

Dietetic Educators of Practitioners Dietetic Practice Group
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Dietetic Educators of Practitioners Dietetic Practice Group
Guiding Principles

Name

This dietetic practice group (DPG) of The American Dietetic Association (ADA) as outlined in Article XI of the ADA bylaws, will be known as *Dietetic Educators of Practitioners*, hereafter also referred to as DEP.

- Mission

1. Mission. DEP is the advocate of the dietetic profession serving the public through the promotion of optimal nutrition, health and well being.
2. Goals. DEP shall support the purposes and goals of The American Dietetic Association. The goals of DEP shall also be to:
 - A. Unite in a national organization members of the ADA who are interested in or engaged in educating dietetic practitioners.
 - B. Identify, plan and provide for education needs of dietetic educators.
 - C. Consult and coordinate with other organized elements within ADA on education related issues.

- Membership

1. Membership in DEP shall be limited to members of the ADA. 2. All members of the American Dietetic Association officially listed as DEP members have the same rights and privileges as set forth in the ADA Bylaws, and shall have corresponding rights and privileges in the conduct of business of DEP.
3. All ADA members whose DEP dues are not in arrears shall receive all benefits of the dietetic practice group.
- . 4 Dues are set each ADA fiscal year by the DEP Executive Committee.

- Fiscal Year

The fiscal year of DEP will be in accordance with the ADA fiscal year.

- Elected Officers

1. The elected officers of DEP will consist of a Chair, Chair-elect, Treasurer, Secretary, Area Representatives and Chair of the Nominating Committee. All officers will take office when the elected officers of ADA assume their office.

2. Qualifications. Candidates for elected office shall have demonstrated commitment to team decision-making, interest in and involvement with DEP affairs for no less than three years. Candidates should also preferably have served as a chair of a committee.

Qualifications for elected officers and appointees shall include:

- A. Only members of ADA and current members of DEP in good standing may hold elected office.
- B. No person shall hold more than one elected office in DEP in a fiscal year.
- C. Area Representatives must reside in the geographical area they represent.
- D. Chair-elect shall have served as an elected or appointed member of the Executive Committee of DEP in the past four (4) years.

3. Chair. The Chair will serve for one (1) year.

Functions. The Chair will:

- A. serve as chair of DEP and the Executive Committee.
- B. have the general powers of supervision and active management of DEP.
- C. preside over meetings of the Executive Committee and/or members.
- D. appoint the chair and members of any special committees of the DPG and define the reporting mechanism and function of the special committee to the Executive Committee.
- E. serve as the liaison to the Practice Team and the Professional Issues Delegate.
- F. perform other duties as specified in the current job description.

4. Chair-elect. The Chair-elect will serve for one (1) year.

Functions. The Chair-elect will:

- A. serve as a member of the Executive Committee.
- B. perform 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. appoint the chair and members of all standing committees to serve during the Chair elect's term as chair.
- D. assume responsibility for the development of the program of work in conjunction with the long-range plan for DEP.
- E. plan, organize and coordinate educational program at the ADA Annual Meeting and Expo.
- F. work with the Treasurer to prepare the next annual budget.
- G. perform other duties as specified in the current job description or as designated by the Executive Committee.
- H. update the Area Meeting Planning Guide.

5. Past Chair/Advisor. The past Chair will serve for one (1) year.

Functions. The Past Chair/Advisor will:

- A. serve as a member of the Executive Committee.
- B. Serve as ex-officio, non-voting member of the Nominating Committee
- C. be responsible for submitting national award nominees.
- D. perform those duties as specified in the current job description or as designated by the Executive Committee.

6. Treasurer. The Treasurer will assume office for two (2) years beginning in an even numbered year.

Functions. The Treasurer will:

- A. serve as a member of the Executive Committee.
- B. advise the Executive Committee in the preparation of the annual budget of DEP, approve the collection and disbursement of all monies and authorize contracts and service agreements.
- C. report the financial status of DEP to members annually.
- D. serve as an advisor to successor.
- E. perform other duties as specified in the current job description or as designated by the Executive Committee.

7. Secretary. The Secretary will assume office for two (2) years beginning in an odd numbered year.

Functions. The Secretary will:

- A. serve as a member of the Executive Committee.
- B. be responsible for ensuring that the minutes of the meetings of the Executive Committee and of the DEP membership meeting(s) are recorded, reviewed and filed at the ADA Headquarters.
- C. direct that the official ballot is distributed to members by mail or electronically..
- D. notify each candidate for office of the results of the election and inform the membership in the next issue of the DEP-LINE.

