

**November 2007  
Fifth Revision**

**BYLAWS OF  
NEVADA SCHOOL NUTRITION ASSOCIATION**

**NAME**

The name of this organization shall be Nevada School Nutrition Association,” (hereinafter referred to as the “Association”).

**PURPOSES**

The purposes of this Association shall be to:

- Encourage and promote the maintenance and improvement of the health and nutrition of children by supporting the implementation of nutritionally adequate, educationally sound, financially accountable, nonprofit school food and nutrition programs.
- Work for the highest standards for school food and nutrition programs with emphasis on nutritionally sound meals that are acceptable to children.
- Encourage and promote united efforts between school personnel and the general public to assure every child an opportunity to receive the benefits of school food and nutrition programs that incorporate nutrition education.
- Encourage and develop the highest standards and provide appropriate educational programs for professional growth of the school food and nutrition personnel.
- Encourage and support nutrition projects and research development in child nutrition.
- Promote and support a national nutrition policy for children.

## **ARTICLE I Membership**

**Section A. Classes of Membership** Membership shall consist of three classes: School Foodservice and Nutrition or Child Care, Affiliate, and Associate.

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.
2. **Associate Members.** Associate member categories shall consist of retired members, students enrolled in post-secondary school foodservice programs, industry individuals, corporations, international child nutrition individuals, 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 support members, and retired members who choose the option of being non-voting supporter members.

**Section B. Eligible Field** Eligible fields shall be defined as:

1. Persons employed at the preschool, school, school district, college, state, or federal levels in a food and nutrition program which serves meals.
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 a State Association.

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

All active School Foodservice and Nutrition members, and Associate members whose dues are currently paid shall be entitled to cast one vote 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 at scheduled meetings.

1. Members who cease to be employed in an eligible field may continue their membership until renewal date.

### **Section D. Dues**

1. **National Dues** National dues are established by School Nutrition Association

(SNA). See Appendix A, current National and State New Member Application for rates.

2. **State Dues** Dues for membership may be changed by a simple majority vote of the active members.
  - a. Members may join the Association any time during the year.
  - b. Membership in the Association and all rights and privileges thereof shall be terminated if at any time a member's dues are unpaid.
  - c. Persons applying for membership at any time during the year shall pay the full dues.
  - d. State dues are established by the Executive Board (this is in addition to national dues; see Appendix A, current National and State New Member application for rates).
  - e. All national and State dues shall be processed by SNA.
  - f. Industry dues are established by the Executive Board and a discount is allowed for exhibit booth at the annual State conference.

## **ARTICLE II Region and Local Chapters**

Nevada's Association belongs to the West region of SNA that also includes Arizona, California, Hawaii, New Mexico, and Utah.

One school nutrition association chartered by the School Nutrition Association shall constitute the only such Association in the State of Nevada.

The Local Chapters are those chartered with approval of the Association. In order to be chartered, the intended Local Chapters must represent at least one county-wide public school district. Current Local Chapters are:

1. Northern Nevada School Nutrition Association (NNSNA).
2. School Nutrition Association of Elko County (SNAEC).
3. Southern Nevada School Nutrition Association (SNSNA).
4. Clark County School Nutrition Association (CCSNA).

Each such chapter so chartered must meet the following conditions:

1. A Local Chapter may establish separate membership dues as long as such dues do not exceed the dues of the State Association for such member's class of membership.
2. A Local Chapter must adopt Articles of Incorporation and/or Bylaws, which are not in conflict with the Articles of Incorporation and Bylaws of the Association.

3. The President or an appointee shall serve on the Executive Board for a period of one year.
4. Each Local Chapter shall contribute 5% of the profits from fund raising events to the Association treasury unless otherwise waived by the Executive Board.
5. Only an active member (not retired) of the Association shall be eligible to serve as an officer of the local chapter.

### **ARTICLE III Organizational Structure**

The affairs of the Association shall be directed and conducted by the President and the other officers of the Association pursuant to policies adopted by the Association membership. No officers of the Association shall receive salaries for their service in such capacities unless the Association shall separately employ them under contract.

