

## BYLAWS

### SCHOOL NUTRITION ASSOCIATION OF ARIZONA – EASTSIDE CHAPTER #04

#### ARTICLE I - NAME

Section A. The name of this organization shall be the SCHOOL NUTRITION ASSOCIATION of ARIZONA, EASTSIDE CHAPTER #04, thereafter referred to as the Eastside Chapter.

The Eastside Chapter shall be affiliated with the School Nutrition Association of America and the School Nutrition Association of Arizona.

#### ARTICLE II - PURPOSE

1. To improve and maintain the health of school children through nutritionally adequate non-profit school food service programs.
2. To work for the highest standard of nutrition education and school food service programs.
3. To encourage and promote between school personnel and the general public such united efforts as will assure for every school child an opportunity for adequate nutrition education.
4. To encourage and develop the highest standards for school food service personnel by providing appropriate education programs.

#### ARTICLE III - MEMBERSHIP

##### Section A. Classes of Membership

Membership in the School Nutrition Association and School Association Nutrition Association of Arizona is required. There are four classes: School Foodservice & Nutrition, Associate, Affiliate and Honorary.

1. School Foodservice and Nutrition Members- School foodservice and nutrition member categories shall consist of employees, managers, supervisors/directors and educators employed in eligible fields (also includes District Owned Members).
2. Associate Members- Associate member categories shall consist of retired members, students enrolled in post-secondary school foodservice programs, state agency members, industry individuals, corporations and others committed to furthering the goals of the Association.
3. Affiliate Members - Affiliate member categories shall consist of school foodservice employees working less than four hours per day who choose the option of being non-voting supportive members and retired members who choose the option of being non-voting supporter members.
4. Honorary Members- Individuals, other than purveyors, who have helped to advance the School Food Service Program or have rendered outstanding service to the Chapter may have conferred upon them at the annual installation of officers meeting, the title of Honorary Member. The Executive Board shall establish criteria and approve Honorary membership. An Honorary member shall not have the right to vote, to serve as a delegate or to hold elective or appointive office. They shall pay no dues.

##### Section B. Eligible Fields

1. Persons employed at the preschool, school, school district, college, state, or federal levels in a food and nutrition program, which serves meals to children.
2. Persons engaged in teaching or administration at the aforementioned levels.
3. Persons engaged in teaching present or potential school food service personnel.

4. Persons engaged in community nutrition programs.
5. Persons employed by the Association or a state affiliate.

#### Section C. Rights of Members

1. VOTING RIGHTS:
  - a. School Foodservice & Nutrition members, School District Owned Membership, State Agency members and Associate retired members whose dues are currently paid, shall be entitled to vote for elections of officers and any other matter submitted by the membership.
  - b. Affiliate, Honorary and Associate members (other than retired members) shall be non-voting members.
2. Members who cease to be employed in an eligible field may continue their membership until their renewal date (this does not include District Owned Memberships).
3. The official state publication of the Association shall be sent without charge to all classes of membership.
4. All members of the Association may observe the meeting of the House of Delegates, but only official delegates shall have the privilege of the floor and be entitled to vote.
5. Retired members shall not be eligible for nomination to elective office, but may serve in other appointed capacities.

#### Section D – Dues

1. Annual dues shall consist of National dues as set by the School Nutrition Association, State and Chapter dues as set by the School Nutrition Association of Arizona.

### ARTICLE IV - MANAGEMENT

#### Section A. Management

1. The affairs of the Association shall be managed and conducted by the Executive Board. The Executive Board shall not receive salaries for their services.
2. The chapter must have a minimum of three (3) general meetings per year and a minimum of six (6) Executive Board meetings per year. A quorum for the conducting of business shall consist of those present. A majority of the quorum shall rule. Only active members are eligible to vote.

#### Section B. Executive Board

The Executive Board shall consist of the President, President-elect, Vice-President, Secretary, Treasurer, immediate Past President and Standing Committee Chairman. They shall have the following responsibilities, with the immediate Past President serving only in an advisory capacity.

1. Determine administrative policies, general policies and guidelines for the management of the Chapter and may propose amendments to the bylaws.
2. Any elected officer; Chapter President or appointed Chair who is found in violation of conditions required for election, a breach of fundamental principles or rules of the Association, or failing to work under the framework of the Association may be removed from office. The Executive Board, upon receipt of charges shall investigate the charges, hold a hearing if requested and render a decision. The Executive Board will establish guidelines for officers.
3. Responsible for setting goals and objectives for the Association for the coming year and effectively communicating the responsibilities to the Affiliate Chapters in helping to achieve the annual goals and objectives.

## Section C. Finance

1. The responsibility for proper documentation of deposits and withdrawals of monies shall be vested in the Treasurer after an initial review by the Secretary, President and President-Elect. The Treasurer will draw up all checks. The President and President-elect sign all checks; both signatures shall be required for each check. Financial obligations and expenditures of monies shall be limited to funds on hand. Assessments cannot be levied on members.
2. Members shall be reimbursed for authorized expenditures on presentation of properly vouchered bills and documentation.
3. Money shall be budgeted to defray the expenses of the President, and if funds permit, President-elect, to the National Convention and Leadership Seminar.
4. Money shall be budgeted to defray the expenses of the President, President-Elect, Secretary, Treasurer to attend the annual state conference.
5. Money shall be budgeted to defray the expenses of the President-Elect and if funds permit, the President-Elect to attend the Professional Growth Seminar.
6. All Association monies shall be audited annually by an independent auditor. The results of the audit shall be reported to the Executive Board.

