

## **STUDENTS OF THE TENNESSEE ACADEMY OF NUTRITION AND DIETETICS (STAND) GUIDING PRINCIPLES**

### **NAME**

This student group of the Tennessee Academy of Nutrition and Dietetics (Academy), as outlined in the Tennessee Academy of Nutrition and Dietetics (TAND) Bylaws, shall be known as STUDENT TENNESSEE ACADEMY OF NUTRITION AND DIETETICS, hereafter also referred to as STAND.

### **MISSION STATEMENT**

Mission: Connecting student members across the state of Tennessee for networking; and empowering them to become future leaders in food and nutrition.

### **MEMBERSHIP**

1. Membership in STAND is limited to members of the TAND.
2. Student TAND members officially listed as *STAND* members have the same rights and privileges as set forth in the TAND Bylaws, and have corresponding rights and privileges in the conduct of business of *STAND*.
3. There are no dues for STAND. STAND is part of the TAND. Budget requests must be approved by TAND executive board with receipts and expenses submitted to the president of TAND for approval. Approved STAND budget allotment is to be used within the budgeted year as needed.

### **FISCAL YEAR**

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

### **ELECTED OFFICERS**

1. The elected officers of *STAND* consist of a President, President-elect, Treasurer, Social Media Chair, and Secretary. All officers take office on June 1<sup>st</sup> (following TAND calendar for terms of office)
2. President. The President serves for one (1) year.  
Functions of the President:
  - a. Serves as the president of *STAND* and the STAND Executive Committee and the STAND Board.
  - b. Has the general powers of supervision and active management of *STAND*.
  - 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 STAND and define the reporting mechanism and function of the special committee(s) to the Executive Committee.
  - e. Submits reports to TAND quarterly.

4. President-elect. The President-elect serves for one (1) year. Functions of the President-elect:
  - a. Serves as a member of the STAND Executive Committee and STAND Board.
  - b. Performs the functions of the office of President in the President's absence or when the President is unable to perform the functions of the President as determined by the Executive Committee.
  - c. Appoints the chairs and members of all standing committees to serve during the President-elect's term as President.
  - d. Prepares the program of work for the term of office as President in conjunction with the treasurer.
  - e. Performs other duties as designated by the Executive Committee.
  
5. Past President. The Past President serves for one (1) year. Functions of the Past President:
  - a. Serves as a member of the STAND Executive Committee and STAND Board.
  - b. Serves as an ex-officio, non-voting member of the Nominating Committee.
  - c. Performs other duties as specified in the current job description or as designated by the Executive Committee.
  
6. Treasurer. The Treasurer serves for one (1) year  
Functions of the Treasurer:
  - a. Serves as a member of the STAND Executive Committee and STAND Board.
  - b. Advises the Executive Committee in the preparation of the annual budget of *STAND*, approves the collection and disbursement of all monies, and authorizes contracts and service agreements.
  - c. Reports the financial status of *STAND* at the annual membership meeting.
  - d. Performs other duties as designated by the Executive Committee.
  
7. Secretary. The Secretary serves for one (1) year.  
Functions of the Secretary:
  - a. Serves as a member of the STAND Executive Committee and STAND Board.
  - b. Responsible for ensuring that the minutes of meetings of the Executive Committee and of the *STAND* membership meeting(s) are recorded, reviewed, and filed in a secure location.
  - c. Maintains official documents of *STAND* including Guiding Principles.
  - d. Performs other duties as specified as designated by the Executive Committee.
  
8. Social Media Chair. The Social Media Chair serves for one (1) year.  
Functions of the Social Media Chair:

- a. Serves as a member of the STAND Executive Committee and STAND Board.
- b. Responsible for social media activities of STAND under the guidance of the TAND Media Chair and the STAND Academic Advisor.

## **GOVERNANCE**

1. The Executive Committee of *STAND* is responsible for the development, implementation, and evaluation of the program of work, budget requests, and actions of *STAND* with input from the STAND Board and the STAND faculty advisor. The Executive Committee of STAND must include the Faculty Member in meetings, decisions, and activities. The Faculty Advisor has the authority to veto decisions and activities that are not in STAND's or TAND's best interest.
2. Composition. The Executive Committee consists of the President, President-elect, Treasurer, and Secretary.
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.
  - a. The Executive Committee of STAND meets quarterly (in person, by conference call, or video conference). Additional meetings of the Executive Committee shall occur as needed.
  - b. Board meetings shall occur twice a year via web based conferencing and shall include officers, committee chairs, and one school representative (invited, but not required to participate) from each accredited dietetics program in Tennessee.
    - i. Representatives for each dietetics program will be selected by the program director for that program.
  - c. An in-person general membership meeting of all members of STAND will occur at the annual TAND meeting. Additional in-person general membership meetings shall occur as needed and may be in person, teleconference, or videoconference.
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. A simple majority of the members of the Board constitutes a quorum for the transaction of business at any meeting of the Board. A simple majority of the members present at a STAND general membership meeting constitutes a quorum at any general membership meeting.
6. Committees. Appointments to committees of the Executive Committee are for one (1) year. The President-elect appoints chairs and members of all committees to

