants.

11. DPG HOD 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).

Functions of the DPG HOD Delegate:

- a. Serves as a member of the House of Delegates and Executive Committee.
- b. Participates in HOD activities to identify and prioritize critical issues 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 HOD.
- e. Participates in discussion and communicates HOD issues to DNS membership; obtains member feedback, as warranted
- f. Serves as a malnutrition and nutrition support technical expert.
- g. Identifies and proposes to the HOD initiatives specific to malnutrition and nutrition support
- h. Performs other duties assigned by the Speaker.
- i. Encourages and promotes diversity and inclusivity within HOD initiatives.

12. Director of Professional and Product Development. Elected for two (2) years.

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 to identify and coordinate professional development opportunities and products for the DNS membership.
- c. Submits task completion reports for their committee reports to the Chair and Executive Coordinator.

- d. Discusses committee budget items with Treasurer and 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. Elected for two (2) years.

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 as it relates to the DNS communication products and efforts.
- c. Submits task completion reports for their committee reports to the Chair and Executive Coordinator.
- d. Discusses committee budget items with Treasurer and ensures receipts for committee expenditures are submitted in a timely fashion.
- e. Communicates needs with other EC members when appropriate (e.g. Website Coordinator and Social Media Coordinator regarding advertisements for DNS website and DNS social media accounts).

13. Inclusion, Diversity, Equity, and Access (IDEA) Liaison. Elected for two (2) years.

Functions of the IDEA Liaison:

- a. Serves as a member of the Executive Committee.
- b. Coordinates at least one diversity outreach program per year to promote the profession to diverse individuals.
- c. Coordinates at least one program or event to increase cultural competency among current DNS members.
- d. Applies for one Academy IDEA Mini-Grant per year, on behalf of DNS.
- e. Serve as liaison between DNS and the Academy on critical issues related to inclusion, diversity, equity, and access in the profession.

14. Student Coordinator. Appointed for a one (1) year term via application process.

Functions of the Student Coordinator:

- a. Serves as a member of the Executive Committee.
- b. Promotes DNS programs to students and serves as a liaison between student members and the Executive Committee.
 - i. Leads a Student Committee and encourages DNS student members to join the Student Committee and conduct committee business, as needed.
 - ii. Completes one special project. Student Coordinator may either submit a proposal for the project to the Chair for approval, or complete a project as designated by the Executive Committee.
 - iii. Works with Website Coordinator to manage a Student Members page on the DNS website.
 - iv. Provides at least two posts to the DNS website, Facebook, and Instagram.

1. Work that is submitted for publishing online (e.g. website, e-blast, social media) or in *Support Line* must be reviewed by a member of the EC or appropriate Committee Chair.
- v. Performs other duties as designated by the Executive Committee.

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 31st 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, Secretary, Director of Nominations, Director of Professional and Product Development, Director of Communications and Marketing, IDEA Liaison, Student Coordinator and DPG HOD Delegate.
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 in-person (unless budgetary limitations or travel restrictions exclude) at:
 - i. the Spring Leadership Retreat
 - ii. the FNCE[®]
 - iii. the ASPEN Nutrition Science & Practice Conference
 - b. The Executive Committee meets via monthly conference calls except:
 - i. during the month of any in-person meeting such as: the Academy FNCE[®], ASPEN Nutrition Science & Practice Conference, and Spring Leadership Retreat.
 - ii. when the Chair makes the decision a meeting is not needed to complete the work of DNS that 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. The Chair-elect appoints coordinators and members of all committees to serve during the Chair-elect's term as Chair. Appointments to committees of the Executive Committee are for one year unless otherwise stated in coordinator position description. 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. Identifying potential candidates with diverse personal and professional backgrounds
 - b. Preparing an official contested ballot or single slate, or combination thereof as the situation dictates, annually.
 - c. 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.
 - d. If holding a contested election, present at least two candidates for the following positions:
 - i. Chair-elect
 - ii. Secretary, in alternating years
 - iii. Treasurer-Elect, in alternating years
 - iv. Director-elect of Nominations
 - v. Director of Professional and Product Development, in alternating years
 - vi. Director of Communications and Marketing, in alternating years
 - vii. the position of DPG HOD Delegate every three years
 - 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 of the Academy are not eligible to be a candidate for an elected position in DNS.
 - e. No person is eligible to serve more than one full term in the same office consecutively, except for the DPG HOD Delegate position 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 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 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 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.
 - c. Chair-Elect, Secretary, Treasurer-elect, Director-elect of Nominations, Director of Professional and Product Development, Director of Communications and Marketing, and IDEA Liaison The Executive Committee will appoint a successor to fill the unexpired term or a special election may be conducted.
 - d. Treasurer. The Treasurer-elect will succeed to the office of Treasurer and will serve until the end of the third fiscal year after said vacancy occurs.

The Treasurer-elect position will be left open and filled in the next election cycle.

- e. Director of Nominations. The Director-elect of Nominations will succeed to the office of Director of Nominations and will serve until the end of the second fiscal year after said vacancy occurs. The Director-elect of Nominations 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 and Student Coordinator. In the event of a vacancy, that position will remain vacant until the next election.
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.

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

Revised: 08/97

12/02

09/03

12/03

05/07

04/08

02/11

9/14

11/17

12/20

11/21