



SCHOOL
NUTRITION
ASSOCIATION
OF A R I Z O N A

Westside

WESTSIDE CHAPTER
OF THE
SCHOOL NUTRITION ASSOCIATION OF ARIZONA

ARTICLE I

Name and Affiliation

A. The name of this organization shall be Westside Chapter of the School Nutrition Association of Az., hereafter referred to as the "Chapter."

B. The Westside Chapter shall be affiliated with the School Nutrition Association and the School Nutrition Association of Arizona.

ARTICLE II

Purpose

The purpose of this chapter shall be:

1. To improve and maintain the health of school children through nutritionally adequate non-profit school meals programs.
2. To encourage and promote a united effort between school nutrition personnel and the community to assure every school child an opportunity for adequate nutrition education.
3. To develop continuing education programs of the highest standards for school nutrition personnel by providing appropriate educational programs.

ARTICLE III

Chapter Membership

A. Membership Classifications

Membership in the School Nutrition Association is mandatory. There are three classifications: School Nutrition Employee, Associate and Affiliate.

1. School Nutrition Employee Members: School nutrition employee member categories shall consist of employees, managers, supervisors/directors and educators employed in eligible fields.
2. District owned membership.
3. Associate Members: Associate member categories shall consist of retired members, students enrolled in post-secondary school foodservice programs, industry individuals committed to furthering the goals of the Association.
4. Affiliate Members: Affiliate member categories shall consist of:

- a. Retired members who choose the option of being non-voting supportive members.

B. Eligible Fields

1. Persons employed at a preschool, school, school district, college, state or federal level of a food and nutrition program, which serves meals to children.
2. Persons engaged in teaching or administrating 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 state affiliate.

C. Rights of Members

1. All School Foodservice and Nutrition members and Associate retired members, whose dues are currently paid, shall be entitled to vote for the election of officers and to vote by mail upon any matter submitted to the voting membership.
2. Members who cease to be employed in an eligible field may continue their membership until their renewal date. Unless it is a district owned membership, which it will then cease upon termination of employment.
3. Affiliate members and Associate members in the student and other category shall be non-voting members.
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 entitlement to vote.
5. Retired members shall not be eligible for nomination to an elective office, but may serve in other appointed positions.
6. The official publication of the Association shall be sent without charge to members.

D. Dues

Annual dues consist of the following:

1. National dues as set by the School Nutrition Association Executive Board of Directors.
2. State dues set for School Foodservice and Nutrition members and Associate members shall be established by the State Executive Board.
3. Dues for Associate and Affiliate members with the exception of retired members shall be established by the House of Delegates.

4. Dues shall be submitted in the same manner as dues paid to the School Nutrition Association in accordance with the dues collection procedures established in the Association's Policies and Procedures.

ARTICLE IV

Management

A. Management - The affairs of the Chapter shall be managed and conducted by the Executive Board.

1. All chapter changes to the by-laws shall be submitted to the Legislative Chair of the Association following the annual House of Delegates. If changes are in harmony with National and State by-laws, the Legislative Chair will recommend approval, however, the Executive board has the privilege of making recommendations regarding the changes.

2. Changes in the chapter bylaws shall be submitted to the membership of the chapter for adoption.

3. A list of newly elected chapter officers and committee chairmen shall be sent to the Association President within fifteen days after election and/or appointment. Any change thereafter shall be sent in immediately.

4. The chapter will have a minimum of four general meetings per year, and a minimum of two Executive Board meetings per year. A majority of the quorum shall rule. A quorum for the conducting of business shall consist of those present. A majority of the quorum shall rule. Only School Foodservice & and Nutrition and Associate Retired members may vote.

5. The affairs of the chapter shall be managed and conducted by the Executive Board.

B. Executive Board

1. The Executive Board shall consist of the President, President-Elect, Secretary, Treasurer, and Committee Chairmen.

2. The Executive Board shall determine administrative policies, general policies, and may propose amendments to the chapter bylaws.

3. The Executive Board shall Transact all business referred to it by the Chapter members. No actions of the Board shall conflict with that of the House of Delegates, the State Bylaws or Certificate of Incorporation.

