

# Behavioral Health Nutrition DPG

## Guiding Principles

### **Name**

This dietetic practice group (DPG) of the Academy of Nutrition and Dietetics (the Academy), as outlined in Article X, Section 1 of the Academy Bylaws, shall be known as Behavioral Health Nutrition, hereafter also referred to as BHN.

### **Tag Line**

BHN: *Fuel your brain, feel your best.*

### **Mission**

Provide resources and support which empower Behavioral Health Nutrition (BHN) members to excel in the areas of addictions, eating disorders, intellectual and developmental disabilities, and mental health.

### **Vision**

Optimize physical and cognitive health of those we serve through nutrition education and behavioral health counseling.

### **Goals**

1. The public trusts and chooses Registered Dietitians as food and nutrition experts.
2. BHN members improve the health of the clients we serve.
3. Members and prospective members view BHN as vital to professional success.
4. BHN members collaborate across disciplines with food and nutrition communities.

### **Membership**

Membership in BHN is limited to members of the Academy. Academy Members officially listed as BHN 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 BHN DPG. Dues are set each Academy fiscal year by the BHN Executive Committee including any student membership rates.

### **Fiscal Year**

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

### **Elected Officers**

Elected officers of BHN will be active members of the Academy and BHN, and will consist of Chair, Chair-elect, Past Chair, Secretary, Treasurer, Nominating Committee, and HOD DPG Delegate. All officers take office when the elected officers of the Academy assume their office (June 1.) Candidates for elected office have demonstrated commitment to team decision-making, interest in and involvement with BHN affairs for no less than three years and preferably having served as chair of a committee. See BHN Job Descriptions for further detail on qualifications, requirements and responsibilities for each position.

**1. Chair.** Chair serves for one (1) year; at the end of that year assumes position of Past Chair for one (1) year.

Functions:

- a. Has general powers of supervision and active management of BHN.
- b. Voting member of BHN DPG Executive Committee.
- 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
- e. Serves as liaison to the Academy DPG Relations Team and the DPG Delegate.
- f. Oversees BHN events at the Academy Food & Nutrition Conference & Expo (FNCE®).
- g. Authorizes contracts and service agreements.
- h. Performs other duties as specified in the current job description or as designated by the Executive Committee.

**2. Chair-elect.** Chair-elect serves for one (1) year; at the end of that year assumes position of Chair for one (1) year.

Functions:

- a. 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.
- b. Voting member of BHN DPG Executive Committee.
- c. Appoints the chairs and members of all standing committees to serve during the Chair-elect's term as Chair.
- d. In conjunction with the Treasurer, prepares the BHN Program of Work (POW) for the term of office as Chair.
- e. Plans, organizes, and coordinates FNCE® educational programs that will occur during term as chair.
- f. Performs other duties as specified in the current job description or as designated by the Executive Committee.

**3. Past Chair.** Past Chair serves for one (1) year.

Functions:

- a. Serves as an ex officio, non voting member of the Nominating Committee.
- b. Voting member of BHN DPG Executive Committee.
- c. Serves as Awards Chair, coordinating all aspects of BHN award activities.
- d. Responsible for preparing the annual report of the DPG for the previous fiscal year.

**4. Treasurer.** Treasurer serves for two (2) years. Election will occur in years alternating with the Secretary.

Functions:

- a. Voting member of BHN DPG Executive Committee.
- b. Advises the Executive Committee in the preparation of the annual BHN POW and budget.
- c. Approves the collection and disbursement of all monies and properly codes all expense reimbursements that go to the Academy accounting for payment.
- d. Authorizes BHN contracts and service agreements.
- e. Reports the financial status of the DPG to the EC at least quarterly and as requested by Chair.
- f. Reports the financial status of BHN to DPG members at least annually.
- g. Performs other duties as specified in the current job description or as designated by the Executive Committee.

**5. Secretary.** Secretary serves for two (2) years. Election will occur in years alternating with Treasurer.

Functions:

- a. Voting member of BHN DPG Executive Committee.

- b. Obtains EC member reports and develops agenda for monthly EC meetings in collaboration with Chair.
- c. Records the minutes of Executive Committee meetings, and of BHN membership meetings, according to current issue of DPG Policy & Procedure Manual.
- d. Maintains official documents of the DPG including Guiding Principles, EC meeting minutes, job descriptions and EC contact list.
- e. Performs other duties as specified in the current job description or as designated by the Executive Committee.

