

**Research Dietetic Practice Group
Guiding Principles
2015-2016**

NAME

This dietetic practice group (DPG) of the Academy of Nutrition and Dietetics (the Academy), as outlined in Article X, Section 1 of the Academy Bylaws, shall be known as Research DPG, hereafter also referred to as RDPG.

MISSION AND VISION

Mission: The Research DPG is leading the future of dietetics by promoting the conduct and application of research related to food, nutrition and dietetics.

Vision: Research DPG members are the most valued source for conducting, interpreting and applying research related to food, nutrition and dietetics.

GOALS

The goals of the Research DPG are to:

1. Support the goals of Academy of Nutrition and Dietetics.
2. Assess and plan for continuing professional education needs of the dietetic practice group members.
3. Promote the visibility of dietetics research and communication between researchers and practitioners.
4. Promote original research activity of dietetic practice group members.
5. Provide a network for reviewing and exchanging information and educational materials relating to dietetics research
6. Act as a liaison relationships with Academy dietetic practice groups, state research practice groups, and other organizations with research activities.

MEMBERSHIP

1. Membership in RDPG is limited to members of the Academy.
2. Academy members officially listed as RDPG 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 Research DPG.
3. Academy members whose RDPG dues are not in arrears receive all benefits of the DPG.
4. Dues are set each Academy fiscal year by the RDPG Executive Committee.

FISCAL YEAR

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

ELECTED OFFICERS

1. The elected officers of RDPG consist of a Chair, Chair-elect, Treasurer, Secretary, Past Chair, Nominating Committee Members, and HOD representative. All officers take office when the elected officers of the Academy assume their office (June 1).
2. Candidates for elected office have demonstrated an interest in research and commitment to the RDPG.

3. Terms and duties for each office are outlined below. Additional description or expansion of these tasks for a given term can be described in a job description approved by the Executive Committee.
4. Chair. The Chair serves for one (1) year in the year after serving as Chair-elect. Functions of the Chair are to:
 - a. Serve as the Chair of the RDPG and its Executive Committee.
 - b. Serve as a voting member.
 - c. Provide supervision and active management of the RDPG.
 - d. Coordinate FNCE member meeting and Executive Committee meeting
 - e. Preside over meetings of the Executive Committee and membership meetings as needed.
 - f. Plan and organize Executive Committee and member meetings during FNCE.
 - g. Appoint the chair(s) and member(s) of any committee(s) or sub-unit(s) of the DPG and define the reporting mechanism and function of these groups for the Executive Committee.
 - h. Serve as the liaison or recommend a liaison to the Academy's Council on Research.
 - i. Assist with seeking funding for projects and/or programs of RDPG.
 - j. Perform other duties as specified in a current job description.
 - k. Monitor and report on progress for Program of Work (POW)
5. Chair-elect. The Chair-elect serves for one (1) year after election to office. Functions of the Chair-elect are to:
 - a. Serve as a voting member of the Executive Committee.
 - b. Should have Research DPG experience as an appointed or elected member.
 - c. 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.
 - d. Appoint the chairs and members of all standing committees to serve during the Chair-elect's upcoming term as Chair.
 - e. Prepare the Program of Work with the Treasurer for the term of office as Chair.
 - f. Plan, organize, and coordinate educational programs at the Academy's Food & Nutrition Conference & Expo™.
 - g. Assist with seeking funding for RDPG projects and/or programs.
 - h. Perform other duties as specified in a current job description or as designated by the Executive Committee.
 - i. The full tenure for the Chair-elect includes a total of three (3) years as Chair-elect, Chair and Past Chair in sequence.
6. Past Chair. The Past Chair serves for one (1) year after serving as Chair. Functions of the Past Chair are to:
 - a. Serve as a voting member of the Executive Committee.
 - b. Serve as a non-voting advisor to the Nominating Committee.
 - c. Assist with seeking funding for projects and/or programs of RDPG.
 - d. Nominate members for national awards as agreed upon by the Executive Committee.
 - e. Prepare an annual report of the previous fiscal year activities for the purpose of presenting financial and program of work outcomes to the members.
 - f. Perform other duties as specified in a current job description or as designated by the Executive Committee.
7. Treasurer. The Treasurer serves for two (2) years, beginning the term in June of even years. Functions of the Treasurer are to:
 - a. Serve as a voting member of the Executive Committee.
 - b. Advise the Executive Committee in the preparation of the annual budget of RDPG .
 - c. Approve the collection and disbursement of all monies.
 - d. Authorize contracts and service agreements.
 - e. Report the annual financial status of RDPG to DPG members at FNCE and provide quarterly updates in The Digest.
 - f. Provide updates of financial status at all EC meetings.

