

# **BY LAWS OF THE SCHOOL NUTRITION ASSOCIATION OF PASCO**

## **Article I NAME**

This organization shall be “School Nutrition Association of Pasco (SNAP),” hereinafter referred to as the “Association.” It shall be affiliated with the Florida School Nutrition Association (FSNA), which is affiliated with the School Nutrition Association (SNA).

## **Article II PURPOSES**

The purpose of this Association shall be to:

- Section A** Promote the optimal health, nutrition and education of all Pasco children by supporting a nutritionally adequate, educationally sound, financially accountable, nonprofit child nutrition program.
- Section B** Promote high standards for child nutrition programs with emphasis on nutritionally adequate meals that are appealing to children.
- Section C** Promote united efforts between school personnel, allied organizations, industry and the public so all Pasco children have an opportunity to receive the benefits of our child nutrition program.
- Section D** Promote high standards and provide educational programs, incentives and recognition for professional development for child nutrition personnel.
- Section E** Promotes child nutrition-related research and development in our child nutrition program.
- Section F** Promote the establishment of nutrition policies and legislation that support child nutrition programs, nutrition education, and provides optimal nutrition for children.
- Section G** Promote the involvement of students and the school community in our child nutrition program.
- Section H** Promote membership and provide services to members.

## **Article III MEMBERSHIP**

### **Section A     Membership Affiliation**

Any district with three (3) or more members shall be eligible for affiliation with the Florida School Nutrition Association on written application. One chapter affiliate chartered by the Executive Board of the Florida School Nutrition Association shall constitute the only chapter affiliate of the Florida School Nutrition Association in each school district. Each affiliate so chartered shall be entitled to representation in the Florida School Nutrition Association House of Delegates.

1. The Association may establish separate chapter membership dues so long as such dues do not exceed a sum equal to the dues of the Florida School Nutrition Association for such member's class of membership.
2. The Association shall adopt bylaws which are not in conflict with the *Articles of Incorporation* and *Bylaws* of the Florida School Nutrition Association. A current copy with all amendments shall be on file in the Florida School Nutrition Association office.
3. Only School Foodservice and Nutrition members of the Association shall be eligible to serve as officers.
4. The Association shall adopt a Plan of Action consistent with the Plan of Action of the Florida School Nutrition Association.

### **Section B     Membership Classification**

Membership in the Association shall consist of four classes: School Foodservice and Nutrition, Associate, Affiliate, and Local. All members are encouraged to maintain membership with the Florida School Nutrition Association (FSNA).

1. School Foodservice and Nutrition Members. School Foodservice and Nutrition member category shall consist of employees, managers, supervisors/directors, state level staff, and educators employed in eligible fields.
2. Associate Members. Associate member category shall consist of retired members who have not become employed in a non-eligible field, and students enrolled in post-secondary school foodservice programs.
3. Affiliate Members. Affiliate member category shall consist of school foodservice employees working less than four hours per day.
4. Local Members. Local member category shall consist of School Foodservice and Nutrition, Affiliate, and Associate Members that are local chapter members only; therefore, not considered a member of the Florida School Nutrition Association (FSNA).

### **Section C     Rights and Privileges of Members**

1. All School Foodservice and Nutrition, Associate, and Affiliate members whose dues are currently paid shall be entitled to cast one vote in person for the election of officers for the coming year and to cast one vote in person upon any matter submitted to a vote of the voting membership of the Association. A sign-in sheet will be available for all members to confirm the number of legitimate votes available on any motion of business presented at that meeting.
2. Associate members shall have all the rights and privileges of School Foodservice and Nutrition members, except they shall not be a candidate for elective office.
3. All members of the Association shall be eligible to attend the meetings of the Florida School Nutrition Association House of Delegates as observers, but only official delegates shall have the right to participate in floor debate.
4. Local members of the Association shall be eligible to attend meetings of the School Nutrition Association of Pasco (SNAP) as observers, but are not considered a part of the voting membership.

### **Section D     Dues**

Dues may be changed by a two-thirds (2/3) affirmative vote of the voting membership present at a general meeting. Membership in the Association and all rights and privileges thereof, shall be terminated if at any time a member's dues are unpaid.

1. Local dues. Members shall pay annual dues of not more than \$7.00, plus the appropriate membership fee for the Florida School Nutrition Association (FSNA).
2. Fiscal year. Membership will run concurrent to the Florida School Nutrition Association fiscal year. If a national School Nutrition Association member, the annual membership fiscal year is determined by the date of origin upon initial membership.
3. Payment. Dues for existing and new members shall be submitted to the Membership Chairperson.

