

## **ONCOLOGY NUTRITION DPG GUIDING PRINCIPLES**

### **NAME**

This dietetic practice group (DPG)/member interest group (MIG) of the Academy of Nutrition and Dietetics (Academy), as outlined in the Academy Bylaws, shall be known as Oncology Nutrition Dietetic Practice Group, hereafter also referred to as ON DPG.

### **MISSION**

Empowering ON DPG members as oncology nutrition leaders and experts through advocacy, education and research.

### **GOALS**

*The ON DPG seeks to empower its members as oncology nutrition leaders and experts through advocacy, education and research.*

### **MEMBERSHIP**

1. Membership in ON DPG is limited to members of the Academy.
2. Academy members officially listed as ON DPG 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 ON DPG.
3. Academy members whose ON DPG dues are not in arrears receive all benefits of the DPG/MIG.
4. Dues are set each Academy fiscal year by the ON DPG Executive Committee, including any student membership rates.

### **FISCAL YEAR**

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

### **ELECTED OFFICERS**

1. The elected officers of ON DPG consist of a Chair, Chair-elect, Past Chair, Treasurer, Secretary, Nominating Committee Chair, Nominating Committee Chair-Elect, Nominating Committee Member and DPG Delegate. All officers take office when the elected officers of Academy assume their office (June 1).
2. Candidates for elected office have demonstrated commitment to team decision-making, interest in and/or involvement with ON DPG affairs for no less than three years, preferably having served as chair or member of a committee.
3. Chair. The Chair serves for one (1) year.  
Functions of the Chair:
  - a. Serves as the chair of the ON DPG and its Executive Committee.

- b. Has the general powers of supervision and active management of ON DPG.
  - c. Presides over meetings of the Executive Committee and/or members.
  - d. Appoints the chair(s) and members of any special committee(s) of the DPG/MIG and defines the reporting mechanism and function of the special committee(s) to the Executive Committee.
  - e. Serves as the liaison to the DPG/MIG Relations Team and the DPG delegate to the Academy House of Delegates
  - f. Signs approval form for all corporate funding agreements (LOA) and independent contractor agreements developed for DPG/MIG by the Academy.
  - g. Reviews guiding principles and strategic plan annually; presents updates for a vote.
  - h. Performs other duties as specified in the current job description.
4. Chair-elect. The Chair-elect serves for one (1) year.  
Functions of the Chair-elect:
- a. Serves as a voting 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 chairs and members of all standing committees to serve during the Chair-elect's term as Chair.
  - d. Prepares the program of work for their term of office as Chair in conjunction with the treasurer.
  - e. Plan, organize, and coordinate educational programs at the Academy's Food & Nutrition Conference & Expo™ (FNCE®) or work with others to facilitate planning of events
  - f. Performs other duties as specified in the current job description or as designated by the Executive Committee.
5. Past Chair. The Past Chair serves for one (1) year.  
Functions of the Past Chair:
- a. Serves as a voting member of the Executive Committee.
  - b. Serves as an ex-officio, non-voting member of the Nominating Committee.
  - c. Responsible for preparing the annual report of the DPG/MIG for previous fiscal year.
  - d. Performs other duties as specified in the current job description or as designated by the Executive Committee.
6. Treasurer. The Treasurer serves for two (2) years and is elected in odd years.  
Functions of the Treasurer:
- a. Serves as a voting member of the Executive Committee.
  - b. Advises the Executive Committee in the preparation of the annual budget of ON DPG and approves the collection and disbursement of all monies.

Signs approval form for all corporate funding agreements (LOA) and independent contractor agreements developed for DPG/MIG by the Academy.

- c. Reports the financial status of ON DPG to DPG/MIG members annually.
- d. Performs other duties as specified in the current job description or as designated by the Executive Committee.

7. Secretary. The Secretary serves for two (2) years and is elected in even years.

Functions of the Secretary:

- a. Serves as a voting member of the Executive Committee.
- b. Responsible for ensuring that the minutes of meetings of the Executive Committee and of the ON DPG membership meeting(s) are recorded, reviewed, and filed for historical purposes.
- c. Maintains official documents of ON DPG including Guiding Principles.
- d. Performs other duties as specified in the current job description or as designated by the Executive Committee.

## **OTHER OFFICIALS**

- 1. Additional elected officials consist of three (3) Nominating Committee members, and the DPG Delegate to the Academy House of Delegates. All officials will take office when the elected officers of the Academy assume their office (June 1).
- 2. The DPG/MIG shall appoint a Policy and Advocacy Leader (PAL) who is the main point of contact between the DPG/MIG and the Policy, Initiatives and Advocacy (PIA) office regarding policy efforts. (*See Policy P-5 DPG/MIG Involvement with Legislation and Public Policy Issues*)
- 3. Nominating Committee. The Nominating Committee members, other than the Past Chair, are elected on the DPG/MIG ballot. The Chair-elect is the candidate who received the majority of the ballots cast and the Nominating Committee member is the candidate who receives the second highest number of votes. The Nominating Committee members will function as defined in these Guiding Principles.
- 4. Nominating Committee Chair. The Nominating Committee Chair will serve for two years: the first year as Nominating Committee Chair-Elect, the second year as Nominating Committee Chair.

Functions of the Nominating Committee Chair:

- a. Serves as a voting member of the Executive Committee.
- b. Ensures that the official ballot is completed as outlined in the Guiding Principles, notify ON members of elections and promote participation in election process via the newsletter, website, and discussion board.
- c. Serves as the Coordinator for the Nominating Committee
- d. Notifies each candidate for office of the election results.
- e. Performs other activities as outlined in the Nominating Committee Chair job description or as designated by the Executive Committee.

