

**Oncology Nutrition DPG  
Guiding Principles  
Table of Contents**

<b>Name</b> .....	3
<b>Membership</b> .....	3
1.    DPG Membership	
2.    Rights and Privileges of Membership	
3.    Benefits	
4.    Dues	
<b>Fiscal Year</b> .....	3
<b>Elected Officers</b> .....	3
1.    Elected Officers	
2.    Qualifications	
3.    Chair	
4.    Chair-elect	
5.    Past Chair	
6.    Treasurer	
7.    Secretary	
8.    Nominating Committee Chair	
9.    East, West, and Central Area Reps	
<b>Other Officials</b> .....	4
1.    Officials	
2.    Nominating Committee Members	
3.    Newsletter Editor	
4.    Development Coordinator	
5.    DPG Delegate	
<b>Report to Members</b> .....	5
<b>Governance</b> .....	5
1.    Executive Committee	
2.    Composition	
3.    Functions	
4.    Meetings	
5.    Quorum	
6.    Committees	
<b>Nominations, Elections, and Vacancies</b> .....	5
1.    The Nominating Committee	
2.    Write-in Candidates	
3.    General Criteria	
4.    Ballots and Voting	
5.    Vacancies in the Positions of Elected Officers	
6.    Removal of Elected Officers and Other Officials	

<b>Publications .....</b>	<b>7</b>
<b>Amendments .....</b>	<b>7</b>

## **Oncology Nutrition DPG Guiding Principles**

### **Name**

This dietetic practice group (DPG) of the American Dietetic Association (ADA), as outlined in Article X, Section 1 of the ADA Bylaws, will be known as Oncology Nutrition hereafter also referred to as ON DPG.

### **Membership**

1. Membership in ON DPG shall be limited to members of the ADA
2. All members of the American Dietetic Association officially listed as ON DPG members have the same rights and privileges as set forth in the ADA bylaws, and shall have corresponding rights and privileges in the conduct of business of ON DPG.
3. All ADA members whose ON DPG dues are not in arrears shall receive all benefits of the dietetic practice group.
4. Dues are set each ADA fiscal year by the ON DPG Executive Committee.

### **Fiscal Year**

The fiscal year of ON DPG will be in accordance with the ADA fiscal year (June 1- May 31).

### **Elected Officers**

1. The elected offices of ON DPG will consist of a Chair, Chair-elect, Treasurer, Immediate Past Chair, Secretary, Nominating Committee Chair, and East, West, and Central Area Representatives. All officers will take office when the elected officers of ADA assume their office (June 1).
2. Qualifications: Candidates for elected office shall have demonstrated commitment to team decision-making, interest in and involvement with ON DPG affairs for no less than three years, preferably having served as chair of committee.
3. Chair. The Chair will serve for one (1) year.  
Functions. The Chair will:
  - A. serve as the Chair of the ON DPG and its Executive Committee
  - B. have the general powers of supervision and active management of ON DPG.
  - C. preside over meetings of the Executive Committee and/or members
  - D. appoint the Chair and members of any special committees of the DPG and define the reporting mechanism and function of the special committee to the Executive Committee.
  - E. serve as the liaison to the ADA DPG Relations Team and the DPG Delegate.
  - F. perform other duties as specified in the current job description
4. Chair-elect. The Chair-elect will serve for one (1) year.  
Functions. The Chair-elect will:
  - A. serve as a member of the Executive Committee
  - B. perform 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. appoint the chair and members of all standing committees to serve during the Chair-elect's term as Chair
  - D. prepare the program of work for the term of office as Chair
  - E. plan, organize and coordinate educational program at the ADA Food & Nutrition Conference & Expo

- F. perform other duties as specified in the current job description or as designated by the Executive Committee.
- G. serve as member of the awards committee.
- 5. The Past Chair will serve for one (1) year.  
Functions. The Past Chair will:
  - A. serve as a member of the Executive Committee
  - B. serve as ex-officio, non-voting member of the Nominating Committee
  - C. perform other duties as specified in the current job description or as designated by the Executive Committee.
- 6. Treasurer. The Treasurer will serve for two (2) years and will be elected in odd years.  
Functions: The Treasurer will:
  - A. serve as member of the Executive Committee
  - B. advise the Executive Committee in the preparation of the annual budget of ON DPG, approve the collection and disbursement of all monies and authorize contracts and service agreements
  - C. report the financial status of ON DPG to DPG members annually.
  - D. perform other duties as specified in the current job description or as designated by the Executive Committee.
- 7. Secretary. The Secretary will serve for two (2) years and will be elected in even years.  
Functions: The Secretary will:
  - A. serve as member of the Executive Committee
  - B. be 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 at the ADA Headquarters.
  - C. notify each candidate for office of the election results
  - D. maintain official documents of ON DPG including Guiding Principles
  - E. perform other duties as specified in the current job description or as designated by the Executive Committee.
- 8. Nominating Chair. The Nominating Chair (elected in an even numbered year) will serve for two years.  
Functions:
  - A. serve as a member of the Executive Committee
  - B. ensure 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, Web site, and Electronic Mailing List (EML).
  - C. serve as the Coordinator for the Area Representatives.
- 9. East, West, and Central Area Representatives (elected in odd numbered year) will serve for two (2) years.  
Functions: The Area Representatives will:
  - A. be the DPG contact with the geographical area they represent.
  - B. actively recruits nominees for upcoming vacancies and obtain information necessary for nomination process.