## ARTICLE V - ELECTED OFFICERS

All elected officers shall hold office until the end of the Annual National Convention following the election of their successor.

### Section A. Eligibility. All Candidates Shall:

1. Be an active member in the School Foodservice and Nutrition Member category.
2. Be regularly employed in an eligible field, but may not be employed as a director at the school district level, a supervisor, regional manager, or corporate office of a for-profit organization above the school level district. Retired members may not hold elected office.

### Section B. President

The President shall serve for one year. The President shall be the Chief Executive Officer of the Chapter.

Shall be a member of the Budget Committee and ex-officio member of all committees except the Nominating Committee.

Shall serve as a member of the State Executive Board.

Shall represent the Chapter in the Arizona School Nutrition Association House of Delegates.

Shall appoint chairmen of all committees; except herein provided.

Shall submit, when requested, reports for the State Association annual reports.

Shall set up a time schedule for completion of the Program of Work and submission of reports of all committees. Establish time schedules for meetings of Executive Board. Set up Calendar of Activities and events of Association for the year.

Shall see that all orders, recommendations, and resolutions of the Executive Board are carried into effect.

Shall see that all recommendations and resolutions of the State House of Delegates are duly

considered by the Executive Board.

Shall provide the State President a list of newly elected officers within fifteen days after election.

Shall see that each officer and committee chair, at the completion of his/her term of office, transfers the completed files to the newly installed officer/chair.

Shall sign checks in accordance with the regulation in Article VI Section C of these Bylaws and shall exercise all other general powers of supervisory and active management usually vested in the office of President.

Shall keep a record of officers, committees and activities together with the accomplishments of the Program of Work during his/her year as President. These records to be placed in the History Book of this Association after the last Executive Board Meeting following the completed term of President.

Upon completion of the term of office, the president shall become the immediate past president of the Chapter.

#### Section C. President-elect

The President-elect shall serve for one year and at the close of the Annual National convention after elections. Shall automatically become President; shall succeed to the Presidency in case of a vacancy in that office and serve as President until the term to which he/she has been elected is complete.

Shall perform the functions of the President in his/her absence and shall continue to learn the duties devolving upon the President.

Shall serve as a voting member of the House of Delegates.

Shall be actively involved with developing and implementing the Association's annual goals and objectives with the Executive Committee.

Shall serve as a member of the Budget Committee; must sign and approve checks in accordance with the regulation of Article VI Section C.

#### Section E. Secretary

The Secretary shall serve for two years. The term of office shall begin and end on odd numbered years.

Shall serve as a member of the Executive Board, Budget Committee and voting member of the State House of Delegates.

Shall see that a correct record of all meetings of the Executive Board and Chapter meetings are made and kept in books belonging to the Eastside Chapter.

Shall conduct correspondence as the Chapter President and Executive Board direct.

Shall, in the event of a vacancy in the office of the President-Elect, the Secretary or Treasurer (whichever has been in office longer), serve as President-Elect until the next regularly officers are installed.

Shall perform such other duties as may be requested by the President and/or Executive Board.

#### Section F. Treasurer

The Treasurer shall serve for two years. The term of office shall begin and end on even numbered years.

Shall maintain documentation of all income and expenses of the Eastside Chapter.

Shall maintain accurate accounts of all receipts and disbursements in the official books of the Eastside Chapter.

Shall serve on the Executive Board and as Chair of the Budget Committee, and shall notify the Chairs of other committees of the amount budgeted for the use of that committee.

Shall, in the event of a vacancy in the office of the President-Elect, the Secretary or Treasurer (whichever has been in office longer), serve as President-Elect until the next regularly officers are installed.

Shall perform such other duties as the President and/or Executive Board may request.

#### Section G. Past President

Shall serve for one year.

Serves as the Historian for the Association.

Chair of the Nominating Committee for elected positions.

Assemble and publish the election ballot.

Direct the Executive Secretary to distribute the election ballot to current members in accordance with procedures.

Notify all candidates and the governing Board of the election results.

## ARTICLE V - COMMITTEE ACTIVITIES

The activities of the Association shall be conducted by the Executive Board, the House of Delegates, and Committees.

### Section A. Eligibility

Chairs of the Committee shall have had experience and be knowledgeable in or have made an outstanding contribution to Association work related to functions of the committee on which they serve. All committee members must be active, School Foodservice and Nutrition Members or retired Associate Members. Affiliate Members are not eligible. Must be regularly employed in an Eligible field, but may not be employed as a director at the school district level, a supervisor, Regional manager or corporate office of a for-profit organization above the school district level.

### Section B. Organization

Committee Chairs shall be appointed by the President-elect prior to the Association year, and are subject to approval by the majority of the Executive committee.