4. The Executive Board shall implement the program of work as outlined by the Association.

5. Develop any additional program of work that may further develop within the State for the purposes as stated in Article II.

6. The Executive Board will approve the Chapter budget for any given year.

7. The Board may delegate any of its powers in the course of current business of the Chapter, except as otherwise stated, to any standing or special committee or to any office or agent.

8. Appoint members to fill any and all vacancies of unexpired terms or replace persons unable to fulfill the responsibilities of their position at a meeting of the Executive board.

9. Approve the establishment of any new standing committee, the chairman of which is to become a voting member of the Executive Board.

10. Shall serve as voting members of the House of Delegates.

C. Finance- All monies received for dues, sales, contributions or other sources shall be under the management of the Executive Board.

1. The President and President-Elect shall be authorized to sign checks; Will take the approval of both before a check can be issued and signed.

2. Financial obligations and expenditures of monies shall be limited to funds on hand. Assessments cannot be levied on members to meet obligations.

3. Members shall be reimbursed for authorized expenditures on presentation of properly vouched receipts based on govt. per diem/mileage rates.

4. Money shall be budgeted to defray the expenses of the President and President-elect to attend National conferences. Per Diem, mileage expense, parking, shuttle etc. per funds available.

5. Other chapter members may request monetary assistance to attend conferences and cover travel expense. The amount granted will be determined by funds available and by their regular participation in chapter meetings and functions, documented on attendance rosters maintained by the Secretary. Member must attend a minimum of 4 chapter meetings/ chapter events per year.

6. All chapter monies shall be audited annually.

7. Bank Procedures: To change signers on the account, all current chapter officers should go to the bank with minutes from a chapter board meeting.

8. Any monies used from non-fund raising efforts such as grants, should be first taken to a vote by the Westside Chapter Executive Board of SNA if the sum exceeds \$300.00 in a school year. A majority rule vote, not a unanimous vote, will be accepted.

9. The Westside Chapter President may use their discretion on how to spend non- fund raising monies (grant money) if the sum does not exceed \$300.00 in a school year.

10. Any and all spending of fund-raising monies must first be put to a vote by the members of the Westside Chapter. A majority rule vote, not a unanimous vote, will be accepted.

ARTICLE V

Elected Officers

All officers shall hold office of the fiscal year, January to December. Candidates for office must be active members in the School Nutrition Association in the School Foodservice and Nutrition Member category; and must be regularly employed in an eligible field. Retired members may not hold office.

A. The President shall serve for one year.

1. Shall serve as the chief executive officer of the chapter.
2. Shall serve as the chairman of the Executive Board, member of the Budget Committee and ex-officio member of all committees.
3. Shall serve as member of the State Executive Board.
4. Shall represent the chapter in the School Nutrition Association of Arizona House of Delegates.
5. Shall appoint chairmen of all committees, except nominating committee
6. Shall set up a time schedule for completion of the annual reports.
7. Shall set up a time schedule for implementation of the Program of Work and submission of reports of all committees; establish time schedules for meetings of Executive Board of Directors; and set up a Calendar of Activities and Events of the Chapter for the year.
8. Shall see that all orders, recommendations, and resolutions of the Executive Board of Directors are carried into effect.
9. Shall see that all recommendations and resolutions of the House of Delegates are duly considered by the Executive Board.
10. Shall provide the State President a list of newly elected officers within fifteen days after election.
11. Shall submit a copy of any revisions of the Chapter By-laws to the State Legislative Chair and State Membership Chair before submitting to membership for adoption.
12. Shall see that each officer and committee chairman, at the completion of his/her term of office, transfers the complete files to the newly installed officer/chairman.
13. Shall sign checks in accordance with the regulation in Article IV of these Bylaws and shall exercise all other general powers of supervisory and active management usually vested in the office of the President.
14. Shall keep a record of officers, committees and activities together with the accomplishments of the Program of Work during his/her year as President.
15. Upon completion of the term of office, the president shall become the immediate past president of the chapter.

B. President-Elect - The President-Elect shall serve for one year, January to December and at the close of the fiscal year, shall automatically become President.

1. 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.
2. Shall serve as a member of the Executive Board of the Chapter and the State Association.