**6. Nominating/Awards Committee Members.** There will be two (2) Committee Members and each will serve a two (2) year term; the second (2nd) year will be served as Committee Chair. BHN Past Chair serves as ex officio, non-voting member of the Nominating Committee.

Functions:

- a. Functions as defined in “Nominations, Elections, and Vacancies” section of these Guiding Principles and job descriptions.
- b. Committee Chair serves as voting member of BHN Executive Committee.
- c. Participates in trainings, meetings, and teleconferences as provided by the Academy for DPG leadership.
- d. Assists the Chair in identifying potential volunteers for appointed leader positions.
- e. Assists the Past Chair in identifying potential award recipients for Academy and BHN awards.

**7. BHN DPG Delegate.** Delegate serves for a period of three (3) years.

Functions:

- a. Serves as a member of the House of Delegates (HOD), and voting member of the BHN DPG Executive Committee.
- 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 BHN.
- f. Serves as a technical advisor on the 4 BHN areas of practice.
- g. Identifies and proposes HOD initiatives in 4 BHN areas of practice.
- h. Performs other duties as may be assigned by the Speaker.
- i. Encourages and promotes diversity and inclusivity.

### **Appointed Leaders**

All appointed leaders of BHN shall be members of the Academy and BHN. See BHN Job Descriptions for further details on qualifications, requirements and responsibilities of each position.

**Public Relations Team- consists of Public Relations Director, Sponsorship Chair, Webinar Coordinator, Website Coordinator, Social Media Coordinator, Public Policy Liaison, and Event Chair**

**1. Public Relations Director.** Appointed by BHN Chair to serve a two (2) year term; may be reappointed by mutual agreement.

Functions:

- a. Identifies methods to market BHN RDs for consulting, speaking, corporate, community, schools, and exhibit booths at national/local network organizations. Media opportunities need to be coordinated with the Academy.
- b. Identifies media training opportunities for BHN Members.

- c. Assists BHN Executive Committee Members in collaborative opportunities with selected network organizations.
- d. Works with DPG manager to ensure Academy policies are followed when contracts are made with network organizations for sponsorship or advertising in newsletter.
- e. Together with the Webinar Coordinator, acts as liaison to Webinar Attendees and Speakers/Panelists when necessary for public relations.
- f. Works with Website Coordinator to ensure that information on website is accurate and up-to-date.
- g. Voting member of BHN DPG Executive Committee

**2. Sponsorship Chair.** Appointed by BHN Chair to serve two year term; may be reappointed by mutual agreement.

Functions

- a. Identifies methods for DPG to generate revenue through sponsorship of webinars, FNCE® events, the practice group and/ or advertisements in newsletter.
- b. Works with Chair Elect and treasurer to determine funds needed to complete Plan of Work.
- c. Works with Academy DPG manager and sponsoring organization to ensure contracts are completed according to Academy policy.
- d. Non-voting member of EC.

**3. Website Coordinator.** Appointed by Chair for a two (2) year term; may be reappointed by mutual agreement.

Functions:

- a. Maintains BHN web site as the central tool for member information and communication; processes content updates to [www.bhndpg.org](http://www.bhndpg.org).
- b. Together with the Public Relations Director acts as liaison to the webmaster
- c. Works with EC leaders in communicating with members via e-blast
- d. Non-voting member of BHN DPG Executive Committee

**4. Webinar Coordinator.** Appointed by Chair for a two (2) year term; may be reappointed by mutual agreement.

Functions:

- a. Schedules and conducts BHN Webinars.
- b. Assures that all content has been approved for posting.
- c. Together with the Public Relations Director acts as liaison to Webinar Attendees and Speakers/Panelists.
- d. Responsible for creating, customizing and managing scheduled Webinars, as well as assigning roles such as panelists and other organizers.
- e. Non-voting member of BHN DPG Executive Committee.

**5. Social Media Coordinator.** Appointed by BHN chair to serve a one year term, may be reappointed by mutual agreement.

Functions:

- a. Promotes BHN and its members utilizing social media including, but not limited to Facebook, Twitter, Pinterest, LinkedIn or other social media sites.
- b. Ensure consistent presence of DPG on social media sites.
- c. Oversees social media volunteers for BHN.
- d. Non-voting member of BHN DPG Executive Committee.

**6. Public Policy Liaison.** Appointed by BHN Chair to serve a two (2) year term.

Functions:

- a. Communicates public policy issues to the Executive Committee.

- b. Communicates with membership on public policy issues via newsletter, Web site, and EML in coordination with Academy PIA Office.
- c. Participates in annual Public Policy Workshop in Washington, D.C. and reports events to membership.
- d. Non-voting member of BHN DPG Executive Committee.

