

Hunger and Environmental Nutrition Dietetic Practice Group

Guiding Principles

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NAME

This dietetic practice group (DPG) of the American Dietetic Association (ADA), as outlined in Article X, Section 1 of the ADA Bylaws, shall be known as Hunger and Environmental Nutrition, hereafter also referred to as HEN.

MISSION

The HEN DPG empowers members to be leaders in sustainable and accessible food and water systems.

VISION

HEN DPG members optimize the nation's health by promoting access to nutritious food and clean water from a secure and sustainable food system.

GOALS

HEN will:

1. Increase appreciation for and understanding of food security, food production and environmental nutrition issues among members.
2. Promote member involvement locally, nationally, and internationally in hunger and environmental nutrition issues.
3. Provide leadership both within the American Dietetic Association and outside as the preferred educators on issues of food security and sustainable food systems.
4. Identify issues, educating members and supporting legislation and regulations related to sustainable food systems as they pertain to current and emerging food production, processing and distribution practice.

MEMBERSHIP

1. Membership in HEN is limited to members of the ADA.
2. ADA Members officially listed as HEN members have the same rights and privileges as set forth in the ADA Bylaws, and have corresponding rights and privileges in the conduct of business of HEN.
3. ADA members whose HEN dues are not in arrears receive all benefits of the DPG.
4. Dues are set each ADA fiscal year by the HEN Executive Committee.

DPG FRIENDS

1. The Friends of HEN DPG program is open to individuals or groups who are not eligible to join ADA.
2. Friends do not have voting privileges.

FISCAL YEAR

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

ELECTED OFFICERS

1. The elected officers of HEN consist of a Chair, Chair-elect, Treasurer, Secretary, Past Chair, and DPG Delegate. All officers take office when the elected officers of ADA assume their office (June 1).
2. Candidates for elected office have demonstrated commitment to team decision-making, interest in and involvement with HEN affairs. They have expressed interest in HEN DPG affairs and have served on a committee preferably for at least one year. Candidates for Chair-elect must have served in a HEN leadership role for a minimum of two (2) years. All candidates must be a member of HEN in good standing.
3. Chair. The Chair serves for one (1) year.
Functions of the Chair:
 - a. Serves as the chair of HEN, its Executive Committee.
 - b. Has the general powers of supervision and active management of HEN.
 - 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 Practice Team and the Professional Issues Delegate.
 - f. 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 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.
 - e. Plans, organizes, and coordinates educational programs at the ADA Food & Nutrition Conference & Expo.
 - 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 member of the Executive Committee.
 - b. Serves as an ex-officio, non-voting member of the Nominations and Awards Committee

- c. Performs other duties as specified in the current job description or as designated by the Executive Committee.
 - d. Serves as facilitator to keep strategic planning process moving forward.
6. Treasurer. The Treasurer serves for two (2) years. Election will occur on alternative years from the Secretary.
- Functions of the Treasurer:
- a. Serves as a member of the Executive Committee.
 - b. Advises the Executive Committee in the preparation of the annual budget of HEN, approves the collection and disbursement of all monies, and authorizes contracts and service agreements.
 - c. Reports the financial status of HEN to DPG members annually.
 - d. Maintains official records of fiscal activities.
 - e. Performs other duties as specified in the current job description or as designated by the Executive Committee.
7. Secretary. The Secretary serves for 2 years. Election will occur on alternative years from the Treasurer.
- Functions of the Secretary:
- a. Serves as a member of the Executive Committee.
 - b. Responsible for ensuring that the minutes of meetings of the Executive Committee and of the HEN membership meeting(s) are recorded, reviewed, and filed at the ADA Headquarters.
 - c. Directs distribution of the official ballot to members by mail or electronically.
 - d. Notifies each candidate for office of the election results.
 - e. Maintains official documents of HEN including Guiding Principles.
 - f. Performs other duties as specified in the current job description or as designated by the Executive Committee.
8. DPG Delegate. The HEN DPG Delegate will represent HEN DPG within the House of Delegates (HOD) serving for three (3) years.
- Qualifications include:
- a. ADA 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 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.
- i. Encourages and promotes diversity and inclusivity.

