

School Nutrition Services Dietetic Practice Group Guiding Principles

NAME

This dietetic practice group (DPG) of the Academy of Nutrition and Dietetics (Academy), as outlined in the Academy Bylaws shall be known as School Nutrition Services, hereafter also referred to as SNS.

GOALS

1. Be a leader in school nutrition services.
2. Build an aligned, engaged and diverse membership in the School Nutrition Services dietetic practice group.
3. Influence key food, nutrition and health initiatives.
4. Increase demand for and utilization of services provided by SNS members
5. Empower members to compete successfully in a rapidly changing environment.
6. Impact the research agenda and facilitate research supporting the dietetics profession and school nutrition professionals.

MEMBERSHIP

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

FISCAL YEAR

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

ELECTED OFFICERS

1. The elected officers of SNS consist of a Past Chair, Chair, Chair-elect, Treasurer, Secretary, Nominating Committee Chair, and House of Delegates Representative. 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 involvement with SNS affairs for no less than three years, preferably having served as chair of a committee. A candidate for the Nominating Committee may have less than three years involvement in SNS.
3. Chair. The Chair serves for one (1) year.
Functions of the Chair:
 - a. Serves as the chair and voting member of the SNS and its Executive Committee.

- b. Has the general powers of supervision and active management of SNS.
 - 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 and defines the reporting mechanism and function of the special committee(s) to the Executive Committee.
 - e. Serves as the liaison to the DPG Relations Team and the DPG Delegate to the Academy House of Delegates.
 - f. Plans educational programs and member networking events at the Academy Food & Nutrition Conference & Expo® and the SNA ANC
 - g. Implements plans for DPG Showcase at the Academy Food & Nutrition Conference & Expo® as planned during Chair-Elect year.
 - h. Authorizes contracts and service agreements
 - i. 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 the term of office as Chair in conjunction with the treasurer.
 - e. Assists Chair in planning educational programs and member networking events at the Academy Food & Nutrition Conference & Expo® and SNA ANC.
 - f. Plans DPG Showcase at the Academy Food & Nutrition Conference & Expo® for year as Chair.
 - g. Implements plans with Chair for the DPG Showcase at the Academy Food & Nutrition Conference & Expo®.
 - h. Implements plans in coordination with Sponsorship Chair for webinars and member events at the School Nutrition Association (SNA) Annual National Conference and FNCE.
 - i. 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. Prepares annual report for publication to DPG membership.
 - d. Assists with nutrition policy and legislative activities. Serves as the Public Policy Chair.
 - e. 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.
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 SNS, approves the collection and disbursement of all monies, and authorizes contracts and service agreements.
- c. Reports the financial status of SNS to DPG members annually.
- d. Works with DPG Chair, Chair-elect, and Sponsorship Chair to secure sponsorships for DPG Activities.
- e. Assists Sponsorship Chair with letters of agreement for sponsorships; and update sponsorship guidelines as needed.
- f. 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.

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 SNS membership meeting(s) are recorded, reviewed, and filed at the Academy Headquarters.
- c. Maintains official documents of SNS including Guiding Principles.
- d. Performs other duties as specified in the current job description or as designated by the Executive Committee.

8. Nominating Committee.

The elected officials consist of three (3) Nominating Committee members

- a. Nominating Committee Chair. The Nominating Committee Chair is the Nominating Committee member in the third year of his or her term.
 - i. Serves as voting member of the Executive Committee.
 - ii. Coordinates activities of the Nominating Committee as defined in these Guiding Principles.
 - iii. Performs other duties as specified in the current job description or as designated by the Executive Committee.
 - iv. Notifies each candidate for office of the election results.
- b. The Nominating Committee members, other than the Past Chair, are elected on the DPG ballot. The Nominating Committee members will serve for three (3) years on a rotating basis with one member being elected annually on the ballot. The Nominating Committee will function as defined in these Guiding Principles.

9. DPG Delegate. The DPG Delegate serves for a period of 3 years and may serve a term limit of 2 consecutive terms (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 Association.
- d. Demonstrated ability to represent member's issues.
- e. Expertise in practice area

Functions of the DPG Delegate:

- a. Serves as a member of the House of Delegates.

- 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 House.
- 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.
Encourages and promotes diversity and inclusivity

OTHER OFFICIALS

The appointed officials consist of an Awards and Scholarship Chair, Newsletter Chair, Membership Chair, Sponsorship Chair, and Electronic Communications Chair.

All officials will take office when the elected officers of Academy assume their office.

1. Awards and Scholarship Chair. The Awards and Scholarship Chair will be appointed by the Chair-elect to serve during the Chair-elect's term as Chair and will serve for one (1) year with possible reappointment.
Functions of the Awards and Scholarship Chair:
 - a. Promote the Frances Carr Parker Endowment Fund, including fund solicitation
 - b. Administer the selection and presentation of the annual, "Award for Excellence in School Nutrition Services" according to established criteria.
 - c. Solicit nominations for other Academy awards; submit applications by deadlines.
 - d. Work with Sponsorship Chair to seek industry funding for endowment.
 - e. Perform other duties as specified in the current job description or as designated by the Executive Committee.

2. Newsletter Chair. The Newsletter Chair will be appointed by the Chair-elect to serve during the Chair-elect's term as Chair and will serve for one (1) year with possible reappointment.
Functions of the Newsletter Chair:
 - a. Coordinate all aspects of the SNS newsletter development and dissemination.
 - b. Perform other duties as specified in the current job description or as designated by the Executive Committee.

