



DIETITIANS ASSOCIATION OF AUSTRALIA

BY-LAW

INTEREST GROUPS

and

DISCUSSION GROUPS

(By-law made Pursuant to Clause 31 and 36 of the [Constitution](#))

Revised November 2017

Preamble

The Board may establish as an Interest Group or a Discussion Group following a request from any group of members who have an interest in a specific field of dietetics and nutrition, and who meet or communicate as outlined in this By-law.

1 Purpose

- 1.1. To provide DAA members with closed forums to discuss issues related to their area of interest, and to provide networks facilitating peer support, mentoring and access to expertise within the area of interest.
- 1.2. To provide members with a base for advocating within DAA or externally (in liaison with DAA Staff) on issues and/or for particular member or community groups.
- 1.3. To provide advice to DAA committees, DAA spokespeople, DAA Staff and external groups as requested, on issues relating to the area of interest. This may include developing, or having input into, DAA role statements and submissions.
- 1.4. To support and actively develop continuing professional development (CPD) within the area of interest, for DAA members and/or non-members.
- 1.5. Interest Groups meet all purposes specified in 1.1 – 1.4. A Discussion Group meets purposes specified in 1.1 – 1.3 and is not required to seek budget nor meet KPI's.

2 Structure

- 2.1 Interest Groups will form at a national level and may have local Chapters. A Chapter will be led by a Coordinator who will report to the national IG Convenor.
- 2.2 Each IG will have a convenor and a Leadership Team who will coordinate annual planning and budgeting and ensure the IG activities are in line with the DAA strategic plan and objects.
- 2.3 Discussion Groups will form at a national level and shall not have Chapters.
- 2.4 Each DG will have a Coordinator and Moderator who are responsible for the coordination of the DG.
- 2.5 Interest Groups who do not meet planned annual Key Performance Indicators (KPI) in a two year period are automatically transitioned to Discussion Groups.
- 2.6 Interest Groups may convene a reference group to support specific projects. These groups must be identified in the IG annual plan.

3. Establishment

- 3.1 An Interest Group or Discussion Group will be established at national level if approved by the Board after consideration of all relevant factors.
- 3.2 A proposal to establish an Interest Group or Discussion Group will be in writing to the Professional Services Manager.
- 3.3 The proposal to establish a new Interest Group will be initiated via documented support by at least 100 DAA members . This should include their name, member number and statement of support.
- 3.4 The proposal to establish a Discussion Group will be initiated via documented support by at least 10 DAA members. This should include their name, member number and statement of support.
- 3.5 A Discussion Group must submit to the Board an annual plan of proposed KPI activities and additionally fulfil the Interest Group Leadership Team requirements before approval to become an Interest Group (evidence of 100 member in support is not required).
- 3.6 The focus of an Interest Group or Discussion Group must be more than one of regional concern and must not be covered by an existing national group within DAA.
- 3.7 The Interest Group or Discussion Group focus and objects will comply with the DAA Objects and Strategic Plan.
- 3.8 No Interest Groups or Discussion Groups may be established at a Branch level.

4 Key Performance Indicators

- 4.1 Outcomes against a minimum of two different KPI targets must be achieved annually from the following:
 - Conducted national CPD events (min one face to face event or two webinars or a DAA National Conference workshop).
 - Developed and implemented PEN pathways.
 - Developed peer review patient education/practitioner resources.
 - Developed and/or reviewed IG Role statement.
 - Planned advocacy activities conducted.
 - Developed an innovative activity that demonstrates a positive outcome for the practice area or the profession as approved by the Board through the annual planning process.
- 4.2 KPI targets must be outlined in the Interest Group annual plan and reported against in the Interest Group annual report.

5 Office Holders

- 5.1 An Interest Group Leadership Team will comprise of greater than or equal to 3 members and include a Convenor, Vice Convenor and Leadership Team members, with ideally national representation in the committee. . While Convenor tasks may be shared, only one person can be Convenor. Only the Convenor can approve invoices or reimbursements within the approved budget. At least one Leadership Team member must be a Moderator for the Member Connect space. The Moderator will be responsible for monitoring online discussions ensuring adherence to the Member Connect Community Rules and Compliance Policy.