OTHER OFFICIALS

1. The elected officials consist of four (4) Nominations and Awards Committee members. All officials will take office when the elected officers of ADA assume their office.
2. Nominating and Awards Committee. The Nominating and Awards Committee members, other than the Past Chair, are elected on the DPG ballot and serve a two (2) year term. Two (2) Nominations and Award Committee Members will be elected each year. The Chair of the Nominations and Awards Committee serves in the second year of their term. The Nominating and Awards Committee will function as defined in these Guiding Principles.

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.
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 HEN 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 HEN.
2. Composition. The HEN Executive Committee consists of the Chair, Chair-elect, Past Chair, Secretary, and Treasurer.
3. Functions of the HEN 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 HEN Executive Committee meets at least twice a year (in person or by conference call).
5. Quorum. A simple majority of the members of the HEN Executive Committee constitutes a quorum for the transaction of business at any meeting of the HEN Executive Committee.
6. Committees. Appointments to committees of the Executive Committee are for one (1) year with an optional reappointment for a second 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. The Executive Committee may appoint ad hoc committees to execute special projects as necessary. An ad hoc committee will have a limited length of duration and will be dissolved when the assigned project is completed. All committee chairs are encouraged to build membership in their committees.

STANDING COMMITTEES

The HEN Standing Committees fall into five (5) categories, Nominating and Awards, Member Communications, Education, Legislation & Public Policy, and External Relations. The Chair-elect will appoint committee chairs and members to serve during the Chair-elect's term as Chair, except as otherwise specified in these Guiding Principles.

Appointments to standing committees are for one (1) year with an optional reappointment for a second year. All committees will have at least one member, the committee chair. Additional committee members will be appointed, as necessary, to carry out the business of the committee.

1. Nominating and Awards Committee Composition.
The Nominating and Awards Committee will consist of four (4) elected members and the Past Chair. The Nominating and Awards Committee will function as defined in the Nominations, Elections, and Vacancies section of these Guiding Principles. Additional duties of the Nominations and Awards committee shall be to:
 - Monitor HEN and ADA nominations and awards criteria and timelines.
 - Facilitate recruitment for candidates by educating members regarding DPG and ADA leadership vacancies, criteria, and requirements at FNCE and via the listserv and newsletter.
 - Recruit potential candidates for HEN and ADA nominations and awards by attending FNCE, monitoring the member electronic listserv, and communicating with the Executive Committee.
 - Submit a call for nominations to be published in the summer and fall HEN newsletters and on the listserv.
 - Coordinate and submit appropriate award nomination packets following

established deadlines.

2. Member Communications Committee. The HEN Member Communication Committees are: Marketing, New Members, Website, Listserv, and Student Members.

2a. Member Communications Committee Chair.

The duties of the Member Communications Committee Chair shall be to:

- Collaborate with the Executive Committee and other committee chairs to manage communication of HEN messages, activities, events, resources, and other information through a variety of media including the newsletter, website, email
- Communicate regularly with and solicit input from the Executive Committee, other committee chairs, and ADA staff to identify timely information to be communicated to members;
- Coordinate the bi-annual membership survey;
- Perform other duties as specified in the current job description or as designated by the Executive Committee.

2b. Marketing Committee. The duties of the Marketing Committee shall be:

- Update the DPG written material such as the brochure and the DPG display;
- Manage e-mail communication system and coordinate and send e-blast messages to members;
- Perform other duties as specified in the current job description or as designated by the Member Communications Chair and the Executive Committee.

2c. New Members. The duties of the New Members Committee shall be:

- Communicate with new members by sending an electronic new member packet;
- Serve as liaison between members and committees to match interested members with DPG volunteer needs
- Perform other duties as specified in the current job description or as designated by the Member Communications Chair or the Executive Committee.