#### ***Section A. Executive Board***

1. ***Composition*** The Executive Board shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, Immediate Past-President, Local Chapter Presidents (or an appointee), Committee Chairs, Industry Chairperson, and an ex-officio member designated by the Nevada Department of Education.
2. ***Terms of Office*** The officers shall hold office until the end of the Annual State Conference. Officers shall be elected by the membership to serve only one term in any specific office.
  - a. ***President*** The President shall be the chief elected officer and shall serve one year. Upon completion of the term of office, the president shall become the past president of the Association.
  - b. ***President-Elect*** The President-Elect shall serve for one year. Upon completion of the term of office, the president-elect shall become the president of the Association.
  - c. ***Vice President*** The Vice President shall be elected annually and serve for one year. Upon completion of the term of office, the vice president shall become the president-elect of the Association.
  - d. ***Secretary*** The Secretary shall be elected in even numbered years and shall serve for two years.
  - e. ***Treasurer*** The Treasurer shall be elected in odd numbered years and shall serve for two years.
3. ***Responsibilities of Executive Board***

- a. Directs the affairs of the Association in accordance with the philosophies, general policies and goals adopted by the membership. No action shall be taken which conflicts with the Bylaws of the Association
- b. Appoints persons to act on behalf of the Association and defines their specific responsibilities
- c. Adopts the annual budget for the Association including, but not limited to, budgets for all meetings of the Association
- d. Manages and directs the financial affairs of the Association
- e. Authorizes persons to sign checks, contracts and other documents on behalf of the Association
- f. Approves all committee and advisory board appointments with the exception of the Nominating Chairperson, which is not appointed, but is the responsibility of the immediate Past President
- g. Fills vacancies of non-expired terms of Executive Board members, unless otherwise specified
- h. Approves a Plan of Action of the Association for the ensuing year (if applicable)
- i. Provides leadership in working with allied associations and groups that share a similar purpose
- j. Reviews the financial status of the Association
- k. Analyzes reports
- l. Develops and publishes an annual report of the Association

#### 4. ***Voting***

- a. Voting members of the Executive Board shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, Local Chapter Presidents or an appointee, and Committee Chairs.
- b. Each member may cast only one vote. All votes must be cast in person at an Executive Board meeting.
- c. A quorum must be present. A simple majority of the voting members shall constitute a quorum.
- d. If a decision must be made between meetings, 2/3 of the voting members will establish a quorum.

### ***Section B. Responsibility of Officers***

#### 1. ***President***

- a. Represents the Association in policy matters

- b. Serves as Chairman of the Executive Board
- c. Presides at meetings of the Association
- d. May serve as an ex-officio member of all committees and advisory boards except the Nominating Committee
- e. Prepares the agenda for Executive Board meetings
- f. Appoints, with approval of the Executive Board, members of committees and advisory boards except the members of the Nominating Committee
- g. Appoints chairpersons of all committees, advisory boards, and Industry Chairperson, subject to Executive Board approval
- h. Establishes time schedules for meetings of the Association
- i. Determines site locations for future meetings
- j. Reports (via newsletter) all actions taken to the membership for vote
- k. Conducts a simple audit at the end of every Treasurer's term. The audit committee will consist of the out-going Treasurer, the in-coming Treasurer and one other Executive Board member.
- l. Ensures that the Bylaws of the organization are reviewed and carried out
- m. Completes all reports and actions required by SNA
- n. Refer to the Conference Committee Chairs and Job Descriptions for the President's conference responsibilities.