**7. Event Chair.** Appointed by BHN Chair to serve a three (3) year term, the first year as Event Co-chair, the second year as Chair of the Event Committee, and the third year as Past Event Chair.

Functions:

- a. Plans, organizes and executes key BHN events working with the Public Relations Director and EC
- b. Recruits and manages event committee members and activities
- c. Non-voting member of BHN DPG Executive Committee

**Membership Team- consists of Membership Chair, Resource Professionals, and Student Liaison Chair**

**1. Membership Chair.** Appointed by BHN Chair to serve a two (2) year term.

Functions:

- a. Fosters positive relationships between members of BHN and its leaders.
- b. Communicates with BHN members on pertinent issues via newsletter, Web site, and EML, FNCE® Showcase, and member surveys.
- c. Leads efforts toward increasing membership.
- d. Works with Website Coordinator to ensure that information on website is accurate and up-to-date.
- e. Voting member of BHN DPG Executive Committee.

**2. Resource Professionals (RP).** Appointed by BHN Chair to serve a two (2) year term. There is one RP for each of the four (4) BHN areas of practice.

Functions:

- a. Serves as resource person to BHN members for assigned practice area of Addictions, Eating Disorders, Intellectual and Development Disabilities, or Mental Health.
- b. Promote member resources and dialogue on practice-related issues via newsletter, fact sheets, Web forum, and EML.
- c. Participates in FNCE® Spotlight Session committee when particular discipline is involved in proposal.
- d. Works with Newsletter Editor on CPE article in designated practice area published one per year.
- e. Non-voting member of BHN DPG Executive Committee.

**3. Student Liaison.** Appointed by BHN Chair to serve a one (1) year term; may be reappointed by mutual agreement.

Functions:

- a. Networks with students and professionals to communicate BHN benefits and resources.
- b. Promotes the mission and goals of the Academy and BHN within the community of Academy Student Members, and educators.
- c. Identifies for BHN officers and leaders the needs of BHN Student Members and educators.

- d. Works with BHN EC and Student Members involved in BHN committees and activities, including the Mentor Program, Social Media and Student Blog.
- e. Non-voting member of BHN DPG Executive Committee.

**Publications Team- consists of Publications Chair, Newsletter Editor, and Assistant Newsletter Editor**

**1. Publications Chair.** Appointed by BHN Chair to serve a two (2) year term; may be reappointed by mutual agreement.

Functions

- a. Assumes overall responsibility for final editions of all BHN publications, excluding BHN Newsletter.
- b. Solicits content and develops products to be published by BHN. Oversees revision of content for later editions when deemed appropriate and budgeted. Determines most appropriate distribution method for materials including print and or download.
- c. Works with Website Coordinator to ensure that information on website is accurate and up-to-date.
- d. Voting member of BHN DPG Executive Committee.

**2. Newsletter Editor.** The Newsletter Editor is appointed by the Chair and serves a one (1) year term and may be re-appointed by mutual agreement. Newsletter editor reports to DPG Chair.

Functions:

- a. Responsible for the production and distribution of four (4) issues of BHN DPG newsletter per fiscal year within Academy policies, procedures, and guidelines, including those published in DPG Policy and Procedure Manual and current issue of DPG/MIG Newsletter Editorial Manual. See “**Publications**” in these Guiding Principles.
- b. Recommends to BHN EC all outsourced newsletter services providers.
- c. Serves as leader of the Newsletter Committee, including Assistant Newsletter Editor(s), Newsletter CPE Manager, CPE Test Writer, and Student Assistant Editor.
- d. Upon completion of term ensures that all files are provided to the incoming Newsletter Editor and acts as a resource to that person.
- e. Non-voting member of BHN DPG Executive Committee.

**3. Assistant Newsletter Editor.** Appointed by BHN Chair to serve a one (1) year term; may be reappointed by mutual agreement.

Functions:

- a. Assists the Newsletter Editor with completing tasks necessary for the production of four (4) issues of the DPG newsletter per year.
- b. Assumes responsibility for publication of DPG newsletter in the event that the Newsletter Editor is unable to complete his/her term.
- c. Non-voting member of BHN DPG Executive Committee.

**Committees**

Appointments to committees of the Executive Committee are for one (1) year unless otherwise specified. 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.