## **Article IV ORGANIZATIONAL STRUCTURE**

The affairs of the Association shall be directed and conducted by the Executive Board. No member of the Executive Board shall receive salaries for this service.

### **Section A     Executive Board**

The government of this Association shall be vested in an Executive Board. The Executive Board shall be the executive body of the Association. The Board shall formulate policies, adopt the

annual budget, receive and/or act on reports and resolutions, conduct the business affairs, and have all other powers and duties specifically provided to it by the *Bylaws*, which are necessary to achieve the objectives of the Association.

1. Composition. Voting members of the Executive Board shall consist of the President, President-Elect, Secretary/Treasurer, and Committee Chairpersons as appointed by the President.
2. Responsibilities.
  - a. Makes and amends Rules of Procedure consistent with the *Bylaws* of the Association.
  - b. Manages and directs the financial affairs of the Association.
  - c. Authorizes persons to sign checks, contracts, and other documents on behalf of the Association.
  - d. Delegates any of its powers in the course of current business of the Association, except as herein provided, to any standing or special committee, or to any officers or agent to be responsible for the management of the Association office.
  - e. Decides upon questions of cooperation with organizations.
  - f. Review and approve the work plans and programs for Association committees.
  - g. Adopts the annual budget for the Association.
  - h. Appoints persons to act on behalf of the Association and defines their specific responsibilities.

## **Section B     Elected Officers**

The officers of the Association shall consist of a President, a President-Elect, and a Secretary/Treasurer, to be elected as herein provided. All officers shall assume the duties of their offices on the first Monday after the state conference or at the time of the installation banquet in the event that the state conference has preceded the installation banquet. The primary responsibilities of each officer are as listed below, but shall not be limited to those duties alone.

1. President. The President shall be the chief officer of the Association and shall serve one year. The responsibilities of the President are as follows:
  - a. Represents the Association in policy matters.
  - b. Serves as Chairman of the Executive Board.
  - c. Presides at meetings of the Association.

- d. Serves as ex-officio member of all committees and coordinates the activities of same.
  - e. Prepares the agenda for all meetings and the annual plan of action.
  - f. Appoints the Chairperson of all committees, except as herein provided, including replacement of all vacant chairpersons, and approves members of all committees.
  - g. Establishes time schedules for meetings of the Association.
  - h. Follows up on the implementation of the plan of action.
2. President-Elect. The President-Elect shall be elected for one year. The President-Elect shall succeed to the office of President in the case of a vacancy in that office. The responsibilities of the President-Elect are as follows:
- a. Become acquainted with all duties and responsibilities of the President, other members of the Executive Board, and Committee Chairpersons.
  - b. In the absence of the President, the President-Elect shall serve as the presiding officer.
  - c. Shall perform other duties that may be assigned by the President.
  - d. Automatically succeeds to the office of President at the close of his/her term.
3. Secretary/Treasurer. The Secretary/Treasurer shall serve for two years. The responsibilities of the Secretary/Treasurer are as follows:
- a. Accurately records and maintains minutes of all Association and Executive Board meetings in books belonging to the Association.
  - b. Presents a copy of all minutes to the President and Executive Board no later than two weeks after each meeting.
  - c. Reads the minutes at all Board meetings and Association meetings.
  - d. Maintains accurate attendance rosters and sign-in sheets for meetings and fundraising events.
  - e. Supervises and monitors Association funds, investments, and securities.
  - f. Maintains full and accurate accounts of all receipts and disbursements in books belonging to the Association.
  - g. Pays all Association bills in a timely manner.

- h. Submits a financial report at Association meetings.
- i. Serves as Chairperson to the Budget Committee.
- j. Drafts a proposed annual budget in cooperation with the President and Budget Committee.
- k. Forwards all state and national dues to SNA and FSNA in a timely fashion. Meets all deadlines in making dues available to the state and national Associations.
- l. Submits budget to the Board for adoption.
- m. Notifies officers and the Chairs of each committee of budgeted funds.
- n. Reports expenditures against budget.
- o. Submits all of his/her records and books to a qualified auditor approved by the Budget Committee on or before July 1<sup>st</sup> of each year. The auditor shall submit his/her report of findings and recommendations to the President on or before August 1<sup>st</sup> of each year.

