

**DIETITIANS ASSOCIATION OF AUSTRALIA**  
**BY-LAW**  
**PROCEDURE FOR OPERATION OF INTEREST GROUPS**  
(By-law made Pursuant to Clause 32 and 37 of the *Constitution*)  
**Revised February 2009**

**Preamble**

The Board may establish as an Interest Group any group of members which has an interest in a specific field of dietetics and nutrition and which meets or communicates as outlined in this By-law.

**1. Purpose**

- 1.1 To support groups of **DAA members** in pursuit of interests related to particular foci: practice; disease states; content area; social and cultural issues; and the broader environment.
- 1.2 To contribute to the development of specific resources to support nutrition and dietetic practice related to the area of interest.
- 1.3 To provide **DAA members** with a forum for discussion of issues related to their area of interest, and to provide networks facilitating peer support, mentoring and access to expertise within the area of interest.
- 1.4 To support and actively develop continuing professional development within the area of interest for members of the IG and the broader DAA membership.
- 1.5 To provide members with a base for advocating within DAA or externally (in liaison with national office) on issues and/or for particular member or community groups.
- 1.6 To provide advice to DAA committees, spokespersons, professional services personnel and external groups as requested on issues related to the area of interest including development of, or having input into, DAA statements and submissions.
- 1.7 To provide opportunities for members to develop advanced practice skills.

**2 Structure**

- 2.1 Interest groups will form at a National level.
- 2.2 National groups may have Branch chapters.

### **3. Establishment**

- 3.1 An Interest Group will be established at National level if approved by the Board.
- 3.2 A proposal to establish an Interest Group will be in writing to the Professional Services Director.
- 3.3 The proposal will be supported by at least ten DAA members.
- 3.4 The proposal will include a; draft Terms of Reference for review;
- 3.5 The focus of a National Interest Group must be more than one of regional concern and must not be covered by an existing national group within DAA.
- 3.6 The Interest Group focus and objects will comply with the DAA objects and Strategic Plan.
- 3.7 No interest groups may be established at a Branch level

### **4 Office Holders**

- 4.1 An Interest Group will comprise such office holders as the Interest Group determines, but must include a national convenor. While this role may be shared, one person is to be nominated to DAA for contact purposes.
- 4.2 The office holders must be **APD members** and will be elected by Interest Group members annually, and may seek re-election.
- 4.3 A Convenor will be responsible for calling and managing meetings (where required), and, monitoring the business of the IG either at meetings or on email discussion groups ensuring adherence to this By-law.

### **5. Name of Interest Group**

- 5.1 The name of the Interest Group will be in the following format:  
DAA ..... Interest Group; and
- 5.2 The name of a Branch Chapter will be in the following format:  
DAA ..... Branch Chapter of the..... Interest Group

### **6. Terms of Reference**

- 6.1 An Interest Group will have current Terms of Reference ratified by the Board. These may be amended as the Board sees fit.
- 6.2 The Terms of Reference will include the following:
  - (a) Role and functions will comply with the DAA Strategic Plan.
  - (b) Role and functions will be specific.
  - (c) Role and functions will be achieved within budget allocations.
  - (d) The minimum number of members of an Interest Group shall be 10.

- 6.3 The Board will be responsible for monitoring the activities of Interest Groups and chapters and assessing achievements in relation to the Interest Group Terms of Reference.

## **7. Membership**

### **7.1 DAA Members**

- (a) Membership of an Interest Group is open to all financial members who elect to join and are prepared to take an active role.
- (b) An Interest Group may include members from any Branch.
- (c) A Branch Chapter may include members from other Branches.
- (d) Financial status of members will be checked by National Office upon application to join an Interest Group.
- (e) Associate members without dietetic qualifications are not able to join clinical Interest Groups. They can join the following Interest Groups: Corporate Nutrition IG, CALD IG, Public Health and Community Nutrition IG, Rural, regional and remote IG, research IG and Indigenous IG

### **7.2 Participants**

People who are not eligible to be full or associate members of DAA may apply to attend an Interest Group as a participant.

- (a) Participants must acknowledge their status and relationship to DAA on the required form and be approved by the Board.
- (b) A person eligible for membership of DAA but who has not joined the Association may not join an Interest Group.
- (c) Participants may not:
  - (i) hold office in an Interest Group or vote in any election for office holders;
  - (ii) hold themselves out as members of DAA; or
  - (iii) do any act which if the participant was a member would constitute a breach of DAA's *Code of Professional Conduct*.
- (d) The Board may terminate participation by a person at any time.

