

# MFNS Guiding Principles

**Name**

This dietetic practice group (DPG) of the Academy of Nutrition and Dietetics (Academy), as outlined in Article X, Section 1 of the Academy Bylaws, will be known as Management in Food and Nutrition Systems, hereafter also referred to as MFNS DPG.

# Mission

MFNS DPG works to advance leadership for dietitians practicing in food and nutrition systems management.

# Membership

1. Membership in MFNS DPG shall be limited to members of the Academy.
2. All members of the Academy of Nutrition and Dietetics officially listed as MFNS DPG members have the same rights and privileges as set forth in the Academy Bylaws, and shall have corresponding rights and privileges in the conduct of business of MFNS DPG.
3. All Academy members whose MFNS DPG dues are not in arrears shall receive all benefits of the MFNS DPG.
4. Dues are set each Academy fiscal year by the MFNS DPG Executive Committee.

# Fiscal Year

The fiscal year of MFNS DPG will be in accordance with the Academy fiscal year (June 1 – May 31).

# Elected Officers

1. The elected officers of MFNS DPG include the Chair, Chair-elect, Immediate Past Chair, Secretary, Treasurer, Nominating Committee Chair, Delegate, and Nominating Committee Chair-elect. All officers will take office on June 1.
2. Chair. The Chair will serve for one (1) year and is elected as Chair-elect prior to becoming Chair.

Duties and Responsibilities.

* 1. Serves as the Chair of the MFNS DPG Executive Committee.
  2. Has the general powers of supervision and active leadership of MFNS DPG.
  3. Schedules and presides over all meetings of the Executive Committee, along with communication regarding reporting of activities and outcomes by elected and appointed positions prior to the meeting.
  4. Serves as final reviewer and approver, in collaboration with the EC member requesting the communication, of all MFNS publication and communication elements before they go to MFNS’ Relations Manager for final approval.
  5. Oversees planning and major decision making, and chairing of activities held at FNCE® for the EC meeting and other special events such as membership reception, with consultation and approval of DPG Manager.
  6. Along with the Treasurer, approves payment of expenses of the MFNS DPG.
  7. Attends Academy meetings and conference calls as needed, as representative of MFNS DPG.
  8. Serves as the liaison to the DPG Relations Manager/Academy and the DPG Delegate to the Academy House of Delegates.
  9. Performs other duties as specified in the current job description or as designated by the Executive Committee or DPG Relations Manager.

1. Chair-elect. The Chair-elect will serve for one (1) year and is elected by the MFNS membership .

Duties and Responsibilities.

* 1. Serves as a voting member of the Executive Committee.
  2. 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.
  3. Appoints the chairs and assistant chairs of all standing committees and member(s) at large to serve during their term as Chair.
  4. In conjunction with the Treasurer and the Chair, leads the preparation of the program of work for their term of office as Chair.
  5. Serves as the Chair for the FNCE*®* Spotlight proposal submission; and assists with other FNCE events in collaboration with the Chair, Education Chair, and Membership Chair.
  6. Performs other duties as specified in the current job description or as designated by the Chair or Executive Committee.

1. Immediate Past Chair. The Immediate Past Chair will serve for one (1) year.

Duties and Responsibilities.

* 1. Serves as a voting member of the Executive Committee.
  2. Prepares the MFNS Annual Report for the year they were Chair, seeking outcomes and review of content and consensus by EC members prior to final review and approval by DPG Relations Manager, based on Academy guidelines and dates, prior to communication and publication of the Report on MFNS website.
  3. Serves as ex-officio, non-voting member of the Nominating Committee.
  4. Performs other duties as specified in the current job description or as designated by the Executive Committee.

1. Secretary. The Secretary will serve for two (2) years.

Duties and Responsibilities.

* + Serves as a voting member of the Executive Committee.
  + Provides the minutes of the MFNS Executive Committee meetings and conference calls (when applicable) to the members of the Executive Committee. Requests the MFNS Chair and DPG Relations Manager review a draft of the minutes in advance of providing to the Executive Committee.
  + Ensures that the minutes of meetings and conference calls of the Executive Committee and of the MFNS membership meeting(s) are recorded, reviewed, and filed in MFNS’ official electronic permanent files on its Website.
  + Maintains official documents of MFNS DPG including Guiding Principles and performs Historian position for MFNS.
  + Performs other duties as specified in the current job description or as designated by the Executive Committee.