- g. Assist the Chair-Elect with development of the POW
 - h. Perform other duties as specified in a current job description or as designated by the Executive Committee.
8. Secretary. The Secretary serves for two (2) years, beginning the term in June of odd years. Functions of the Secretary are to:
- a. Serve as a voting member of the Executive Committee.
 - b. Ensure that minutes of meetings of the Executive Committee and of the RDPG membership are recorded, reviewed, and filed in an approved location (location as determined by the DPG – can be virtual or hard copy).
 - c. Maintain copies of RDPG historical documents including the minutes of meetings and approved versions of the Guiding Principles and pass these along to the incoming secretary at the end of the term. RDPG should keep a copy of their minutes for their records.
 - d. Conduct correspondence as directed by the RDPG Executive Committee.
 - e. Maintain an updated list of RDPG members
 - f. Arrange for communications among members and from the Executive Committee to members.
 - g. Work with DPG Relations Manager within The Academy on the distribution of the official ballot to members electronically.
 - h. Perform other duties as specified in a current job description or as designated by the Executive Committee.
9. Nominating Committee. The Nominating Committee is composed of three (3) elected members and the Past Chair as an advisor.
- a. One Nominating Committee member is elected annually and each member serves a three (3) year term. The Chair of the Nominating Committee is the member in the third year of their term. The Chair is a voting member of the Executive Committee. The other two nominating committee members can be invited to Executive Committee meetings as non-voting members.
 - b. The Chair notifies each candidate for office of the election results.
 - c. Functions of the Nominating Committee are defined under “Nominations, Elections and Vacancies” in these Guiding Principles.
10. RDPG Delegate to the Academy House of Delegates serves a three (3) year term and may serve a term limit of two (2) consecutive terms (6 years total).
- a. Qualifications include:
 - i. Academy member in the Active classification;
 - ii. Demonstrated ability to network and communicate with one’s peers and colleagues;
 - iii. Demonstrated leadership in professional issues of the Academy;
 - iv. Demonstrated ability to represent members’ issues;
 - v. Expertise in research practice.
 - b. Functions of the RDPG Delegate are to:
 - i. Serve as a member of the House of Delegates (HOD) and attend HOD meetings (requires a time commitment of approximately ten (10) days each year for meetings and travel) and also is responsible for ongoing communications between HOD and RDPG throughout the year.
 - ii. Participate in HOD activities to identify and prioritize trends in the profession.
 - iii. Participate in HOD and Academy Board of Director committees and task forces as assigned (normally a virtual Spring meeting and an in-person meeting at FNCE).
 - iv. Perform functions, as needed, to assist in facilitating the work of the House.
 - v. Network and reflect the issues in research.
 - vi. Serve as a technical/professional expert on the research area of dietetic practice
 - vii. Identify and propose to the HOD initiatives in area of practice represented.
 - viii. Perform other duties as may be assigned by the Speaker of the HOD.
 - ix. Encourage and promote diversity and inclusivity.
 - x. Attend RDPG Executive Committee meetings as a voting member.
 - xi. Submit monthly report of activities to Executive Committee and monthly eblasts.

OTHER OFFICIALS

1. Newsletter Editor(s) will be appointed by the Chair and approved by the RDPG Committee for a two (2) year term and may be reappointed for (1) additional term.

Functions of the Newsletter Editor(s) are to:

- a. Prepare general outline and production schedule for four (4) newsletter issues per year.
- b. Edit all articles, reports, etc. to be published.
- c. Communicate guidelines for article submission.
- d. Arrange all newsletter services.
- e. Perform other duties as specified in the current job description.
- f. Work with the Continuing Professional Education Coordinator to identify and prepare articles for continuing professional education credit.