2. ***President-Elect***

- a. Studies the duties and responsibilities of the President, other members of the Executive Board, committees, advisory boards and local affiliates
- b. Represents the Association at the request of the President
- c. Performs the duties of the President in the absence of the President
- d. Succeeds to the office of the President at the end of the President's term or in the event of the death, resignation or removal from office of the President
- e. Chairs the committee, approved by the Board, to prepare a Plan of Action for the ensuing year, if applicable. This Plan of Action will be consistent with the Strategic Plan
- f. Refer to the Conference Committee Chairs and Job Descriptions for the President-Elect's conference responsibilities

3. ***Vice President***

- a. Succeeds to the office of President-Elect at the end of the Annual State Conference following election or in the event of the President-Elect's death, resignation or removal from office
- b. Performs the duties of the President-Elect in the President-Elect's absence
- c. Refer to the Conference Committee Chairs and Job Descriptions for the Vice President's conference responsibilities.

4. ***Secretary***

- a. Accurately records all minutes of the Executive Board meetings
- b. Conducts general correspondence of the Association
- c. Disseminates information to membership as directed by the President

5. ***Treasurer***

- a. Prepares a proposed annual budget in cooperation with the President for the approval of the Executive Board.
- b. Supervises and monitors the funds, investments and securities of the Association
- c. Submits a financial report at each meeting
- d. Disperses funds as needed
- e. Prepares and files all appropriate tax and incorporation documents as needed
- f. Monitors expenditures against budget and notifies the appropriate persons of the status
- g. Tracks revenues received from Local Chapters participating in statewide fund raiser(s)
- h. Determines profit earned by Local Chapters through fund raising activities and deposits 5% of the profits in the Association's treasury unless otherwise waived
- i. Refer to the Conference Committee Chairs and Job Descriptions for the Treasurer's conference responsibilities.

6. ***Committee Chairs***

- a. Promote the President's Plan of Action, as applicable
- b. Initiate, implement, evaluate, and/or coordinate appropriate studies or projects with the Association
- c. Report recommendations to the Executive Board
- d. Provide leadership, support, technical assistance, and resource lists and/or materials to members
- e. Promote membership
- f. Provide recommendations to the President-Elect for appointments to committees and advisory boards
- g. Provide recommendations for potential candidates to Nominating Committee

7. ***Industry Chairperson***

- a. Promotes the President's Plan of Action, as applicable
- b. Initiates, implements, evaluates, and/or coordinates appropriate studies or

- projects with the Association
- c. Reports recommendations to the Executive Board
- d. Provides leadership, support, technical assistance, resource lists, and/or materials
- e. Plans Industry meeting program for Annual Conference in cooperation with program committee, as needed
- f. Promotes membership among the Industry

8. ***Department of Education Ex-Officio Chairperson***

- a. Designated by the Department of Education
- b. Serves as a liaison between the Department of Education and the Executive Board
- c. Provides leadership, support, technical assistance, and resource lists and/or materials

***Section C. Committees, Chairpersons, and Advisory Boards***

1. ***Organization*** Members shall be appointed by the President, subject to the Executive Board approval, for a one-year term unless otherwise specified. Chairpersons shall be appointed by the President to serve for one year. An individual may serve as Chairperson no more than three (3) consecutive years on any standing committee or advisory board unless term restriction is waived by the Executive Board.
2. ***Eligibility*** Members of a committee or advisory board shall have expertise in the subject area of the committee or advisory board on which they serve, if feasible. All committee and advisory board members must be members of the Association.
3. ***Activities*** Actions of the committees and advisory boards shall not be in conflict with the policies, positions and Bylaws of the Association. They shall meet as authorized by the President.
4. ***Standing Committees / Chairpersons*** There shall be the following standing committees/chairpersons composed of the members of the Association. Committees/chairpersons may be designated inactive upon approval of the Executive Board.
  - a. ***Nominating Committee*** This committee shall consist of the immediate Past President and two members appointed by the Executive Board. Members of the Nominating Committee shall not be eligible for nomination for state office during their terms on the Nominating Committee. The term of office shall be August 1 of the current year

through July 31 of the following year.

***Responsibilities***

- (1) Selects two candidates, if possible, by January 15, for each office to be filled on the ballot in accordance with the Bylaws
- (2) Verifies eligibility of candidates
- (3) Surveys membership for potential candidates

- b. ***Legislative Chairperson*** This position is to be appointed by the President and approved by the Executive Board.