2d. Website. The duties of the Website Committee shall be to:

- Manage the content and layout of the Website;
- Review website material monthly to assure that content is current;
- Perform other duties as specified in the current job description or as designated by the Member Communications Chair or the Executive Committee.

- 2e. Listserv. The duties of the Listserv Committee shall be to:
- Establish and enforce guidelines for the DPG electronic mailing listserv
 - Oversee the maintenance of the EML
 - Perform other duties as specified in the current job description or as designated by the Executive Committee.
- 2f. Student Members. The duties of the Student Member Committee shall be:
- Communicate with HEN student members to engage volunteers in committee work and special projects;
 - Assist the newsletter co-editors in identifying students to contribute articles for the HEN newsletter;
 - Along with the Nomination and Awards Committee, coordinate the solicitation of nominations for the Outstanding Undergraduate and Dietetic Internship Program Award;
 - Perform other duties as specified in the current job description or as designated by the Member Communications Chairperson or the Executive Committee.
3. Education Committee. The HEN Education Committees are: Newsletter, HEN Ambassador, Journal of Hunger & Environmental Nutrition and CPU. Ad hoc committees and Task Forces developed for specific educational issues shall also coordinate their activities with the Education Committee.
- 3a. HEN Education Committee Chair. The duties of the Education Committee Chair shall be:
- Participate in annual strategic planning discussions to identify emerging issues;
 - Coordinate the efforts of the HEN Newsletter, Website, and the Journal of Hunger & Environmental Nutrition to produce quality educational resources on a variety of timely issues of interest to HEN members, including ones that offer CPU credit to HEN members and other RD/DTRs.
 - Perform other duties as specified in the current job description or as designated by the Executive Committee.
- 3b. Newsletter. The Newsletter Committee shall be chaired by co-editors, each serving a two-year term. The duties of the Newsletter Committee shall be to:
- Solicit input from members for topics and articles and edit articles
 - Establish pertinent deadlines (articles due, editing, printing, mailing completed, etc.)
 - Facilitate the necessary task (layout, printing, mailing, etc.) to publish the newsletter and distribute it to members
 - Communicate regularly with the HEN Executive Committee and chairs of

other committees

- Perform other duties as specified in the current job description or as designated by the HEN Education Chair or the Executive Committee

3c. HEN Ambassador. The duties of the HEN Ambassador Committee shall be to:

- Manage the HEN Speakers Bureau and Regional Events fund to support local events and educational workshops that bring HEN member-speakers to share topics of interest at other Dietetic Association events and to assist HEN members in planning local film festivals, workshops and other educational events;
- Perform other duties as specified in the current job description or as designated by the HEN Education Chair or the Executive Committee

3d. Continuing Professional Units. The duties of the HEN CPU Committee shall be to:

- Coordinate opportunities for CPU credits with newsletter articles, FNCE events, and other events as available;
- Serve as the liaison with test writers for newsletter articles;
- Submit necessary application paperwork to offer CPU credits;
- Perform other duties as specified in the current job description or as designated by the HEN Education Chair or the Executive Committee

3e. Journal of Hunger and Environmental Nutrition. The Journal of Hunger & Environmental Nutrition Managing Editor shall designate a Liaison between JHEN and the HEN Education Committee. The duties of the JHEN liaison shall be:

- Assume the responsibility for negotiating the agreement between the HEN DPG and Taylor & Francis, LLC. This may be on an annual or bi-annual basis.
- Assure the HEN DPG obligations within the agreement are met.
- Provide updates of HEN DPG marketing activities to T&F.
- Work with T&F marketing team to promote JHEN as a benefit to HEN DPG members.
- Keep the HEN DPG leadership team informed of the status of the agreement and JHEN subscriptions.
- Provide assistance to HEN DPG members who are interested in submitting manuscripts to JHEN.
- Secure JHEN promotional materials for HEN DPG events (i.e., FNCE) and track distribution.