2. Continuing Professional Education (CPE) Coordinator/s will be appointed by the Chair for a two (2) year term and may be reappointed. Functions of the CPE Coordinator are to:

- a. Work with the Newsletter Editor(s) to prepare articles for continuing professional education (CPE) credit.
- b. Coordinate with Newsletter Editor and DPG Relations Manager to ensure all CPE self-study criteria are being met (e.g. obtaining qualified item writers and content experts) per policy C-14 and that CPE Accreditation Standards are consistently met.
- c. Maintain lists of all CPE participants as applicable.
- d. Obtain CPE for webinars and other PG activities as needed and submit requests online for CPE approval.

3. Academy Research Council Liaison/s appointee/s will be suggested to the President of the Academy by the RDPG Chair upon consultation with the Executive Committee. The Academy President assigns the term length.

4. Website Committee Chair will be appointed by the Chair for a two year term and may be reappointed. Functions are to:

- a. Develop a committee to maintain the website.
- b. Troubleshoot member concerns with access
- c. Update the website pages that are currently active.
- d. Provide direction to the webmaster for design or changes.

5. Awards Chair will be appointed by the Chair for a three year term and may be reappointed. Functions are to:

- a. Establish awards based on funds available that year
- b. Develop criteria to evaluate awards
- c. Oversee advertising of DPG awards in coordination with the Academy, *Journal of the Academy of Nutrition and Dietetics*, and the DPG Secretary.
- d. Create a committee to systematically review awards based on criteria developed for evaluating awards
- e. Contact award winners and those who did not get the awards
- f. Provide awards to winners at FNCE

6. Student Representative Position will be appointed by the Chair for a two year term and may not be reappointed. Functions are to:

- a. Provide quarterly updates for The Digest in coordination with the Newsletter Editor
- b. Provide quarterly announcements for monthly eblasts and LinkedIn in coordination with the secretary and social networking coordinator.
- c. Help advertise awards to increase student involvement in the DPG.
- d. Send fellowship and grant opportunities out on the EML

- e. Complete one project as designated by the needs of the DPG and Executive Committee. This may include but is not limited to projects for The Digest, the website, and increasing student member engagement and retention.
- 7. Sponsorship/Fundraising Chair will be appointed by the Chair and serve a three year term which may be reappointed. Functions are to:
 - a. Form a sponsorship committee to review contracts and elicit sponsors
 - b. Communicate status of sponsorship in monthly reports to Executive Committee
 - c. Update the prospectus annually or as needed
 - d. Coordinate contracts between sponsors, Academy, and RDPG.
- 8. Webinar Coordinator will be appointed by the Chair and serve a two year term which may be reappointed. Functions are to:
 - a. Work with sponsors and presenters for successful webinars
 - b. Work with CPE Coordinator and apply for CEU using Academy-approved means
 - c. Coordinate advertising and sign-up efforts with Academy liaison and RDPG Secretary
 - d. Work with Academy liaison to ensure that RDPG members are free for webinars and an appropriate price for non-members that would like to attend webinar
 - e. Run webex license during webinar
 - f. Coordinate smooth functioning of webinars. For example, conduct practice runs of webinars as appropriate
 - g. Moderate live webinars
 - h. Record webinars as needed for archiving on DPG's member area of website.
 - i. Work with Website Coordinator to ensure webinars are archived on the DPG's member's only site.
- 9. Mentorship Coordinator will be appointed by the Chair and has a two year term. Functions are to:
 - a. Connect interested students to interested mentors
 - b. Trouble-shoot when necessary to best help ensure mentees and mentors have a positive experience
- 10. Social Networking Coordinator will be appointed by the Chair and has a two year term. Functions are to:
 - a. Oversee the RDPG's current social media (ex. LinkedIn) and any future expansions of social media.
 - b. Ensure participants in social media are RDPG members
 - c. Manage all social media which includes:
 - i. Rights to group as manager
 - ii. Making changes as needed to assure smooth running of social media while maintaining a reputable social presence of the RDPG
 - iii. Monitor DPG member posts
 - iv. Provide at least monthly posts
 - d. Communicate to the Exec Committee at monthly meetings current membership numbers and social networking traffic and activity
 - e. Adhere to the Academy's Social Media Guidelines.
- 11. Membership Coordinator will be appointed by the Chair and serve a two year term. Functions are to:
 - a. Communicate monthly membership numbers (full members, retired, student) to the Executive Committee at monthly meetings.
 - b. Encourage membership renewal in April/May.
 - c. Send welcome email to renewing members in June.
 - d. Contact members who chose not to renew to encourage membership
 - e. Work with the student representative and others relative to membership as needed.
- 12. Policy and Advocacy Leader (PAL) will be appointed by the Chair and serve a three year term. Functions are to:
 - a. Attending Public Policy Workshop each year in Washington DC
 - b. Communicate as needed, or at least quarterly, Academy policy initiatives to members – EML, eblast – with direct links to Academy's Grassroot's Manager
 - c. Refer to Academy policy P-5 DPG/MIG Involvement with Legislation and Public Policy Issues for more details on job responsibilities.