**Section C Association Advisor**

The district foodservice director shall serve as Advisor to the Executive Board.

**Section D Standing Committees**

There shall be the following standing committees:

1. Budget Committee. This committee shall consist of the Secretary/Treasurer as the Chairperson and four other members, namely: President, President-Elect, and two members appointed by the President.
  - a. Drafts annual budget submitted for approval and the Chairperson shall submit the same, in person, to the Executive Board for adoption at the July Executive Board Meeting.
2. Professional Development Committee. This committee shall be responsible for:
  - a. Applies for inservice approval for all Association meetings.
  - b. Promotes and assists with programs and activities to improve school foodservice personnel standards and welfare.
  - c. Develops ideas for membership professional growth subject to the approval of the Executive Board.

- d. Provides members an annual summary of information relating to school foodservice professional development efforts.
  - e. Works with President to provide professional development opportunities for members.
3. Historical Committee. This committee shall consist of the immediate past president as Chairperson and one member of the Association appointed by the President.
- a. Adds a review of the activities of the previous year to the history of the Association.
4. Membership Committee. The committee shall consist of the Membership Chairperson, who shall be appointed by the President, and at least one active member of the Association.
- a. Develops, initiates, and oversees membership activities.
  - b. Submits membership applications to the FSNA and SNA with a copy to the President.
  - c. Recommends initiatives for increasing membership.
  - d. The Chairperson shall work with officers and members to develop membership goals.
5. Nominating Committee. The Chairperson of this committee shall be appointed by the President at the February meeting. A quorum of five active Association members will make up this committee. Members of the nominating committee shall not be eligible for nomination for office during their term on the nominating committee.
- a. Selects no more than two candidates for each office to be filled on the ballot in accordance with the *Bylaws*.
  - b. Verifies eligibility of candidates.
6. Public Policy and Legislative Committee. The Chairperson of this committee shall be appointed by the President. This committee shall consist of three active members of the Association, appointed by the President and the Food and Nutrition Services Director and is subject to the approval by the Executive Board prior to initiation.
- a. Evaluates, interprets, recommends, and responds to state and federal legislation and regulations.
  - b. Informs members of current state and federal legislation relating to the food service program, nutrition education, and personnel.
  - c. This committee and committee members should try to attend the FSNA Legislative Conference in Tallahassee.
  - d. Develops a plan of action and legislative strategies for members to follow.

- e. Works with Legislative Chair of FSNA.
7. Nutrition Standards and Nutrition Education Committee. The Chairperson of this committee shall be appointed by the President.
- a. Evaluates and interprets nutrition trends and developments, and reports information to the general membership.
  - b. Promotes nutrition education.
  - c. Plans a Nutrition Education Program which shall be presented at an Association meeting.
  - d. Works with Nutrition Chair of FSNA.
8. Communication and Marketing Committee. The Chairperson of this committee shall be appointed by the President.
- a. Informs members of all Association activities including heading a telephone tree calling and sunshine committee needs.
  - b. The Chairperson of this committee shall be responsible for preparing and submitting Chapter Chatter articles for the state Association journal in conjunction with deadlines established by FSNA.
  - c. Works toward creating a positive image for the Association and school food and nutrition programs.
  - d. Creates a calendar of special events for promoting marketing activities.
  - e. Establishes priorities for types of information that will be distributed and identifies channels through which messages can be confirmed.
9. Resolutions and Bylaws Committee. This committee shall be made up of past chapter Association presidents.
- a. Edits and reviews all resolutions for format and consistency with the FSNA and SNA *Bylaws*.
  - b. Reviews bylaw amendments proposed for consideration by the chapter.
  - c. Reviews chapter Bylaws annually to ensure they are consistent with FSNA and SNA *Bylaws*.

10. Scholarship and Awards Committee. This committee shall be responsible for:

- a. Reviews and selects recipients of awards and scholarships that have been created and approved by the Executive Board.
- b. Circulates information to members on state and national awards, scholarships and grants.
- c. The Chairperson shall work with officers and members to meet deadlines for awards and other recognition (e.g., 100% membership and certification).
- d. Make recommendations to the Executive Board regarding award requirements changes, or proposes new rewards.
- e. Reviews and makes recommendations to the Executive Board as to the number and amount of scholarships that are to be distributed to active members and students who have applied.
- f. Establish selection protocol and criteria for the maintenance and establishment of scholarships for students and active Association members furthering their education in a foodservice, nutrition, or related field of study.
- g. Annually reviews scholarship selection protocol and criteria based on Association goals and budgetary restraints.