- 5.2 Interest Group convenors must be APD members, and will hold their office for a two-year term, and may seek re-election up to a maximum of four terms in total (8 years). DAA staff will facilitate the process of elections for each Interest Group every two years in October. Elections and Expressions of Interest (EOI) will be staggered so that half of the Interest Group convenor elections are held one year and the other half the next year. Interest Group Convenors will be elected by Interest Group members. Newly elected IG convenors are to start by January the following year with annual planning for the next financial year. An EOI process will be employed to accept Leadership Team members for a 2 year term. No maximum term applies to general Leadership Team members.
- 5.3 Where 3 Leadership Team positions cannot be filled, the IG will transition to a DG. The DG can then reapply as per Section 3 to become an IG once more interest in committee positions is gained.
- 5.4 An Interest Group National Convenor will be responsible for:
- Liaising with DAA Staff on behalf of the Interest Group.
 - Calling and managing meetings (where required).
 - Monitoring the business of the Interest Group either at meetings or on Member Connect ensuring adherence to this By-law and any other relevant policies.
 - Submitting annual budget plans, annual plans and annual reports via DAA Staff for Board approval.
- 5.5 A Discussion Group will have a Coordinator and a Moderator. The Coordinator will be responsible for liaising with DAA Staff and ensuring adherence to this By-law and any other relevant policies. The Moderator will be responsible for monitoring online discussions ensuring adherence to the Member Connect Community Rules and Compliance Policy. The Coordinator will also supply support and coverage of the moderator role throughout the year.
- 5.6 Discussion Group office holders must be APD members, and will hold their office for a two-year term, and may seek re-election up to a maximum of four terms in total (8 years). Discussion Group coordinators will be elected by the Discussion Group members. An EOI process will be utilised to appoint a Moderator. DAA staff will facilitate the process of Discussion Group elections and call for EOIs every 2 years, staggered so that half the DGs are called for one year, and the other half the next.

5.7 Member vacating an IG/DG Leadership Team position

A member of an IG /DG Leadership Team shall be deemed to have vacated their office if they:

- (a) cease to be a member of the Association or resign or lapse from the APD program (b) resign their office by notice in writing to the Manager Professional Services, or
- (c) become an employee of the Association.

6. Name of Interest Group or Discussion Group

6.1 The name of an Interest Group will be in the following format:

DAA Interest Group

6.2 The name of a Chapter will be in the following format:

DAA..... Chapter of the..... Interest Group

6.3 The name of a Discussion Group will be in the following format:

DAA Discussion Group

7. Terms of Reference

7.1 Interest Groups and Discussion Groups will act under Terms of Reference ratified by the Board. These may be amended at the Board's discretion.

7.2 The Terms of Reference will follow the standard IG TOR format

- (a) IG Role and functions will comply with the DAA Strategic Plan and DAA objects.

IG Role and functions will be achieved within budget allocations.7.3 The Board will be responsible for monitoring the activities of Interest Groups, (including their chapters), and Discussion Groups. The Board will assess achievements in relation to the Interest Group or Discussion Group Terms of Reference and annual plan.

8. Membership

8.1 DAA Members

- (a) Membership of an Interest Group or Discussion Group is open to all financial members who elect to join and are prepared to take an active role.
- (b) An Interest Group or Discussion Group may include members from any Branch.
- (c) A Chapter of an Interest Group may include members from other Branches.

8.2 Dietitians NZ members who are not overseas affiliates may be recruited as Interest Group reference group participants for specific projects.

8.3 Board

The Board may at any time nominate a DAA member as their representative to attend a meeting of an Interest Group or Discussion Group.

9. Responsibility

9.1 The Executive Manager, Credentialing and Professional Services will be responsible for advising the Board on issues relating to the establishment and operation of Interest Groups and Discussion Groups.

10. Fees and Finance

10.1 Membership of an Interest Group or Discussion Group is a benefit of DAA membership.

10.2 The Corporate Accountant will be responsible for all financial matters in relation to an Interest Group.

10.3 An Interest Group will not operate its own accounts.

10.4 All monies received or debts incurred are those of DAA.

10.5 An Interest Group will not be subsidised unless specific arrangements have been determined by the Board.

10.6 Requests for funding for an Interest Group will be submitted as part of the annual planning process. Discussion Groups do not submit annual plans and receive no budget allocation other than that required by DAA Staff to maintain the Discussion Group online on Member Connect.