- E. Maintain official documents of DEP including Guiding Principles
- F. perform other duties as specified in the current job description or as designated by the Executive Committee.

8. Area Representatives. The Area Representatives will serve for two (2) years. Area Representatives representing an even numbered area shall be elected in the odd year, likewise Area Representatives representing an odd numbered area shall be elected in an even numbered year.

Functions. The Area Representatives will:

- A. serve as a member of the Executive Committee.
- B. plan and manage Area Meetings annually.
- C. serve as an advisor to successor.
- D. serve as a member of the Nominating Committee.
- E. perform other duties as specified in the current job description or as designated by the Executive Committee.

9. Chair of the Nominating Committee. The Chair of the Nominating Committee will serve for one (1) year.

Functions. The Chair of the Nominating Committee will:

- A. serve as a member of the Executive Committee.
- B. prepare a slate of prospective officers for presentation to the DEP membership. The slate shall consist of Chair-elect, Treasurer or Secretary, Area Representatives as indicated and Nominating Chair.
- C. perform other duties as specified in the current job description or as designated by the Executive Committee.

- Other Officials

1. The appointed officials of DEP will consist of Legislative and Public Policy Coordinator, Alliance Coordinator, Research Coordinator and Publications Coordinators. All officials will take office when the elected officers of ADA assume their office.

2. Legislative and Public Policy Coordinator. The coordinator for Legislative and Public Policy will be appointed by the Chair-elect and will serve for one year. The Legislative and Public Policy Coordinator may be reappointed.

Functions. The Legislative and Public Policy Coordinator will:

- A. serve as a member of the Executive Committee.
- B. represent DEP in legislative and public policy issues.
- C. facilitate the program of work of DEP.

3. Alliance Coordinator. The Alliance Coordinator will be appointed by the Chair-elect and will serve for one year. The Alliance Coordinator may be reappointed.

Functions. The Alliance Coordinator will:

- A. serve as a member of the Executive Committee.
- B. coordinate alliance activities for DEP.
- C. facilitate the program of work of DEP.

4. Research Coordinator. The Research Coordinator will be appointed by the Chair-elect and will serve for one year. The Research Coordinator may be reappointed.

Functions. The Research Coordinator will:

- A. serve as a member of the Executive Committee.
- B. coordinate research activities of DEP.
- C. facilitate the program of work of DEP.

5. Publication Coordinators. There will be three Publication Coordinators that will each serve a three year rotating term. The Chair-elect will appoint one Publication Coordinator each year. The Publication Coordinators may be reappointed.

Functions. The Publication Coordinators will:

- A. serve as a member of the Executive Committee.
- B. coordinate publication activities of DEP.
- C. facilitate the program of work of DEP.

Meeting of Members

1. There will be an annual business meeting of the members for the purpose of presenting annual reports and conducting any other business deemed appropriate.

2. Quorum. The quorum for the annual business meeting and any special meetings will be 20 voting members of DEP.

GOVERNANCE

1. The Executive Committee of DEP will be the governing body of the dietetic practice group and will be responsible for the development, implementation and evaluation of the program of work, fiscal affairs and actions of DEP.
2. Composition. The Executive Committee of DEP will consist of the Chair, Chair-elect, Past Chair/Advisor, Secretary, Treasurer, Chair of the Nominating Committee, Area Representatives, and Coordinators of Legislative, Public Policy and Research, Alliances, and Publications.
3. Function. The Executive Committee in accordance with ADA Bylaws, policy and procedure will:
 - A. develop and monitor the program of work.
 - B. provide for responsible fiscal planning, control and direct financial affairs.
 - C. provide leadership regarding issues of concern to educators of dietetic practitioners.
4. Meetings. The Executive committee will meet at least once a year prior to the annual DEP Business Meeting. Business will also be conducted via telephone conference calls, mail, fax and additional meetings as initiated by the Chair.
5. Quorum. Two-thirds (2/3) of the members of the Executive Committee will constitute a quorum for the transaction of business at any meeting of the Executive Committee.
6. Committees. Appointments to committees of the Executive Committee will be for one (1) year. The Chair-elect will appoint chairs and members of all committees to serve during the Chair-elect's term as Chair except as otherwise specified in these Governing Documents. Committee chairs and members may be reappointed.