serve during the President-elect's term as President except as otherwise specified in these Guiding Principles.

7. Faculty Advisor. The Faculty Advisor must be a member of the Academy of Nutrition and Dietetics. The Faculty Advisor rotates with the president of STAND. In the event that the director of the dietetic program where the student or dietetic intern is enrolled is not available or declines fulfilling this role, another registered dietitian at that organization may be the faculty advisor. In the event that there is not another registered dietitian available to fulfill this role, the president of TAND will appoint a faculty advisor.

The Faculty advisor responsibilities include attending STAND meetings and providing guidance and support to STAND. The Faculty advisor is responsible for the oversight of STAND on behalf of TAND.

### **STANDING COMMITTEES**

1. Nominating Committee Composition. The Nominating Committee will consist of three appointed members and the Past President. The Chair of the Nominating Committee is elected by the members of the nominating committee. The Nominating Committee will function as defined in the Nominations, Elections, and Vacancies section of these Guiding Principles.
2. *Additional standing committees may be created for one year terms as designated by the Executive Committee.*

### **NOMINATIONS, ELECTIONS, AND VACANCIES**

STAND will hold a contested election annually at time of the TAND Conference

1. Nominating Committee functions. The Nominating Committee is responsible for:
  - a. Preparing an official ballot, annually.
  - 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 TAND and the STAND.
  - c. Ensuring no more than one candidate for each position is from the same dietetics program is represented on the ballot (exception allowed when there are not candidates available from more than one program for any position).
  - d. When possible at least two candidates will be placed on the ballot for:
    - i. The office of President-elect
    - ii. The office of Secretary
    - iii. The office of 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. Submitting the ballot/slate to the STAND Executive Committee for review and approval.
  - f. Submitting the final nominations to the Secretary for information and for dissemination to the STAND membership.
  - g. Receiving petitions for additional candidates to the ballot/slate.
2. General criteria.
    - a. STAND nominees, who would simultaneously hold an elected or appointed position in an affiliate or district association, or an appointed position with another STAND, or an Academy committee, are eligible to be considered for elected positions in STAND.
    - b. Members of the Nominating Committee are not eligible to be a candidate for an elected office in *STAND*.
    - 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 May, (following the TAND election cycle)
  3. Ballots and voting (see also policy, *STAND Elections*).
    - a. A plurality of the votes cast constitutes an election.
    - b. In the event of a tie vote, the election is determined by lot (i.e., by random selection).
    - c. The Nominating Chair has the responsibility of notifying candidates of election results.
    - d. The results of the election will be announced at the annual membership meeting.
    - e. The TAND President and Executive Director will be notified of the results.
  4. Eligibility to begin term as an officer.
    - a. Officers must be students or dietetic interns during the time period of their elected office. Officers must be members of the Academy of Nutrition and Dietetics. Students who will complete their internship prior to May 31<sup>st</sup> will not be eligible to run for office or hold office. If a student is elected as an officer and is matched to an out-of-state internship, they will not be eligible to hold office. The vacancy created will be filled following the steps outlined below.
  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. President. The President-elect will succeed to the office of President and will serve until the end of the second fiscal year after said vacancy occurs.
    - b. President-elect. A special election by the Executive Committee (or STAND membership) will be conducted.
    - c. President and President-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 President.
- 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 President. In the event of a vacancy of the Past President, that position will remain vacant until the next election.
6. Removal of elected officers and other officials. Any officer or official may be removed through action initiated by the Executive Committee, if in their judgment, the best interests of the STAND will be served. The Executive Committee will act in accordance with Academy 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.

#### **AMENDMENTS**

1. Method. These Guiding Principles may be amended by a 2/3 majority of the votes cast by the STAND members at the annual meeting or by electronic voting with at least 50% of all members casting a vote.
2. Notice. The proposed amendment(s) must be given in writing to the TAND President and STAND Faculty Advisor for review and approval at least 15 days before the date which the amendment(s) is to be voted.