13. Electronic Mailing List (EML) Coordinator will be appointed by the Chair and serve a three year term.

Functions are to:

- a. Oversee the RDPG's EML
- b. Ensure participants in EML are RDPG members
- c. Manage EML which includes:
 - i. Rights to group as manager
 - ii. Making changes as needed to assure smooth running of EML
 - iii. Monitor DPG member posts
 - iv. Provide at least monthly posts if there are no posts that month.
- d. Communicate to the Exec Committee at monthly meetings current membership numbers and activity

14. Other officials may be appointed by the Chair upon consultation with the Executive Committee to ad hoc committees or other assignments for a one (1) year term and may be reappointed.

REPORT TO MEMBERS

1. An annual report of the previous fiscal year activities is created by the Past Chair (report which covered during the time as Chair) for the purpose of presenting financial and program of work outcomes.

The Annual report is distributed to all DPG members by October 31st of each year and may be in print and/or electronic format

GOVERNANCE

1. The Executive Committee of RDPG 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 the RDPG.
2. The Executive Committee consists of the Chair, Chair-elect, Treasurer, Secretary, Past Chair, and Nominating Committee Chair, all of whom are voting members.
3. Functions of the Executive Committee are to:
 - a. Develop, implement, and monitor the POW; Provide for responsible fiscal planning and control and direct financial affairs;
 - b. Provide leadership.
 - c. Inform membership of RDPG activities.
4. Meetings. The Executive Committee meets at least twice a year (in person or by conference call).
5. Quorum. A simple majority of members of the Executive Committee constitutes a quorum for the transaction of business at any meeting of the Executive Committee.
6. Committees. Appointments to committees of the Executive Committee are for 2-3years unless otherwise specified. The Chair-elect upon consultation with the Executive Committee appoints chairs and members of committees to serve during the upcoming term except as otherwise specified in these Guiding Principles. Committee chairs and members may be reappointed as defined by terms of office in these Guiding Principles.

STANDING COMMITTEES

1. Nominating Committee: The Nominating Committee will consist of three (3) elected members and the Past RDPG Chair. The Nominating Committee will function as defined in the Nominations, Elections, and Vacancies sections of these Guiding Principles.

2. Newsletter Editorial Review Committee: This committee shall consist of the editor or co-editors appointed by the Chair upon consultation with the Executive Committee and two to three reviewers chosen by the editor and approved by the Executive Committee. An ad hoc reviewer may also be chosen as necessary. The editor and members serve two (2) year rotating terms and may be reappointed. Editorial committee members shall review issues of *The Digest* prior to publication by the editor.
3. Awards Committee: This committee shall consist of a Chair and two to three ad hoc members. The Awards Committee will perform duties requested by the RDPG Executive Committee. This committee may establish criteria for award selection and select award recipients for approval by the RDPG Executive Committee and Academy.
4. Website Advisory Committee. This committee shall consist of a Website Coordinator appointed by the Chair upon consultation with the Executive Committee, the RDPG Chair or designee, a liaison from the newsletter, and additional members of the DPG as warranted. This committee establishes the website content.
5. Special Committees. Special ad hoc committees shall be appointed by the Chair for specific projects or activities and can be discharged with presentation of a final report.

