

Governing Document of Food & Culinary Professionals

A Dietetic Practice Group of The American Dietetic Association

Draft Revised Governing Document Prepared by Bylaws Committee Approved by FCP Executive Committee 3/21/01

To be presented for vote to Members of Food & Culinary Professionals DPG

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Article I – Name

This dietetic practice group (DPG) of the American Dietetic Association (ADA), as outlined in Article X of the ADA Bylaws, will be known as the Food & Culinary Professionals, hereafter also referred to as FCP.

Article II – Mission

Section 1. Mission. FCP is the advocate of food literacy and quality. FCP will promote the development of food and culinary expertise among members.

Section 2. Goals

1. To enhance the food education and culinary skills of dietetic practitioners and dietetics students.
2. To promote food and culinary education by members to enhance the health and quality of life of the public.

3. To increase opportunities within the professional organization and its affiliates for members to develop and share food and culinary expertise.
4. To advocate for food and culinary issues and for dietetic practitioners as experts in food as well as nutrition.
5. To cooperate with culinary institutions, chefs, food communicators, the food industry, and others to encourage the public to enjoy excellent quality, healthful food.
6. To expand members career opportunities in food and culinary practice.

Article III – Membership

Section 1. DPG Membership. Membership in FCP shall be limited to members of the ADA and the membership classifications shall be as outlined in the ADA Bylaws, Article II.

Section 2. Honorary Members. Individuals who have made a notable contribution to food and culinary practice may be invited to become an DPG Honorary Member by the DPG Executive Committee.

Section 3. Membership List. The current list of members of ADA officially listed in FCP shall be the official membership list for all purposes. Honorary members will be added to this list.

Section 4. Rights and Privileges of Membership. All members of The American Dietetic Association officially listed in FCP have the rights and privileges as set forth in Article II of ADA Bylaws, and shall have corresponding rights and privileges for the conduct of business by FCP.

Section 5. Benefits. All members whose FCP dues are not in arrears shall receive all benefits of the dietetic practice group.

Section 6. Dues and Fees. Dues and fees are set each ADA fiscal year by the FCP Executive Committee

Article IV – DPG Friends

Section 1. Friends. Individuals who support the mission of the FCP may become a Friend of the FCP upon application and payment of an annual fee specified by the Executive Committee.

Section 2. Corporate Friends. Corporations or institutions that support the FCP mission may become a Corporate Friend upon application and payment of an annual fee specified by the Executive Committee. Donors and sponsors are accorded Corporate Friend status on an annual basis.

Section 3. Rights and Privileges. Friends and Corporate Friends receive newsletters and other communications, invitations to events, and listing in the Membership Directory. Corporate Friends will be recognized in publications and at the Business Meeting of the DPG. Additional benefits may be provided dependent upon the level of sponsorship. All Friends and Corporate Friends may serve on committees and task forces but may not be elected as officers nor vote per ADA guidelines.

Article V – Fiscal Year

The fiscal year of FCP will be in accordance with the ADA fiscal year.

Article VI – Elected Officers

Section 1. Elected Officers. The elected officers of FCP will consist of a Chair, Chair-elect, Treasurer, Secretary, and Past Chair. All officers will take office when the elected officers of ADA assume their offices.

Section 2. Qualifications. Candidates for elected office shall have demonstrated commitment to team decision-making, interest in and involvement with FCP affairs, preferably having served as chair of a committee.

Section 3. Chair. The Chair will serve for one year.

Functions. The Chair will:

- A Serve as chair for the FCP and its Executive Committee.
- .
- B Have the general powers of supervision and active management of FCP.
- .
- C Preside over meetings of the Executive Committee and the annual business meeting of the membership.
- .
- D Appoint the chair and members of any special committees of the DPG and define the reporting mechanism and functions of the special committee to the Executive Committee.

- E Serve as the liaison to the Practice Team and Professional Issues Delegates.
- .
- F Authorize contracts and service agreements.
- .
- G Select, with approval from Executive Committee, DPG-sponsored speakers at the
. ADA Food and Nutrition Conference and Exhibition (FNCE).
- H Perform other duties as identified by the Executive Committee.
- .

Section 4. Chair-elect. The chair-elect will serve for one 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 committee to serve during
. the Chair-elect's term as Chair.
- D Prepare the program of work for the term of office as Chair and provide
. necessary information for budget preparation.
- E Perform other duties as designated by the Executive Committee.
- .

Section 5. Past Chair. The Past Chair will serve for one year after her/his term
of office as Chair.

Functions. The Past Chair will:

- A Serve as a member of the Executive Committee.
- .
- B Serve as a voting member of the Nominating Committee.
- .
- C Perform other duties designated by the Executive Committee.
- .

Section 6. Treasurer. The Treasurer will serve for two years.

Functions. The Treasurer will:

- A Serve as a member of the Executive Committee.
- .
- B Prepare and monitor DPG budget and accounts with ADA.
- .
- C Advise the Executive Committee in the management of the annual budget of FCP,
. approve the collection and disbursement of all monies.
- D Report the financial status of FCP to the members at the annual business meeting
. and other occasions as requested.
- E Perform other duties as specified in the current job description or as designated
. by the Executive Committee.
- F Cosign (with Chair) all DPG contracts.
- .

Section 7. Secretary. The Secretary will serve for two years.

Functions. The Secretary will:

- A Serve as a member of the Executive Committee.
- .
- B Ensure that the minutes of meetings of the Executive Committee and the FCP
. membership meeting(s) are recorded, reviewed and filed at ADA Headquarters.
- C Direct that the official ballot be mailed to each member eligible to vote.
- .
- D Maintain and revise the Governing Document and FCP Procedure Manual.
- .
- E Notify each candidate for office the election results, as referred to in Article X,
. Section 4F.
- F Maintain all official documents of FCP.
- .
- G Perform other duties as designated by the Executive Committee.
- .