All standing Committee Chairs shall serve as members of the Executive Board.

### Section C. Standing Committees and/or Chairs

1. Budget Committee - The Budget Committee should consist of the Treasurer as Chair, President, President-elect and Secretary. They shall draft a budget of expenditures for the forthcoming year and submit it to the Executive Board for approval by the beginning of the new Association business year. They shall make proposals as to new sources of income; shall give counsel upon any and all financial matters affecting the Chapter if it is so requested by any of its committees or members.
2. Nominating - The Nominating Chair shall be a Past President of the Chapter and serve on the Executive Board. **Members of the Nominating Committee are ineligible to be nominated for office.**

The Nominating Committee shall secure suggestion for candidates from the Executive Board members, Past Presidents and any other interested member. They shall check names suggested for the ballot against membership lists to verify eligibility (to be eligible for Vice President, the candidates must have served one year on a State or Chapter Executive Board or State Committee within the last five years).

Shall have at least two nominees for each office to be filled.

Shall present ballots to the chapter members at the March meeting.

Ballots must be counted immediately following the election by the Chairman and two (2) members and results reported in writing.

3. Public Policy and Legislation (PPL) Chair - The PPL Committee shall consist of the Chair who has met any of the following:
  - a. a Past President of the School Nutrition Association of Arizona
  - b. a member of the Executive Board during the past five (5) years
  - c. an elected or appointed member at the national association level
  - d. attended and participated in the state and federal Legislative Action Conference at least three times during the past six (6) years and Co-Chair who has served in accordance with any of the requirements outlined for the Chair. Other members of the Committee shall be the Legislative Chair from each affiliate chapter and other members appointed by the PPL Committee Chair.

The Public Policy and Legislation Chair shall review correspondence received from SNA's PPL Chairman and/or other official communications from SNA, USDA or other associations that affect child nutrition and transmit pertinent information to the Executive Board and Chapter Affiliates with recommendations for procedure to be followed in securing desirable legislation.

4. Membership - The Membership Chair shall inform interested groups of members as to Eligibility requirements for affiliation; shall be responsible for activities in forming new chapters.

Responsible for recommending policies and procedures pertaining to growth of the membership.

Maintain an official current file of names, addresses and occupational code of each member of the Association.

Provide chapters with a membership list at each Executive Board meeting, at a minimum.

The Chair shall also keep members informed through the committee of all special projects relating to membership.

The School Nutrition Association participates in the Direct-To-National Program from the National Association.

5. Certification and Professional Development - The Chair shall be the liaison between the National Association and chapter certification chair.
6. Fund Raising- The Chair shall work in cooperation with the President and Executive Board in fund raising activities for the ASSOCIATION and the foundations and initiatives of the School Nutrition Association.
  - a. The Fund Raising Chair presents to the Executive Board fund raising goals and reports the progress towards those goals.

The Executive Board approves the fund raising goals that include allocations of the fund-raising proceeds for specific intentions of the ASSOCIATION and foundations and initiatives of the School Nutrition Association.

- b. The Paula Barletta Memorial Fund shall be a permanent restricted fund of the ASSOCIATION whose purpose is to assist membership with travel to the School Nutrition Association's Annual National Conference.
  1. The Paula Barletta Memorial Fund shall operate based on the rules and procedures developed by the ad hoc committee charged with the development of these rules and procedures. Changes to these rules and procedures require action of the Executive Board.
  2. The President Elect along with the Fund Raising Chair shall oversee and carry out the rules and procedures of the Paula Barletta Memorial Fund.

- 11 • Nutrition Committee - The Nutrition Committee should consist of Active members appointed by the Executive Committee in collaboration with the Nutrition Committee Chair. They shall establish and complete a plan of work accomplishing the outcomes intended for the year, propose actions that support members and association needs and goals, and support the Executive Committee and Executive Board in providing expert opinion about contemporary school nutrition issues.

#### Section D. Ad Hoc Committees

These committees shall be designed and appointed as needed to expedite the Chapter's goals, objections, and business. The tenure of each ad-hoc committee shall be at the discretion of the Executive Board. The Chairs of such ad-hoc committees shall be appointed by the President.

#### ARTICLE VI - FISCAL YEAR

The fiscal year of the Association shall begin on August 1 of each year through July 31 of the following year.

#### ARTICLE VII – CHAPTER FUNDS

Should this organization be dissolved the funds on hand shall be given to the Arizona School Nutrition Association funds.

#### ARTICLE VIII – AMENDMENTS

These bylaws may be amended, added to, rescinded, or repealed by a 2/3 majority at any duly constituted meeting of members providing information on the proposed change is given in the notice of the meeting.



ARTICLE IX - PARLIAMENTARY AUTHORITY

Subject to the final ruling of the Presiding Officer, the Articles of Incorporation, and these Bylaws, meetings shall be governed by Roberts Rules of Order, latest revised edition.

Revised: January 7, 2013

Adopted: House of Delegates:

President: \_\_\_\_\_  
Anna Whitaker

President-elect: \_\_\_\_\_  
Joan Burnap