1. Treasurer. The Treasurer will serve two (2) years

Duties and Responsibilities.

* + Serves as a voting member of the MFNS Executive Committee.
  + Advises the Executive Committee in the preparation of the annual budget, approves the collection and disbursement of all monies, contracts, service agreements, and other expenses.
  + Provides the financial status of MFNS for each EC meeting.
  + Performs other duties as specified in the current job description or as designated by the Executive Committee.

1. Nominating Chair. Serves for one (1) year and is elected as Nominating Chair-elect prior to becoming Nominating Chair.

Duties and responsibilities.

* + Serves as a voting member of the MFNS Executive Committee.
  + Works with Immediate Past Chair and Nominating Chair-Elect to develop the ballot.
  + Requests and updates EC on the identification of candidates.
  + Approves an official ballot.
  + Coordinates submission of candidates to Academy and all subsequent election notifications in accordance with Academy elections procedures and timeline. (modernized language)
  + Coordinates candidate campaign information and forwards to the Newsletter Editor for inclusion in the issue of *Market-Link* prior to the Academy’s national election.
  + Performs other duties as specified in the current job description or as designated by the Executive Committee.

1. Nominating Chair-elect. Serves for one (1) year and is elected by the MFNS membership.

Duties and responsibilities.

* + Serves as a non-voting member of the MFNS Executive Committee.
  + Assists the Nominating Chair in preparing an official ballot as specified in these Guiding Principles.
  + Performs the functions of the Nominating Chair in the Chair’s absence.
  + Performs other duties as specified in the current job description or as designated by the Executive Committee.

1. Delegate. Serves for three (3) years and may serve a second term.

Duties and responsibilities.

* + Serves as a voting member of the Executive Committee (EC).
  + Serves as a member of the House of Delegates (HOD).
  + Participates in HOD activities to identify and prioritize trends in the profession.
  + Participates in HOD and BOD committees and task forces as assigned.
  + Performs functions, as needed, to assist in facilitating the work of the HOD.
  + Networks and reflects the issues of the area of practice represented.
  + Serves as a technical expert on practice area represented.
  + Identifies and proposes to the HOD initiatives in area of practice represented.
  + Performs other duties as may be assigned by the Speaker.
  + Encourages and promotes diversity and inclusivity.
  + Performs other duties as specified in the current job description or as designated by the Executive Committee.

**Chairs and Appointed Positions**

1. Membership Chair
   1. Appointed.
   2. Serves as a non-voting member of the Executive Committee.
   3. 2-year term with the option to be reappointed for an additional one (1) term.
2. Sponsorship Chair
   1. Appointed.
   2. Serves as a non-voting member of the Executive Committee.
   3. 2-year term with the option to be reappointed for an additional one (1) term.
3. Communications Chair
   1. Appointed.
   2. Serves as a non-voting member of the Executive Committee.
   3. 2-year term with the option to be reappointed for an additional one (1) term.
4. Communications Assistant Chair
   1. Appointed.
   2. Works directly with Communications Chair.
   3. Serves as a non-voting member of the Executive Committee.
   4. 2-year term with the option to be reappointed for an additional one (1) term.
5. Education Chair
   1. Appointed.
   2. Serves as a non-voting member of the Executive Committee.
   3. 2-year term with the option to be reappointed for an additional one (1) term.
6. Policy and Advocacy
   1. Appointed.
   2. Serves as a non-voting member of the Executive Committee.
   3. 2-year term with the option to be reappointed for an additional one (1) term.
7. Newsletter Editor
   1. Appointed.
   2. Serves as a non-voting member of the Executive Committee.
   3. 2-year term with the option to be reappointed for an additional one (1) term.
8. Newsletter Assistant Editor
   1. Appointed.
   2. Works directly with Newsletter Editor.
   3. Serves as a non-voting member of the Executive Committee.
   4. 2-year term with the option to be reappointed for an additional one (1) term.
9. Student Member
   1. Appointed
   2. Works directly with the Membership Chair.
   3. Serves as a non-voting member of the Executive Committee.
   4. 1-year term with the option to be reappointed for an additional one (1) term.