11. Certification Committee. This committee shall be responsible for:

- a. Assists SNA members in receiving national certification or re-certification.
- b. Works with the Certification Chair of FSNA.
- c. Informs members of information pertaining to state and national school nutrition certification programs.
- d. Reviews state Association home-study courses/tests and provides information regarding successful completion to FNS training division and state Certification Chair.

12. Silver Circle Committee. This committee shall be responsible for:

- a. Assists SNA members in receiving recognition for years of service exceeding 25 years or more.
- b. Maintains accurate records for years of service.

## **Article V ELECTIONS**

### **Section A     Officer Elections**

Election of the office of President-Elect shall be conducted annually, as provided herein. Election of the office of Secretary/Treasurer shall be conducted every two years. The ballot shall contain a minimum of two (2) candidates for all offices to be filled when feasible.

### **Section B     Nominations**

The Nominating Committee as provided herein shall prepare the ballot. The consent of each nominee must be obtained before his/her name can be submitted for office. The Nomination Committee shall submit candidate names at the March general meeting. During the April general meeting, nominations may be made from the floor, after which the election of officers may be held. Installation will be held following the annual retirement and/or awards banquet/meeting.

### **Section C     Eligibility**

To be eligible for nomination for any office, a candidate should have held membership in the state and local Association for sixty (60) days immediately preceding the nomination and should have:

1.     Attended the regional meeting at least once, and/or
2.     Attended a state or national conference once during the previous two (2) years, and/or
3.     A minimum of three (3) monthly Association meetings during the current school year.

## **Article VI MEETINGS AND CONFERENCES**

### **Section A     Membership Meetings**

The Executive Board shall develop an annual calendar of events that includes regular membership meetings. The Association shall meet at least three (3) times each school year. The place and time of meetings shall be determined by the Executive Board.

1.     Quorum. Five members shall constitute a quorum, inclusive of the President and/or President-Elect.
2.     Special Meetings. Special meetings of the members may be called by the Executive Board. Members shall be notified by the President.

3. Executive Board Meetings. The Executive Board shall meet when called by the President or upon the written request to the President of three (3) voting members of the Board. Meetings shall be called by the President prior to any general meeting.

## **Section B Expenses and Defrayed Costs**

The Executive Board shall set limits within budgetary restraints for reimbursement of, and procedures for expenditures by Association members who travel on official Association business.

1. Expenses and Defrayed Costs. A portion of expenses incurred by the Association's qualifying member(s) attending regional meetings or conferences, state and/or national legislative conferences, and state and/or national Association conferences will be defrayed in part by a travel and/or per diem allowance subject to the approval by the Executive Board as per the following guidelines:
  - a. State Conference Qualifications. To qualify for defrayed costs for state conferences by the Association, members must meet the minimum requirements:
    - i. Assisted at least one Association fundraiser, and
    - ii. Attended at least three monthly Association (SNAP) meetings during the current school year.
  - b. Regional Meetings and Conferences. To qualify for defrayed costs for regional meetings and conferences by the Association, members must meet the minimum requirements:
    - i. Attended at least three monthly Association (SNAP) meetings during the previous school year.

## **Article VII PUBLICATIONS**

Articles may be submitted for publication in *School Food in Florida* according to Florida School Nutrition Association established schedule.

## **Article VIII FISCAL YEAR**

The fiscal year of the Association will run concurrent to the Florida School Nutrition Association fiscal year.

**Article IX  
AMENDMENTS**

Any proposed amendments shall be directed to the President at least twenty (20) days prior to the date on which the amendments will be considered. Amendments may be proposed in either of the following ways:

1. Upon petition of the percent of the membership, or
2. By a majority vote of the Executive Board.

The *Bylaws* may be amended at any Association meeting by a two-thirds (2/3) vote of the members present, provided all members of the Association shall be able to read copies of the proposed amendments at least thirty (30) days prior to the voting.

**Article X  
PARLIAMENTARY AUTHORITY**

Subject to the final ruling of the presiding officer, the articles of incorporation and these *Bylaws*, meetings of the Association shall be governed by Roberts Rules of Order (latest revised edition).

**Article XI  
EFFECTIVE DATE OF IMPLEMENTAION**

These *Bylaws* shall become effective May 8, 2008.