Standing Committees

1. The Nominating Committee. The Nominating Committee will consist of the Chair and seven (7) Area Representatives. This committee will function as defined in Article X in these Governing Documents.

Functions. The Nominating Committee, in accordance with ADA Bylaws, will:

- A. prepare a slate of officers for presentation to the DEP membership. The slate will consist of two candidates for the offices of Chair-elect, Secretary or Treasurer, each vacancy of Area Representatives and Chair of Nominating Committee.
 - B. obtain permission of all nominees to publish their names as candidates for office.
 - C. submit ballot to the Secretary for mailing.
2. The Communications Committee. The Communications Committee will consist of the Publications Coordinators. The Chair will be determined by the Communications Committee.

The function of the Communications Committee will be to plan, edit and produce the DEP - Line on a quarterly basis.

- Nominations, Elections and Vacancies

1. **Nomination Process.** Nominations will be requested from the Executive Committee and the DEP membership by the nominating committee through the DEP - LINE.
 - A. There will be two (2) nominations for Chair-elect. The Chair-elect will be elected annually and serve a one-year term; at the end of the term the Chair-elect will automatically become Chair.
 - B. There will be two (2) nominations for Secretary or Treasurer and two nominations for each Area Representative to be elected. The Secretary, Treasurer and Area Representatives will be elected in even or odd numbered years as previously designated and serve a two-year term. Area Representatives must reside in the geographic area represented and be elected by DEP members within the same area.
 - C. There will be two (2) nominations for Chair of the Nominating Committee. The Chair of the Nominating Committee will be elected annually.
2. **Write-in Candidates.** The option of a write-in candidate as a right of membership exists in any election.
3. **General Criteria.** DEP elected officers will not hold, simultaneously, an elected or appointed executive position in another DPG, or an elected ADA office. The Chair of the Nominating Committee will not be eligible for the ballot.
 - A. The official ballot for officers of DEP prepared by the Nominating Committee will be distributed by the Secretary to all members.
 - B. The ballot will be distributed to all members of DEP and returned within a stated deadline of 30 days after the ballots are mailed to the membership. Any ballots returned after the deadline will be considered void.
 - C. The Secretary will receive ballots. Two other DEP members, appointed by the Secretary and approved by the Chair, will tally the ballot. In the event of the Secretary being a candidate on the ballot, the Chair of DEP will appoint another DEP member to receive the ballots.
 - D. DEP officers will only hold one elected office in the practice group at one time.
 - E. Elected officers will hold office until the end of the fiscal year following the election of their successors.
4. **Votes.** A plurality of votes cast will constitute an election. In the event of tie votes, the election results will be determined by lots cast by the teller committee.
5. **Election Results.** The Secretary will report the results of the election in writing to the Executive Committee and candidates within seven (7) days and to the membership via the first newsletter published following the election. A plurality of the votes cast will constitute an election.

6. Re-elections. Officers may be re-elected to the same office, but will be ineligible to serve more than two (2) terms in the same office.

7. Vacancies. 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 then will serve until the end of the second fiscal year after said vacancy occurs.
- B. Chair-elect. A special election by the membership will be conducted by mail.
- C. Chair and Chair-elect. If vacancies occur simultaneously, a special election by the DEP membership will be conducted by mail at the earliest possible date. In the interim, the Treasurer will serve as Chair.
- D. All other officers. The Executive Committee will determine whether the replacement will be appointed or a special election is to be held. A special election by the membership will be conducted by mail or the Executive Committee will appoint an officer to fill the remaining term.

8. Removal of Officers. Officers of DEP may be removed through action initiated by the Executive Committee whenever in their judgement the best interests of DEP will be served. The Executive Committee will act in accordance with ADA Bylaws, 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. DEP will publish the DEP-LINE, which will be provided to all members.

Parliamentary Authority

The most current edition of *Robert's Rules of Order Newly Revised* will constitute the parliamentary authority for the conduct of meetings of DEP and in all cases not covered by ADA Bylaws or these Governing Documents.

- Amendments

1. Method. These Governing Documents may be amended by a 2/3 majority of the votes cast by the membership of DEP.

2. Notice. Notice of the proposed amendment(s) must be given in writing to the members of DEP at least thirty (30) days before the date which the amendment(s) is to be voted.

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