NOMINATIONS, ELECTIONS, AND VACANCIES

1. The Nominating Committee is responsible to:
 - a. Prepare an official ballot annually for these offices:
 - i. Chair-elect,
 - ii. Secretary in odd years,
 - iii. Treasurer in even years,
 - iv. A Nominating Committee member;
 - v. HOD Representative every 3 years
 - b. Ensure 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 the RDPG;
 - c. Receive petitions from the membership for additional candidates to the ballot/slate.
 - d. Present at least two candidates for offices in a contested election or one candidate for an office for a single slate election, or a combination thereof.
 - e. Resolve any tie votes occurring during Nominating Committee activities by further discussion. If the tie persists, the Nominating Committee Chair will break the tie.
 - e. Submit the ballot/slate to the Academy DPG Relations Team for review and approval;
 - f. Inform the Executive Committee of the final nominations;
 - g. Notify each candidate for office of the election results.
2. General criteria for candidates:
 - a. RDPG nominees may not simultaneously hold an elected position in another DPG/MIG, or an elected Academy office. RDPG 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 RDPG.
 - b. Members of the Nominating Committee are not eligible to be a candidate for an elected office in RDPG during their terms as Nominating Committee members.
 - c. Student and associate members are not eligible to be a candidate for an elected office in RDPG.
 - d. No person is eligible to serve more than one full term in the same office consecutively, except for the DPG Delegate position which may serve two (2) consecutive terms.
 - e. Elected officers hold office until the end of the fiscal year following the election of their successors.

3. Ballots and voting (see also policy O-12 DPG/MIG Elections).
 - a. For contested positions, ballots are disseminated electronically to the voting members; voting is held during the same time frame as the Academy national election process.
 - b. Votes will be tallied electronically per Academy regulations.
 - c. A plurality of the votes cast constitutes election of an officer.
 - d. In the event of a tie vote, the election is determined by lot (i.e., by random selection).
 - e. The Nominating Committee Chair has the responsibility of notifying candidates of election results.
 - f. The results of the election will be announced in the official publication of the DPG.
4. Vacancies in the positions of elected officers. If any of the following offices becomes 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. The Executive Committee will appoint a successor to fill the unexpired term or decide that a special election by the membership will be conducted.
 - c. Chair and Chair-elect simultaneously. A special election by the membership will be conducted electronically or by mail at the earliest possible date. In the interim, the Treasurer will serve as Chair.
 - d. Treasurer and Secretary. The Executive Committee will appoint a successor to fill the unexpired term or decide that a special election by the membership will be conducted.
 - e. Past Chair. In the event of a vacancy of the Past Chair, that position will remain vacant until the next election.
 - f. Nominating Committee. In the event of a vacancy of the Nominating Committee Chair, the senior Nominating Committee Member will serve as Chair for the remainder of that term and continue as Chair during the third year Nominating Committee membership. In the event of a vacancy of a Nominating Committee Member, the Executive Committee will decide whether that position will remain vacant until the next election or will appoint a successor to fill the unexpired term. At the next regular election, a Nominating Committee member will be chosen by vote of the members to fill the vacant position. In this situation, more than one Nominating Committee member would be elected that year.
 - g. DPG Delegate. In the event of a vacancy of the DPG Delegate, the Executive Committee will appoint a successor.
5. Removal of elected officers and other officials (see Organizational Policy O-10, *Process for Removal of DPG Elected Officers and Other DPG Officials*).
 - a. Any officer or official may be removed through action initiated by the Executive Committee, if in their judgment; the best interests of the DPG will be served.
 - b. Unless otherwise specified within their role and to meet the needs of the DPG, all members are expected to be present on 75-80% of monthly conference calls and in-person meetings (example: be at 9 meetings minimum out of 12 meetings per year). Any member, voting or nonvoting, who is unable to make this commitment automatically is eligible for removal from the Executive Committee.
 - c. 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 RDPG publication, *The Digest*, will be published quarterly and will be provided to all RDPG members electronically.

AMENDMENTS

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

Revised date: April 30, 2014; Nov 2015; approved Nov 12, 2015