

FOOD & CULINARY PROFESSIONALS DPG GUIDING PRINCIPLES

Name

This dietetic practice group (DPG) of the Academy of Nutrition and Dietetics (the Academy), as outlined in the Academy Bylaws, will be known as the Food & Culinary Professionals, hereafter also referred to as FCP.

Vision: Optimizing the nation's health through food and nutrition.

Mission: Empower members to be the nation's food, culinary and nutrition leaders.

Goals

1. FCP is the lead organization within the Academy of Nutrition and Dietetics to advance culinary initiatives/issues
2. The public trusts and relies on registered dietitians as food, culinary and nutrition experts.
3. Members & prospective members view FCP as key to professional success.
4. FCP's Executive Committee manages the practice group resources to carry out its mission, vision and program of work.

Membership

1. Membership in FCP is limited to members of the Academy.
2. Academy members officially listed as FCP members have the same rights and privileges as set forth in Academy Bylaws, and have corresponding rights and privileges for the conduct of business by FCP.
3. Academy members whose FCP dues are not in arrears receive all benefits of the dietetic practice group.
4. Dues and fees are set each Academy fiscal year by the FCP Executive Committee, including any student membership rates.

Fiscal Year

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

Elected Officers

1. The elected officers of FCP will consist of a Chair, Chair-elect, Treasurer, Secretary, Delegate, Nominating Chair and Past Chair. All officers will take office when the elected officers of the Academy assume their offices (June 1).
2. Candidates for elected office have demonstrated commitment to team decision-making, interest in and significant involvement with FCP affairs (e.g., committee chair or major event chair). Candidates for Chair-Elect must have at least one year of Executive Committee experience in either an elected or appointed position within the past five (5) years.

3. Chair. The Chair serves for one (1) year.

Functions of the Chair:

- Serves as chair for the FCP and its Executive Committee and voting member.
- Has the general powers of supervision and active management of FCP.
- Presides over meetings of the Executive Committee and/or members.
- Appoints the chair(s) and members of any special committees of the DPG and defines the reporting mechanism and function of the special committee(s) to the Executive Committee.
- Serves as the liaison to the DPG/MIG Relations Team and the FCP delegate to the Academy House of Delegates.
- Authorizes contracts and service agreements.
- Performs other duties as specified in the current job description or as identified by the Executive Committee.

4. Chair-elect. The chair-elect serves for one (1) year.

Functions of the Chair-elect:

- Serves as a voting member of the Executive Committee.
- 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.
- Appoints the chair(s) and members of all standing committees to serve during the Chair-elect's term as Chair.
- Prepares the program of work for the term of office as Chair and provides necessary information for budget preparation.
- Plans, organizes, and coordinates educational programs and other FCP events at the Academy Food & Nutrition Conference & Expo™ or works with others to facilitate planning of events.
- 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 after her/his term of office as Chair.

Functions of the Past Chair:

- Serves as a voting member of the Executive Committee.
- Serves as an ex-officio, non-voting member of the Nominating Committee.
- Responsible for preparing FCP's annual report for the previous fiscal year.
- Oversees Past President's Council
- 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. Election will occur on alternate years from the Secretary

Functions of the Treasurer:

- Serves as a voting member of the Executive Committee.
- Prepares and monitors DPG budget and accounts with the Academy.
- Advises the Executive Committee in the preparation of the annual budget of FCP, approves the collection and disbursement of all monies, and authorizes contracts and service agreements.
- Reports the financial status of FCP to the members annually.
- Performs other duties as specified in the current job description or as designated by the Executive Committee.
- Cosign (with Chair) all DPG contracts.
- Monitors and reports on status of FCP Academy Foundation Fund.

7. Secretary. The Secretary serves for two (2) years. Election will occur on alternate years from the Treasurer
Functions of the Secretary:

- Serves as a voting member of the Executive Committee.
- Responsible for ensuring that the minutes of meetings of the Executive Committee and of the FCP membership meeting(s) are recorded, reviewed, and filed.
- In conjunction with the administrative office, updates and maintains official documents of FCP including Guiding Principles and policies and procedures.
- Performs other duties as specified in the current job description or as designated by the Executive Committee.

Other Elected Officials

The elected officials consist of three (3) or more Nominating Committee members and other elected/appointed officials. All officials will take office when the elected officers of the Academy assume their office.

- **Nominating Committee.** The Nominating Committee members, other than the Past Chair, are elected on the FCP ballot. The Chair of the Nominating committee is the second-year committee member who received the majority of the ballots cast in the previous year's election. The Nominating Committee will function as defined in the Guiding Principles and notifies each candidate for office of the election results.

Delegate. The FCP 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 Practitioner 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 members' issues.
- e. Previous FCP leadership experiences providing an understanding of FCP and its membership. The Delegate candidate must have served on the FCP Executive Committee within the past five (5) years.
- f. Expertise in practice area

Functions of the Delegate:

- 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.

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. This report is completed by the immediate past chair. The report is submitted to DPG/MIG Relations Manager for review.

The 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 FCP is 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 voting actions of FCP.
2. Composition. The Executive Committee and voting members will consist of the Chair, Chair-elect, Past Chair, Treasurer, Secretary, Delegate and Nominating Chair.
3. Functions of the Executive Committee:
 - Develops and monitors the strategic plan and the program of work.
 - Provides for responsible fiscal planning, controlling and directing of the financial affairs.
 - Provides leadership.
 - Communicates with all Committee Chairs and Academy units as appropriate.Sets dues and determine benefits for membership.
4. Meetings. The Executive Committee shall meet at least twice a year (in person or virtually) and as often as necessary as budget permits to provide DPG leadership.
5. Quorum. A simple majority of the voting members of the Executive Committee constitutes a quorum for the transaction of business at any meeting of the Executive Committee.
6. Committees. Appointments to the committees of the Executive Committee are for one year, except for the Sponsorship Chair, which is for two years. 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 this Guiding Principles. Committee chairs and members may be reappointed.