- 1. Spotlight Session FNCE Committee.** Committee will be chaired by the Chair Elect, Resource Professional from specific practice area will assist. Additional

members will be appointed based on expertise as needed for proposal. Chair will assist potential spotlight presenter to submit proposal to Academy before due date. If proposal is accepted, program planner will then work with Academy to finalize presentation. The Committee will be dissolved until the following year.

2. **Other Committees.** Other committees will be established as deemed necessary by the Executive Committee, with the chair of such committees appointed by the BHN Chair.

## **Report to Members**

An annual report of the previous fiscal year activities is created by the Past Chair for the purpose of presenting financial status and program of work outcomes. Report is submitted to DPG Relations Manager for review. The report is distributed to all DPG members in accordance with the Academy's deadline and is in print and/or electronic format.

## **Governance**

**The Executive Committee of BHN 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 BHN.

1. **Composition.** The Executive Committee consists of Chair, Chair-elect, Secretary, Treasurer, Past Chair, Nominating Committee Chair, HOD Representative, Membership Chair, Public Relations Director, and Publications Chair
2. **Functions.**
  - a. Provides leadership for BHN DPG according to stated vision, mission, and goals.
  - b. Develops and monitors BHN Program of Work.
  - c. Provides for responsible fiscal planning, controlling and directing of financial affairs.
  - d. Serve as voting members of the BHN DPG
3. **Meetings.** The Executive Committee meets at least twice a year (in person or by conference call.)
4. **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.

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

BHN DPG will hold a combination ballot (single and contested) – a mix of some positions having only one candidate and some positions with at least 2 candidates.

### **1. Nominating/Awards Committee Functions.**

The Nominating/Awards Committee is responsible for preparing annually an official ballot by:

- a. 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;
- b. Presenting at least two candidates if holding a contested election for:
  - i. office of Chair-elect;
  - ii. office of Secretary, in alternating years;
  - iii. office of Treasurer, in alternating years;

- iv. vacancy on the Nominating/Awards Committee;
- v. office of DPG Delegate every three years;
- vi. other elected officers/officials

(In the event a tie vote occurs in the Nominating/Awards Committee activities, further discussion should ensue. If the tie persists, the Nominating/Awards Committee Chair will break the tie);

- c. Preparing a slate of one or two candidates for each office listed above to present a combination slate;
- d. Submitting the ballot/slate to the DPG Relations Team for review and approval;
- e. Submitting the final nominations to the Executive Committee for information and for dissemination to the BHN membership electronically and/or in print prior to the voting process; and
- f. Receiving petitions for additional candidates to the ballot/slate.

## **2. General Criteria.**

- a. It is the philosophy of the Academy 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, BHN nominees for elected offices may not, simultaneously hold an elected position in another DPG, 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 BHN DPG. Members of the Nominating/Awards Committee are not eligible to be candidates for elected office in BHN.
- b. Student and Associate members are not eligible to be a candidate for an elected office in BHN.
- c. 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 (2) consecutive terms.
- d. Elected officers hold office until the end of the fiscal year following the election of their successors.

## **3. Ballots and Voting.**

(See also Academy policy, "*DPG Elections*" in "*DPG Policy and Procedure Manual*")

- a. For contested positions, ballots are disseminated electronically to voting members; voting is held during the same time frame as the national Academy election process.
- b. Votes are 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 Chair has the responsibility of notifying all candidates of election results.
- f. The results of the election will be announced in the official publication of the DPG.
- g. The DPG/MIG Relations Manager 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 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 Secretary will serve as Chair.
- d. **Secretary and Treasurer.** 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 Academy *DPG Policy and Procedure Manual 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 Academy Bylaws Article IV, Section 8. The removal of an officer or official will be without prejudice to the contract rights, if any, of the officers so removed.

#### **Publications**

- 1. *BHNewsletter*, the BHN official newsletter, will be published quarterly and will be provided to all BHN members electronically and/or in print.
- 2. The newsletter review board shall consist of the Academy DPG Relations Manager, DPG Chair, Publications Chair, Member at Large, and Student Member at Large. The review board will review the newsletter for overall appropriateness, timeliness, and consistency with Academy/BHN's mission and goals.
- 3. Other publications (books, fact sheets, compact discs, brochures, newsletter inserts, etc.) will conform to these BHN guiding principles and to guidelines set forth in the Bylaws of the Academy of Nutrition and Dietetics and in "DPG Policy and Procedure Manual."

#### **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 Relations Team for review and approval at least 30 days before the date which the amendment(s) is to be voted.

Adopted: 9-14-07

Revised: 4-13-09

Revised: April 24, 2010

Revised: July, 2013

Revised: April, 2016