11. Sponsorship of Interest Groups

11.1 Sponsorship for Interest Group activities will be in accordance with the *Corporate Partnerships and Sponsorship Policy* and be undertaken in consultation with the DAA Member Services and Operations unit.

11.2 DAA Staff will maintain a register of sponsorship opportunities and promote them to DAA Corporate Partners.

11.3 Discussion Groups are not eligible to apply for sponsorship.**12. Administrative Support**

12.1 Administrative support will be provided by DAA Staff for:

- (a) Inclusion of Interest Group activities and meetings on the relevant sections of the DAA website
- (b) Inclusion of Interest Group or Discussion Group information in DAA Communication channels
- (c) Inclusion of Interest Group or Discussion Group information on the DAA website.
- (d) Online Member Connect: DAA Staff to provide website access and technical advice.

13. Meetings, Reporting and Consultation

13.1 Meetings (Interest Groups)

- (a) Interest Group meetings shall be convened in accordance with the Terms of Reference.
- (b) Each Interest Group member is entitled to notification of meetings by appropriate means.

13.2 Reporting

- (a) Reports and communications will be through the Manager Professional Services.
- (b) Reports will be submitted to a Board meeting at the request of the Board.
- (c) An Interest Group will submit annual plans, budget proposals and annual reports at the requested times each year.
- (d) Reports relating to alliances or formal communications with external groups should be provided in a timely fashion to DAA Staff.

13.3 Communication

- (a) DAA Staff will forward all communications to an Interest Group or Discussion Group via the Convenor or Coordinator.
- (b) Communications between Groups will be via the Convenor.
- (c) Interest Groups and Discussion Groups may use the following communication mechanisms to communicate with participants and others:

- DAA member emails
- DAA online Member Connect
- DAA's official social media channels only (content will be at the discretion of authorised DAA staff)
- Interest Group or Discussion Group webpages on the DAA website.

- (d) An Interest Group must maintain at least basic information on the website for the information of members, including (but not limited to) contact details of the convenor, terms of reference, annual plans, communication or meeting format, meeting dates if any, minutes of meetings. IG webpages may contain approved information on resources and education relevant to the practice area. DAA web pages such as Calendar of Public Events and Marketplace should be used to inform members of external events, products and services.

- (e) Interest Group or Discussion Group members will adhere to the Member Connect Community Rules and relevant Compliance Policy when using this online discussion platform.
- (f) The coordinator of a Chapter of an Interest Group must provide meeting minutes of chapter meetings on the DAA website and notify its Interest Group members that the minutes are available.
- (g) Interest Group events and meetings will be open and advertised to all DAA members.
- (h) Chapter events and meetings will be open and advertised to all DAA members.

14. Preparation of publications and other material

- 14.1 Where the function of an Interest Group involves publication of material, a draft will be submitted to DAA Staff for authorisation by the CEO before publication takes place. Costing will be provided as part of the budget process.
- 14.2 Publication of material with the DAA name and/or logo is the responsibility of DAA Staff.
- 14.3 Distribution of material is the responsibility of DAA Staff.
- 14.4 Publication and distribution of material prepared via a partnership with another organisation will be negotiated through DAA Staff in the form of a Memorandum of Understanding (MoU).

Statements

An Interest Group will only provide submissions, media statements and other public statements in its name or that of DAA with the prior approval of DAA Staff.

Acknowledgment

Publications of Interest Group developed material will name the interest Group and acknowledge all contributors from an Interest Group.

When presenting the achievements of an Interest Group to any forum appropriate acknowledgment of the Interest Group will be given.

Copyright

All material gathered and produced by an Interest Group or an individual of an Interest Group specifically for official IG or DAA business will remain the property of DAA unless otherwise specified by the Board.

Mediation/Dissolution

In the event of a serious breach of DAA Code of Conduct the DAA Board has a right to mediate, dissolve or suspend an Interest Group or Discussion Group.

The Board will dissolve any Interest Group or Discussion Group if it is not fulfilling the stated Terms of Reference.