Standing Executive Committees

Nominating Committee. The Nominating Committee will function as defined in the Nominations, Elections, and Vacancies section of these Guiding Principles.

Executive Committees will be chaired by a FCP member appointed by the Chair. FCP will have the following Standing Committees:

- Communications – Responsible for all official DPG communications vehicles, including the newsletter, social media, website and electronic mailing lists (EMLs). Actively participates in review of marketing materials.
- Membership – Responsible for member-related activities and coordination, including subunit management, awards (both FCP-based and Academy-/ Academy Foundation-based submissions), recruitment/retention of members and Friends and webinars. Coordinates special membership projects, which may include member interest surveys and works with the subunit chairs.
- Sponsorship – Responsible for developing non-dues revenue sources to support FCP projects and activities. Assists (as needed) in planning and coordination of Academy Foundation fundraising.

Other Committees and/or Interest Group Chairs. Other committees and task forces may be appointed on an ad hoc basis by the Executive Committee to accomplish the program of work, including but not limited to:

- Subunit Chairs. Supermarket/retail, food safety, restaurant/hospitality, and agriculture subgroup chairs are responsible for coordinating activities of their respective subgroup, obtaining input from appropriate Executive Committee members. Specific subunit electronic mailing list (EML) and teleforum chairs report to the subunit chair.
- Newsletter Editor – responsible for developing the publication calendar, coordinating newsletter content, working with the graphic designing and assuring Academy newsletter review. May work with an assistant editor appointed by the Chair. Reports to the Communications Chair.
- Webinar Chair – coordinates a master calendar of all webinars, assuring that CPEU application, registration and publicity is completed in a timely manner.
- Policy and Advocacy Leader. Serves as the liaison for policy, regulatory and legislative matters with the Academy's Policy Initiatives and Advocacy office.
- International Trip Chair. Solicits recommendations for a trip location, facilitates development and release of the request for proposal, evaluates received proposals, coordinates trip planning and CPEU application.
- Culinary Workshop Chair. Responsible for the planning of the culinary workshop.

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. The Nominating Committee functions. The Nominating Committee is responsible for:

- Preparing an official ballot, annually or as otherwise specified in these Guiding Principles.
- 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.

Presenting at least one (and preferably two) candidates for:

- The office of Chair-elect,
- The office of Secretary, in alternating years,
- The office of Treasurer, in alternating years,
- The office of Delegate, every 3 years
- Each vacancy on the Nominating Committee.
- Any other elected officers/officials

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.

- if presenting a single slate, FCP nominating committee prepares a slate of one candidate for each office listed above.
- FCP nominating committee submits the ballot/slate to the DPG/MIG Relations Manager for review and approval.
- FCP nominating committee submits final nominations to the Executive Committee for information and for dissemination to the FCP membership electronically and/or in print prior to the voting process via a petition announcement.
- FCP nominating committee may receive petitions for additional candidates to the ballot/slate.

3. General Criteria.

- FCP nominees for elected offices may not simultaneously hold an elected position in another DPG/MIG or an elected Academy office. FCP 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 FCP.
- Current members of the Nominating Committee are not eligible to be a candidate for an elected office in FCP.
- Student and Associate members are not eligible to be a candidate for an elected office in FCP.
- No person is eligible to serve more than one full term in the same office consecutively with the exception of the Delegate who may be elected to a second consecutive 3-year term.
- Elected officers hold office until the end of the fiscal year following the election of their successors.

4. Ballots and Voting (See also policy, DPG Elections).

- For contested positions, ballots are disseminated electronically to the voting members, utilizing the Academy's election/ballot process.
- Votes are tallied electronically.
- A plurality of the votes cast will constitute an election.
- In the event of a tie vote, the election will be determined by lot (i.e., by random selection).
- The Nominating Committee Chair has the responsibility of notifying candidates of election results.
- The results of the election will be announced in the official publication of the DPG and on the website.
- The DPG/MIG Relations Manager will be notified of the results.

5. 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:

- 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.
- Chair-elect. A special election by the Executive Committee (or DPG membership) will be conducted.
- Chair and Chair-elect. If vacancies occur 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.
- Treasurer or Secretary. The Executive Committee will appoint a successor to fill the unexpired term or a special election may be conducted.
- Delegate. The Executive Committee will appoint a successor to fill the unexpired term or a special election may be conducted.
- Nominating Committee. The Executive Committee will appoint a successor to fill the unexpired term or a special election may be conducted.
- Past Chair. In the event of a vacancy of the Past Chair, that position will remain vacant until the next election.

6. 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 whenever, in their judgment, the best interest of the DPG 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, *Tastings*, of FCP will be published quarterly and will be provided to all FCP members electronically and/or in print.

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/MIG Relations Team for review and approval at least 30 days before the date that the amendment(s) is to be amended by a vote.

Original Bylaws Drafted 1/7/97

Approved by ADA House of Delegates Executive Committee 9/12/97

Amended Governing Documents Revised and Approved by the FCP Executive Committee on 3/21/01

Revised 12/03, 3/2004, 10/04, 9/2006, 5/07, 9/07, 7/08, 4/09. 1/10, 2/12, 9/2013, 4/2014, 4/2015, 2/2018, 4/2021, 6/2021