4. Legislation and Public Policy Committee. The duties of the Legislation and Public Policy Committee shall be to:

- Facilitate member education, discussion, and action on issues and topics relevant to the committee;

- In collaboration with the Executive Committee, plan and prioritize work and projects for the year;
 - Submit at least one article, announcement, book review, interview, etc. for the newsletter each year;
 - Prepare a short annual report for the Executive Committee and HEN membership;
 - Forward the ADA On The Pulse to the HEN Listserv;
 - Perform other duties as specified in the current job description or as designated by the Executive Committee.
5. External Relations Committee. The duties of the External Relations Committee shall be to:
- Identify potential sponsorship organizations, networks, and friends;
 - Serve as liaison for potential partners;
 - Maintain communication with Executive Committee and ADA Practice Team to ensure that guidelines related to external funding are followed
 - Facilitate member education, discussion, and action on issues and topics relevant to the committee;
 - Prepare submissions for HEN listserv, newsletter, and website to introduce members to new organizational Sponsors, networks, and Friends;
 - Prepare a short annual report for membership on the status of HEN external relationships and collaborations;
 - Perform other duties as specified in the current job description or as designated by the Executive Committee.

NOMINATIONS, ELECTIONS, AND VACANCIES

1. Nominating and Awards Committee functions. The Nominating and Awards Committee is responsible for:
 - a. Preparing an official ballot, 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 Association and the DPG.
 - c. Presenting at least 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 DPG Delegate, every three years
 - Each vacancy on the Nominations and Awards Committee
 - c. In the event a tie vote occurs in the Nominating and Awards Committee activities, further discussion should ensue. If the tie persists, the Nominating and Awards Committee Chair will break the tie.

- d. Submitting the final nominations to the Executive Committee for information and for dissemination in the form of a ballot to the HEN membership electronically and/or in print.
 - e. If two candidates who otherwise meet the qualifications for office, a single candidate slate may be submitted to the membership.
- 2. Write-in candidates. The option of a write-in candidate as a right of membership exists in any election. However, no write-in candidate may be elected who does not meet the established qualifications for office.
- 3. General criteria.
 - a. It is the philosophy of the Association to maximize the number of individuals participating in elected leadership positions, and to encourage all elected leaders to devote the maximum time and attention to their positions. For this reason, HEN elected officers may not, except in extraordinary circumstances, simultaneously hold an elected or appointed executive position in another DPG, an elected ADA office, or an elected office in a related ADA organizational unit (e.g, affiliate or district association).
 - b. Members of the Nominations and Awards Committee are not eligible to be a candidate for an elected office in HEN.
 - c. No person is eligible to serve more than one full term in the same office consecutively.
 - d. 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*).
 - a. Ballots are disseminated electronically and/or by mail to the voting members at least 30 days before the closing of the polls.
 - b. The Chair of the Nominations and Awards Committee will appoint a teller who has responsibility for receiving and tallying the votes.
 - c. Only ballots received by midnight of the designated date for the closing of the polls are counted. Ballots are screened for five business days after the election's official closing date for valid postmarks or e-mail send dates.
 - d. A plurality of the votes cast constitutes an election.
 - e. In the event of a tie vote, the election is determined by lot (i.e., by random selection).
 - f. The DPG Secretary will take reasonable and appropriate steps to verify the accuracy and propriety of the teller's count.
 - g. The Secretary has the responsibility of notifying candidates of election results.
 - h. The results of the election will be announced in the official publication of the DPG.
 - i. The Practice Team will be notified of the results.

5. 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 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.

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, 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, *The HEN Post*, of HEN will be published quarterly and will be provided to all HEN 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 Practice Team for review and approval at least 30 days before the date which the amendment(s) is to be voted.

Approved: 3/2009

Revised: 11/4/2009