Article VII – Meeting of Members

Section 1. Annual Business Meeting. There will be an annual business meeting of the members for the purpose of presenting annual reports and conducting any other business deemed appropriate.

Section 2. Quorum. The quorum for the annual business meeting and any special meetings will be 50 voting members of FCP.

Article VIII – Governance

Section 1. Executive Committee. The Executive Committee of FCP 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 FCP.

Section 2. Composition. The Executive Committee will consist of the Chair, Chair-elect, Treasurer, Secretary, Past Chair and Chairs of the Communications, Educational Program Chair, Membership, Fundraising and Nominating Committees.

Section 3. Functions. The Executive Committee will:

- A Develop and monitor the strategic plan and the program of work.
- .
- B Provide for responsible fiscal planning, controlling and directing of the financial affairs.
- C Provide leadership.
- .
- D Develop opportunities for participation by DPG Friends, Corporate Friends and allied colleagues who support the FCP mission
- E Communicate with the Professional Issues Delegates and ADA units as appropriate.
- F Set dues and determine benefits for membership and fees and benefits for Friends and Corporate Friends.
- .

Section 4. Meetings. The Executive Committee shall meet at least two times each year and as often as necessary to provide DPG leadership.

Section 5. Quorum. Two-thirds of the members of the Executive Committee will constitute a quorum for the transaction of business at any meeting of the

Executive Committee.

Section 6. Committees. Appointments to the committees of the Executive Committee will be for one 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 this Governing Document. Committee chairs and members may be reappointed.

Article IX – Standing Committees

Section 1. Nominating Committee. The Nominating Committee, elected by members, will consist of four elected members with geographic diversity plus the Past Chair. The Chair of the Nominating Committee will be one of two members serving his/her second year of term and appointed by the DPG Chair. The Nominating Committee will function as defined in Article X in this Governing Document.

Section 2. Standing Committees. Committees will be chaired by a FCP member appointed by the Chair and will have no more than five members. The FCP will have the following Standing Committees:

- A Communications – Responsible for all official DPG communications vehicles, public relations materials and activities. A Marketing Subcommittee is responsible for promoting and marketing DPG products and event promotions.
- B Education and Program – Develops Educational Programs to enhance members' knowledge of food and culinary issues including events at the ADA FNCE.
- C Membership – Manages the recruitment and retention of members, Friends and Corporate Friends, coordinates Membership Directory and DPG products sold to members.
- D Fundraising – Responsible for developing non-dues revenue sources to support FCP projects and activities.
- E Honors and Awards – Responsible for recommending candidates for awards and honors presented by FCP.

Section 3. Other Committees. Other committees and task forces may be appointed on an ad hoc basis by the Executive Committee to accomplish the program of work.

Article X – Nominations, Elections and Vacancies

Section 1. The Nominating Committee. The functions of this committee will be to:

- A. Prepare an official ballot, annually or as otherwise specified in this Governing Document, detailed as follows:
Identify at least two 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. Each vacancy on the Nominating Committee.
- B. Submit the nominations to the Executive Committee to be published and disseminated to the FCP membership.

Section 2. Write-in Candidates. The option of a write-in candidate as a right of membership exists in any election.

Section 3. General Criteria.

- A FCP elected officers shall not hold simultaneously an elected or appointed . executive position in another DPG, or an elected ADA or ADA affiliate office.
- B Members of the Nominating Committee will not be eligible to be a candidate for . an elected office in FCP in the year they serve on the Nominating Committee.
- C No person will be eligible to serve more than one consecutive term in the same . office except as otherwise specified in these Governing Documents.
- D Elected officers and officials will hold office until the end of the fiscal year . following the election of their successors.

Section 4. Ballots and Voting.

- A Ballots will be disseminated to the voting members at least 30 days before the . closing of the polls.
- B Only ballots delivered or postmarked by midnight of the designated date for the . closing of the polls will be counted.
- C A plurality of the votes cast will constitute an election.
.
- D In the event of a tie vote, the election will be determined by lot.

- .
E Tellers will have the responsibility for tallying the vote.
- .
F The Secretary has the responsibility of notifying candidates of election results.
- .
G The results of the election will be announced in the official publication of the DPG.
- .

Section 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:

- A 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.
- B Chair-elect. A special election by the membership will be conducted.
- .
C Chair and Chair-elect. If vacancies occur simultaneously, a special election by the membership will be conducted by mail at the earliest possible date. In the interim, the Treasurer will serve as Chair.
- D Past Chair, Treasurer, and Secretary. The Executive Committee will appoint a successor to fill the unexpired term.

Section 6. Removal of Elected Officers and Other 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 ADA Bylaws, policies and procedures.

Article XI – Publications

Section 1. The Official Publication. The official publication will be the FCP newsletter, which will be provided to all members. Other publications may be developed for communication with members or as DPG sponsored products.

Article XII – Parliamentary Authority

The most current edition of Robert’s Rules of Order Newly Revised will constitute the parliamentary authority of the conduct of meetings of FCP and in all cases not covered by ADA Bylaws or these Governing Documents.

Article XIII – Amendments

Section 1. Method. This Governing Documents may be amended by a majority of the votes cast by the DPG Executive Committee.

Section 2. Notice. Notice of the proposed amendment(s) must be made available to the members of FCP Executive Committee at least 30 days before the date on which the final amendment(s) is to be voted. 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; Approved by FCP membership 2/02