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

4. Shall be a voting member at the annual House of Delegates.

5. Shall serve as a member of the Budget Committee; shall sign checks in accordance with the regulation of Article IV.

6. Shall develop and present the Program of Work for the coming year as soon as possible after the National leadership meeting with outline and materials from the School Nutrition Association's Program of Work to the chapter officers, committee chairs and chapter members.

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

1. Shall serve as a member of the Executive Board.

2. Shall serve as a member of the Budget Committee.

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

4. Shall see that a correct record of all meetings of the Executive Board and Chapter meetings are made, including chapter events and kept in books belonging to the Westside Chapter.

5. Shall send out minutes and notices of meetings to the Chapter Members.

6. Shall conduct correspondence as directed by the Chapter President and the Executive Board.

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

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

1. Shall serve as a member of the Executive Board.

2. Shall serve as chairman of the Budget Committee.

3. Shall serve as a member of the State House of Delegates.

4. Shall receive and have custody of all dues and all other income of the Chapter, and shall deposit these monies in the name of and to the credit of the Chapter, in such depositories as may be designated by the Executive Board.

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

6. Shall prepare a financial statement for each Executive Board and Chapter meeting.

7. Will prepare an annual financial statement. Provide annual financial statements to House of Delegates- be prepared to answer any questions or provide documentation.

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

9. Shall in the event there is a vacancy in the offices of President and President-Elect., shall serve as President until the regularly elected officers are installed.

10. Payment Process: Receive vendor invoices, receive expense reimbursement requests directly from members. Approve expense vouchers. Enter transactions into accounting software. Prepare check. Give prepared check and supporting documentation to President. President is to sign check and photocopy. Mail original check to recipient and send photocopy to treasurer to file.

11. Revenue Process: Count and verify ALL cash collected from fundraisers with the President and President Elect. Deposit and enter deposit amount into accounting software. Do not wait for the bank statement. File original proof of deposit.

ARTICLE VI

Committee Activities

Chairs of the Committees shall be active School Nutrition Employee Members or Retired Associate Members. Affiliate Members are not eligible. Committee Chairs shall be appointed by the President-elect prior to the Chapter year, and are subject to approval by the majority of the Executive Board

A. Standing Committees and/or Chairman

1. The Budget committee shall consist of the Treasurer as Chairman, President, President-Elect, and Secretary.

a. Shall draft a budget of expenditures for the forthcoming year and submit it to the Executive Board for approval.

b. Shall make proposals as to new sources of income.

c. Shall give counsel upon any and all financial matters affecting the chapter if so requested by any of its committees or members.

2. The Legislative Committee shall consist of the Chairman and Co-chairman who have served on the Executive Board of the Association within the last 5 years.

a. Shall serve on the Chapter Executive Board.

b. Shall serve on the State Legislative Committee.

c. Shall keep the Chapter acquainted with all legislation before the State and Federal Legislative bodies.

d. Shall report when needed on the progress of any and all bills before the Legislative Bodies;

e. Shall review correspondence received from the State Legislative Chairman and transmit pertinent information to the members with recommendations for procedures to be followed in securing desirable legislation;

f. Shall work with other organizations and agencies having common goals.

g. Shall with the Membership Chairman, study the bylaws periodically and make appropriate recommendation to the Executive Board:

h. Shall receive and review all resolutions and amendments proposed for the State House of Delegate's consideration and make appropriate recommendations to the State Board of Directors and House of Delegates.

i. It is the responsibility of the Legislative Chairman to keep the Bylaws current.

j. The Legislative Committee shall maintain liaison with other organizations and agencies having common goals in seeking adequate State legislation consistent with School Food Service Program needs.