# Reporting by EC Members to MFNS Members and EC

1. Each EC Member is accountable to the EC on reporting monthly outcomes related to their program of work activities and responsibilities to the MFNS DPG at the monthly EC Meetings.
2. An annual report of the previous fiscal year activities is created for the purpose of presenting financial and program of work outcomes.
   * + The report shall be developed through contributions from each EC member on its outcomes, reviewed by EC members as appropriate and the DPG Relations Manager, and distributed to all members by October 31 of each year in electronic format posted to the MFNS website.

# Governance

1. The Executive Committee of MFNS DPG 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 MFNS DPG.
2. Meetings. The Executive Committee will meet at least twice a year (in person or through an electronic platform).
3. Quorum. A simple majority (4 of 7) of the voting members of the Executive Committee will constitute a quorum for the transaction of business at any meeting of the Executive Committee.
4. Committees. Appointments to committees of the Executive Committee will be for a minimum of one year.
5. Appointed committee chairs and assistants are appointed for 2 years and may be reappointed up to 1 additional term.

# Nominations, Elections and Vacancies

1. Nominating Committee Composition. The Nominating Committee will consist of the current Nominating Committee Chair, the Nominating Committee Chair-elect, and the Past MFNS Chair. The Nominating Committee will function as defined in the Nominations, Elections, and Vacancies section of these Guiding Principles.

The Nominating Committee Responsibilities

1. Present a contested ballot of candidates for the following elected positions:

* Chair-elect,
* Secretary, in alternating years,
* Treasurer, in alternating years,
* Delegate, every 3 years
* Nominating Chair-elect.
* In the event a tie vote occurs in the Nominating Committee activities, further

discussion will ensue. If the tie persists, the Nominating Committee Chair will

break the tie.

1. Prepare a slate of at least one candidate for each office listed above. Coordinates submission of candidates to Academy and all subsequent election notifications in accordance with Academy elections procedures and timeline.
2. Ballots and Voting (See current Academy policy, DPG Elections).
3. 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:
4. 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.
5. Chair-elect. A special election by the Executive Committee will be conducted.
6. Chair and Chair-elect. If vacancies occur simultaneously, a special election by the membership will be conducted at the earliest possible date. In the interim, the Treasurer will serve as Chair.
7. Secretary or Treasurer. The Executive Committee will appoint a successor to fill the un-expired term.
8. Past Chair. In the event of a vacancy of the Past Chair, that position will remain vacant until the next election.
9. Nominating Chair or Nominating Chair-elect. In the vacancy of the Nominating Chair, the Nominating Chair- elect would assume the nominating Chair position, and a Nominating Chair-elect would be appointed by the Executive Committee to fulfill the term.
10. In the vacancy of the Nominating Chair-elect, the incoming Nominating Chair-elect would assume the Chair position, and a Nominating Chair-elect would be appointed by the Executive Committee to fulfill the term.
11. DPG Delegate: In the event of a vacancy of the DPG Delegate, a special election by the Executive Committee will be conducted.

# Removal of Elected Officers and Other Officials

(See Organizational Policy, Process for Removal of DPG Elected Officers and Other DPG Officials).

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. The Executive Committee will act in accordance with Academy Bylaws and 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 quarterly newsletter publication, *Market-Link*, of the MFNS DPG will be both emailed to all members electronically and provided on the MFNS Website.

# Amendments

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

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| 1/96 Adopted | 4/07 Revised |
| 8/97 Revised | 4/11 Revised |
| 12/02 Revised | 12/2015 Revised |
| 11/03 Revised | 7/2019 Revised |
| 12/03 Revised | 11/2023 Revised |
| 3/04 Revised | 7/2025 Revised |
| 6/04 Adopted as Guiding Principles |  |