### **7.3 Applications from Participants**

Applications for participation must be made to the Board, which may approve them and inform the appropriate Convenor. Applications for participation may be approved or disallowed at the discretion of the Board

- 7,4 NZDA members who are not overseas associates may be co-opted as reference group participants for specific projects. The need for a reference group should be identified in annual plans to allow a list serve facility to be developed for that purpose

### **7.5 Board**

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

## **8. Responsibility**

- 8.1 The Professional Services Director will be responsible for advising the Board on issues relating to the establishment and operation of Interest Groups.

## **9. Fees and Finance**

- 9.1 Membership of an Interest Group is a benefit of DAA membership.
- 9.2 The National Office will be responsible for all financial matters in relation to an Interest Group.
- 9.3 An Interest Group will not operate its own accounts.
- 9.4 All monies received or debts incurred are those of DAA.
- 9.5 An Interest Group will not be subsidised unless specific arrangements have been determined by the Board
- 9.6 Requests for funding for an Interest Group will be submitted as part of the annual planning process at National.
- 9.7 The DAA Board reserves the right to levy a fee for 'participants'.

## **10. Sponsorship of Interest Groups**

- 10.1 Sponsorship for an Interest Group will be in accordance with the *Corporate Partnerships and Sponsorship Policy* and be undertaken in consultation with the DAA Communications and Marketing Unit.
- 10.2 Sponsorship of an Interest Group will be consistent with the principles, priorities and activities of the DAA Partnership Program and must be ratified by the Board.
- 10.3 Sponsorship for all Interest Group (and chapter) activities will be coordinated and managed by the National Office.
- 10.5 An administrative fee of 20% will be levied for any sponsorship received on behalf of an Interest Group. This fee will be waived for corporate partners.
- 10.6 Surplus Interest Group sponsorship will be allocated to a special fund for continuing professional development to be used nationally.
- 10.8 The National Office will maintain a register of sponsorship opportunities and promote them to potential sponsors.

## **11. Administrative Support**

- 11.1 Administrative support will be provided by the National Office for:
- (a) inclusion of activities and meetings in the DAA calendar;
  - (b) inclusion of Interest Group information in the DAA Newsletter;
  - (c) inclusion of Interest Group information on the DAA website; and

- (d) e-mail discussion groups (to be moderated by the Interest Group, National Office to provide server access and technical advice).
- 11.2 Administrative support may also be provided by the National Office for:
- (a) the appointment of office bearers (including elections where appropriate); and
  - (b) management of membership register and mailing lists

## **12. Meetings, Reporting and Consultation**

### 12.1 Meetings

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

### 12.2 Reporting

- (a) Reports and communications will be through the Practice and Professional Development Dietitian/National Office
- (b) Reports will be submitted to a Board meeting at the request of the Board.
- (c) An outline of proposed Interest Group activities will be submitted to the Board for inclusion in the Annual plans.
- (d) Reports relating to partnerships or formal communications with external groups should be provided in a timely fashion to National Office

### **12.3 Communication**

- (a) DAA National Office will forward all communications to an Interest Group via the Convenor.
- (b) Communications between Interest Groups will be via the Convenor.
- (c) An Interest Group may use Newsletters, e-mail discussion groups or the website to communicate with participants and others.
- (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.
- (e) National Interest Group members may not use e-mail lists to advertise products, events, websites, or services related to private business in an unsolicited manner.
- (f) Interest Group convenors are responsible for monitoring interest group e-mail discussions and ensuring appropriate etiquette and rules are observed as set out in the *E-mail Discussion Group Policy*.
- (g) The coordinator of a Branch chapter of a National Interest Group must provide meeting minutes of chapter meetings on the DAA website and notify its National Interest Group members that the minutes are available.
- (h) A National Interest Group's activities will be open and advertised to all DAA members.

- (i) Branch chapter activities will be open and advertised to all DAA members.

### **13. Preparation of Publications and other Material**

- 13.1 Where the function of an Interest Group involves publication of material a draft will be submitted to the Board for authorisation before publication takes place. Costing will be provided as part of the budget process.
- 13.2 Publication of material with the DAA name and/or logo is the responsibility of the National Office.
- 13.3 Distribution of material is the responsibility of the National Office
- 13.4 Publication and distribution of material prepared via a partnership with another organisation will be negotiated through National Office.

### **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 National Office.

### **Acknowledgment**

Publications of material will involve an acknowledgment of all contributors of an Interest Group.

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

### **Copyright**

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

### **Mediation/Dissolution**

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

The Board will dissolve any Interest Group if it is not fulfilling the stated terms of reference.