**Other Officials**

- 1. All officials will take office when the elected officers of ADA assume their office.
- 2. Nominating Committee members.  
Composition. The Nominating Committee will consist of the Nominating Committee Chair, the East, West, and Central Area representatives, and the Immediate Past

- Chair. The Nominating Committee will function as defined in these Guiding Principles.
3. Newsletter Editor. The Newsletter Editor will be contracted by the Chair-elect for one year. Contract terms re-evaluated yearly.
  4. Development Coordinator. The Development Coordinator will be appointed by the Chair and function as the coordinator for all funding development activities. The Chair, Chair-elect, Immediate Past Chair, and Treasurer will serve as members of the Development Committee.
  5. DPG Delegate. The DPG Delegate will be appointed to a three-year term by the Chair-elect for their term of office.  
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.
  6. State Representatives

### **Report to Members**

1. An annual report of the previous year activities is created for the purpose of presenting financial and program of work outcomes.
2. The report shall be distributed to all 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 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 ON DPG.
2. Composition. The Executive Committee will consist of the Chair, Chair-elect, Treasurer, Secretary, Nominating Committee Chair, and Immediate Past Chair.
3. Functions. The Executive Committee will:
  - A. develop and monitor the program of work
  - B. provide for responsible fiscal planning, controlling and directing financial affairs
  - C. provide leadership.

4. Meetings. The Executive Committee will meet at least twice a year (in person or conference call).
5. Quorum. A simple majority of the members of the Executive Committee will constitute a quorum for the transaction of business at any meeting of the Executive Committee.
6. Committees. Appointments to committees of the Executive Committee will be for one (1) year. The Chair-elect will appoint 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.
7. Awards committee is comprised of the Awards Chair, Membership Chair, Chair and Chair-Elect.

### **Nominations, Elections, and Vacancies**

1. The Nominating Committee functions. The Nominating 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 ON DPG.
  - C. presenting candidates for:
    - 1.) the office of Chair-elect
    - 2.) the office of Secretary, in alternating years
    - 3.) the office of Treasurer, in alternating years
    - 4.) the office of Nominating Committee Chair, in alternating years, same as Secretary
    - 5.) the office of DPG Delegate every three years if an elected position.
    - 6.) East, West, and Central Area Representatives, in alternating years, same as the Treasurer

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. preparing a slate of one candidate for each office listed above if presenting a single slate
  - E. submitting the ballot/slate to the Practice Team for review and approval
  - F. submitting the final nominations to the Executive Committee for information and for dissemination to the ON membership electronically and/or in print prior to the voting process.
  - G. receiving petitions for additional candidates to the ballot/slate
2. General criteria
  - A. It is the philosophy of the Association to maximize the number of individuals participating in leadership positions, and to encourage all elected leaders to devote the maximum time and attention to their positions. For this reason, ON DPG 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 Nominating Committee will not be eligible to be a candidate for an elected office in ON DPG.
  - C. No person will be eligible to serve more than one full term in the same office consecutively.

- D. Elected officers will 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 will be disseminated electronically to the voting members; voting is held during the same time frame as the National ADA Election process.
  - B. Votes will be tallied electronically by the Practice Team Coordinator.
  - C. Only ballots received by midnight of the designated date for the closing of the polls will be counted.
  - D. A plurality of the votes cast will constitute an election.
  - E. In the event of a tie vote, the DPG election will be determined by lot (i.e., by random selection).
  - F. The Secretary or Treasurer/Secretary has the responsibility of notifying candidates of election results.
  - G. The results of the election will be announced in the official publication of ON.
  - H. The ADA DPG Relations Team will be notified of the results.
- 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 the Chair and then 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, Secretary, and Nominating Committee Chair. 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 if the position is an elected position, otherwise an appointment to the position will be made by the Chair.
- 5. 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**

- 1. The official publication of ON DPG will publish the *Oncology Nutrition Connection (ONC)* and will be provided to all 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 ADA DPG Relations Team for review and approval at least 30 days before the date which the amendment(s) is to be voted.

01/96 Adopted  
08/97 Revised  
10/03 Revised  
12/03 Revised  
03/04 Adopted/Approved as Guiding Principles  
09/07 Revised  
4/11 Revised