3. Membership Chair. The Membership Chair will be appointed by the Chair-elect to serve during the Chair-elect's term as Chair and will serve for one (1) year with possible reappointment.
Functions of the Membership Chair:
 - a. Update new member packets in cooperation with DPG Relations Team.
 - b. Coordinate electronic member directory with Electronic Communications Chair.
 - c. Prepare non-renewal member lists from DMIS.
 - d. Perform other duties as specified in the current job description or as designated by the Executive Committee.

4. Sponsorship Chair. The Sponsorship Chair will be appointed by the Chair-elect to serve during the Chair-elect's term as Chair and will serve for a one (1) year term with possible reappointment.
Functions of the Sponsorship Chair:
 - a. Appoint advisory Sponsorship Committee composed of both industry representatives and SNS DPG members.
 - b. Sponsorship committee will facilitate two-way communication between various industry representatives and the DPG members; committee members will be appointed for a one (1) year term with possible reappointment.
 - c. Solicit funds for SNS DPG functions including Academy Food & Nutrition Conference & Expo® (FNCE) networking event and School Nutrition Association Annual National Conference networking event
 - d. Arrange locations in coordination with Chair and Chair-Elect for networking functions at SNA and Academy (FNCE)
 - e. Perform other duties as specified in the current job description or as designated by the Executive Committee.

5. Electronic Communications Chair. The Electronic Communications Chair will be appointed by the Chair-elect to serve during the Chair-elect's term as Chair and will serve for one (1) year with possible reappointment.
Functions of the Electronic Communications Chair:
 - a. Coordinate all aspects of the SNS Website in cooperation with Academy DPG Relations Team.
 - b. Post quarterly issues of DPG newsletter.
 - c. Maintain and monitor the electronic mail list (EML).
 - d. Distribute Eblasts upon the direction of Chair with approval from the Academy DPG Relations Manager.
 - e. Perform other duties as specified in the current job description or as designated by the Executive Committee.

6. Education Chair. The Education Chair will be appointed by the Chair-elect to serve during the Chair-elect's term as Chair and will serve for one (1) year with possible reappointment.
Functions of the Education Chair:
 - a. Coordinate proposals and sessions at FNCE, SNA ANC, and other meetings.
 - b. Coordinate CPE applications for DPG Webinars, newsletter articles, and other educational opportunities as designated by the Executive Committee.
 - c. Perform other duties as specified in the job description or by the Executive Committee.

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

2. 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 SNS 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 SNS.
2. Composition. The Executive Committee will consist of elected officers, the Past Chair, Chair, Chair-elect, Secretary, Treasurer, Nominating Committee Chair and HOD Delegate. These are the voting members of the SNS DPG Executive Committee. Other officials, including the Awards and Scholarship Chair, Newsletter Chair, Membership Chair, Sponsorship Chair, Electronic Communications Chair, and Education Chair are non-voting members.
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. 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.

STANDING COMMITTEES

1. Nominating Committee Composition. The Nominating Committee will consist of three (3) elected members and the Past Chair. The Nominating Committee members will serve for three (3) years on a rotating basis with one member being elected annually on the ballot. The Chair of the Nominating Committee is the Nominating Committee member in the third year of his or her term. The Nominating Committee will function as defined in the Nominations, Elections, and Vacancies section of these Guiding Principles.

NOMINATIONS, ELECTIONS, AND VACANCIES

The DPG will define in their Guiding Principles whether the DPG will hold a contested election.

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. Coordinates nominees' selection with Past Chair and Chair-elect.
 - c. 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 .
 - d. Presenting at least two candidates if holding a contested election for:
 - i. the office of Chair-Elect
 - ii. the office of Secretary, in even years

- iii. the office of Treasurer, in odd years
 - iv. each vacancy on the Nominating Committee
 - v. the office of DPG Delegate, every three years
 - vi. any other elected officers/officials
- e. In the event a tie vote occurs in the Nominating Committee activities, the Nominating Committee Chair will break the tie.
 - f. Preparing a slate of one candidate for each office listed above if presenting a single slate
 - g. Submitting the ballot/slate to the DPG Relations Team for review and approval
 - h. Submitting the final nominations to the Executive Committee for information and for dissemination to the SNS DPG membership electronically and/or in print prior to the voting process.
 - i. Receiving petitions for additional candidates to the ballot/slate
2. General criteria.
 - a. SNS nominees for elected offices may not simultaneously hold an elected position in another DPG/MIG or an elected Academy office. DPG 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 SNS.
 - b. Members of the Nominating Committee are not eligible to be a candidate for an elected office in SNS DPG.
 - c. Student and associate members are not eligible to be a candidate for an elected office in SNS.
 - 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 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 Elections*).
 - a. Ballots are disseminated electronically and/or by mail 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 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 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 membership) will be conducted.

- c. 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.
 - 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 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 ADA 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, *Nutrition Link*, of SNS will be published quarterly and will be provided to all SNS 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 Practice Team for review and approval at least 30 days before the date which the amendment(s) is to be voted.

Amended 4/28/06

Approved 5/09/06

Revised May 2007

Approved 7/9/07

Revised April 25, 2011

Revised July 23, 2014

Approved 8/1/14