5. DPG Delegate –elected position.

The DPG Delegate serves for a period of three (3) years and may serve a term limit of two (2) consecutive terms (six (6) years total).

Qualifications include:

- a. Academy member in the Active 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 (HOD).
- 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 HOD.
- 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.

6. Sub-Unit Chairs – each sub-unit shall have a chair and preferably a chair-elect.

The sub-unit chair shall represent the sub-unit on the Executive Committee as a non-voting member.

## **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 typically prepared by the Past Chair. Report is submitted to DPG/MIG Relations Manager for review.
2. The report is distributed to all DPG/MIG members by October 31<sup>st</sup> of each year and may be in print and/or electronic format.

## **GOVERNANCE**

1. The Executive Committee of ON DPG is the governing body of the DPG/MIG and is responsible for the development, implementation, and evaluation of the program of work, fiscal affairs, and actions of ON DPG.

2. Composition. The Executive Committee consists of the Chair, Chair-elect, Treasurer, Secretary, Past Chair, and Nominating Committee Chair.
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.
4. Meetings. The Executive Committee meets at least twice a year (in person or by conference call).
5. Quorum. A simple majority of the 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 one (1) year, unless specified otherwise in these Guiding Principles. The Chair-elect appoints chairs and members of all committees to serve during the Chair-elect's term as Chair except as otherwise specified in these Guiding Principles. Committee chairs and members may be reappointed as defined by terms of office in Guiding Principles.

## **STANDING COMMITTEES**

1. Nominating Committee Composition. The Nominating Committee will consist of three (3) elected members and the Past Chair. The Chair of the Nominating Committee is the candidate who received the majority of the ballots cast, unless specifically elected each year. The Nominating Committee will function as defined in the Nominations, Elections, and Vacancies section of these Guiding Principles.
2. Taskforces and Workgroups. Task forces and workgroups may, from time to time, be appointed by the Chair. Such task forces and workgroups will be assigned activities and projects based on the initiatives of the current Strategic Plan for the DPG. Each task force and workgroup will receive its specific charge[s], allocated budget, and projected deadline for the completion of the charge(s) in writing from the Chair or designated EC member.
  - a. Composition. Each task force or workgroup will consist of at least three [3] DPG members in good standing. Once the charge(s) to the task force or workgroup is completed, the task force or workgroup will be dissolved.
  - b. Functions. Each task force or work group will: conduct appropriate communications, meetings, and activities to complete its charge(s); maintain communications with the President and designated EC member regarding progress and issues; and present oral and written interim and final reports to the Executive Committee.

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

The DPG/MIG will define in their Guiding Principles whether the DPG/MIG will hold a contested election, present a single slate for elected offices, or a combination thereof.

1. Nominating Committee functions. The Nominating Committee is responsible for:
  - a. Preparing an official ballot or single slate, annually or as otherwise specified in these Guiding Principles.
  - 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 the DPG/MIG.
  - c. If holding a contested election, presents at least two candidates for:
    - i. The office of Chair-elect
    - ii. The office of Secretary, in even years
    - iii. The office of Treasurer, in odd years
    - iv. The office of Nominating Committee Chair-Elect\*
    - v. The office of DPG Delegate every three years

In the event a tie vote occurs in the Nominating Committee activities, further discussion should ensue. If the tie persists, the Nominating Committee Chair will break the tie.

- d. If presenting a single slate, prepares a slate of one candidate for each office listed above and the Nominating Committee Member
- e. Submitting the ballot/slate to the DPG/MIG Relations Manager for review and approval
- f. Submitting the final nominations to the Executive Committee for information and for dissemination to the ON DPG membership electronically during the petition process prior to the voting process.
- g. Receiving petitions for additional candidates to the ballot/slate

\* The Nominating Committee Member is the nominee that received the second highest number of votes from the Nominating Committee Chair-elect decision

2. General criteria.
  - a. DPG/MIG nominees for elected offices may not simultaneously hold an elected position in another DPG/MIG or an elected Academy office. DPG/MIG 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 the DPG/MIG except for the position of Delegate. Persons elected to the House of Delegates may not simultaneously hold another office giving that person more than one vote in the House of Delegates.

- b. Members of the Nominating Committee are not eligible to be a candidate for an elected office in ON DPG.
  - c. Student and associate members are not eligible to be a candidate for an elected office in ON DPG.
  - 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, *DPG/MIG Elections Policy O-12*).
  - a. For contested positions, ballots are disseminated electronically to the voting members; voting is held during the same time frame as the national Academy election process.
  - b. Votes will be tallied electronically.
  - c. A plurality of the votes cast constitutes an election.
  - d. In the event of a tie vote, the election is determined by lot (i.e., by random selection).
  - e. The Nominating 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/MIG.
- 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 DPG/MIG 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 and Secretary. The Executive Committee will appoint a successor to fill the unexpired term or a special election may 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. DPG Delegate. In the event of a vacancy of the DPG Delegate, a special election by the Executive Committee (or DPG membership) will be conducted.
- 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 DPG/MIG 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, *Oncology Nutrition Connection*, of ON DPG will be published quarterly and will be provided to all ON DPG members electronically.

## **AMENDMENTS**

1. Method. These Guiding Principles may be amended by a majority of the votes cast by the DPG/MIG Executive Committee.
2. Notice. The proposed amendment(s) must be given in writing to the DPG/MIG 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

08/09

05/12 DPG Manual, MIG Manual

10/12 DPG Manual, MIG Manual

05/13 DPG Manual, MIG Manual

03/17 DPG Manual, MIG Manual

08/21 DPG Manual, MIG Manual