3. The Membership Committee shall consist of the Chapter Membership Chairman and Co-Chairman if necessary. a. The membership chairman shall be a member of the Chapter Executive Board;

b. Shall inform interested groups of members as to eligibility requirements for affiliation; shall be responsible for activities in recruiting members.

c. The Chairman/Co-Chairman shall, with the Legislative Chairman, study the Bylaws and make appropriate recommendations to the Executive Board of Directors; shall, with the Legislative Chairman, study any proposed changes in Bylaws of and make recommendations, if indicated, to the Executive Board of Directors, so such changes do not conflict with the Bylaws of the State.

d. Shall maintain official current file of names, addresses and occupational code of each member of the Chapter.

e. Receives membership printouts from the State Association and validates the information with the chapter.

f. The Chairman/Co-Chairman may accept renewals and new memberships along with monies from any members and forward them to the State or National Association.

g. The Chairman or Co-Chair shall keep members informed of all special projects relating to membership.

4. Certification and Professional Growth Chairman:

a. Shall inform members of certifications availability advantages:

b. Shall be the liaison between the Chapter and State Association.

c. Shall keep the members informed about classes and/or programs held for verification, education, vocation and/or self-improvement.

- d. Shall process applicant for certification.
- e. Certification through SNA is available, upon meeting the necessary requirements as set forth by the SNAAZ.
- f. SNAAZ Certification and Professional Growth is a continuing education program affiliated with SNA Certification dedicated to:
 - i. Encourage and develop the highest standards for school food service personnel by providing appropriate educational programs.
 - ii. Improve the well-being of Association members.
- g. Shall issue certification credits to those eligible.
- h. Shall maintain accurate up to date records and shall report any new certification applicants and/or changes in members' certification status to State Certification within 15 days.
- i. Shall perform such other duties as prescribed by the President and/or State Certification Chairman.

5. The Nominating Chairman shall be the immediate Past President of the Chapter.

- a. Shall be a member of Chapter Executive Board.
- b. Shall check names suggested for the ballot against the membership list to verify eligibility- to be eligible for President-Elect candidates must have served on the Chapter Executive Board within the last five years.
- c. Shall develop a ballot that will have capable candidates representing various districts and interests in the Chapter.
- d. Shall develop a ballot that will have at least two nominees for each office plus four nominees for Alternate Delegates to the State House of Delegates at the Spring Conference.
- e. Shall present ballots to the Chapter members at the March meeting.
- f. Shall appoint two tellers to assist in counting the ballots and immediately give the results to the President.
- g. Shall perform such other duties as the President and/or Executive Board may request.
- h. Members of the nominating Committee shall be ineligible to be nominated for office.

6. Foundation Chair shall work in cooperation with the President and State association in fund raising activities for the national foundation.

7. Ad Hoc committees are designed to expedite the Chapter of work and business and shall be named as needed. The tenure of each committee shall be at the discretion of the Executive Board. The chairman shall be appointed by the President.

ARTICLE VII

Fiscal Year

The fiscal year of the Chapter shall be January to December of each year.

ARTICLE VIII

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.

ARTICLE IX

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 X

Chapter Funds

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

ARTICLE XI

Effective Date

These By-laws, if approved and adopted, become effective March 2018.

Guidelines for School Nutrition Association Officers State By-laws, Section C. Executive Committee #5

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 Committee, upon receipt of charges shall investigate the charges, hold a hearing and render a decision. The Executive Committee will establish guidelines for officers.

Guidelines

1. All officers shall be active members of the SNA and SNAAZ. 2. It is recommended that all officers make every effort to become certified. 3. Chapter President and President-elect shall attend all SNAAZ Executive Board meetings. If unable to attend, shall send a proxy to take back all information to the Chapter. 4. Chapter Presidents shall work to help the State

officers accomplish the Arizona Plan of Action and meet our national goals. 5. Chapter Presidents shall plan Chapter meetings, which will be of benefit to their members. 6. State Officers shall fulfill all the duties of their office and any other duties the President asks of them. 7. It is recommended that State and Chapter Officers actively support (attend and encourage attendance of others) all state (SNAAZ) sponsored meeting and workshops. 8. State Officers are expected to attend their local Chapter meetings. 9. When Officers are attending State or National meetings every effort should be made to attend all session of the meetings. Officers are representing SNAAZ and should conduct themselves accordingly. 10. All records must be kept for five years. After five years, they can be destroyed.

State and Chapter Officers may be removed from office for non-performance of duties in the office they were elected or appointed.

Signature Page

Bylaws created February 2017 Approved by chapter majority vote in March 2018

President's Signature _____