***Responsibilities***

- (1) Evaluates and interprets current legislative activity and issues, and reports recommendations for needed actions to the Executive Board
- (2) Informs the membership of current legislation
- (3) Assists Local Chapters in keeping informed of current information
- (4) Represents the Association at the Legislative Action Conference in Washington D.C.

- c. ***Nutrition Chairperson*** This position is to be held by a Nutritionist for a two year term.

***Responsibilities***

- (1) Evaluates, interprets, and reports to the Executive Board nutrition trends and developments
- (2) Promotes nutrition education

d. ***Membership Chairperson***

***Responsibilities***

- lapses,
- (1) Recommends to the Executive Board policies and procedures pertaining to the implementation of a membership program
  - (2) Promotes membership statewide and assists local chapters with membership development; reports to Executive Board
  - (3) Analyzes membership trends and recommends appropriate action
  - (4) Contacts members when their membership is due, if/when it lapses, and sends a thank you letter when they join or renew membership
  - (5) Attends training as available, and as approved by the Executive Board

e. ***Certification Chairperson***

***Responsibilities***

- (1) Implements the SNA Certification Program
- (2) Recommends and approves educational programs for Continuing Education Units (CEUs) upon submission
- (3) Reviews CEUs for all re-certifying members of the Association in a timely manner
- (4) Records all CEUs earned by certified members who have attended classes approved at the State level and submits to SNA
- (5) Contacts certified members when their certification is due, and sends a thank you letter when they attain or renew certification
- (6) Attends training as available, and as approved by the Executive Board

f. ***Marketing Chairperson***

***Responsibilities***

- (1) Recommends to the Executive Board any fund raising activities
- (2) Works to promote common goals
- (3) Helps promote the Association and SNA as professional organizations
- (4) Uses the Association newsletter as a marketing tool to promote the Association and SNA

g. ***Technology Chairperson***

- (1) Designs and maintains information on NSNA webpage

5. ***Special Committees and/or Advisory Boards*** The designation of such special committees and/or advisory boards shall be made by the President with approval of the Executive Board.

The Executive Board will establish a State Conference Planning Committee comprised of the following representative categories: President, President-Elect, Vice President, Treasurer, Industry Chairperson, and additional representative appointments to the committee as deemed necessary by the President.

**ARTICLE IV**  
**Elections**

Elections shall be conducted annually. The slate shall be prepared by the Nominating Committee. The slate shall contain at least two names, when possible, for offices to be filled. Ballots shall be distributed to all members in good standing by February 1 of each year. Members shall return their ballot by February 15 of each year to be counted. Votes shall be counted by the Committee and the persons elected shall be notified of their election no later than March 1 of each year.

All active members shall be entitled to cast one vote for elections of the slate of officers for the coming year.

To be eligible for nomination for Executive Office, a member must have held membership in the Association for at least two years immediately preceding nomination and be an active member.

Terms of office shall be from August 1 of the current year through July 31 of the following year. The installation ceremony shall take place at the Association Annual State Conference.

No member of the Nominating committee shall be eligible for nomination during their term of office.

**ARTICLE V**  
**Travel, Education, and Other Expenses**

***Section A. Travel Expenses***

Prior approval for trips to be taken by officers/committee chairpersons/members must be voted on by the Executive Board. Association-funded trips would require a verbal and/or written report to be presented to the Executive Board, summarizing the information received. If funds are available, the following Conferences/Workshops/Trainings/Committees should be at least partially financed by the Association:

1.     ***President***  
      SNA Annual National Conference  
      Legislative Action Conference
2.     ***President-Elect***  
      Leadership Conference  
      Legislative Action Conference
3.     ***Vice President***  
      Leadership Conference
4.     ***Legislative Chairperson***  
      Legislative Action Conference
5.     ***Certification Chairperson***  
      Any available appropriate training
6.     ***Membership Chairperson***  
      Any available appropriate training
7.     ***Executive Board***  
      Nevada State Executive Board Meetings  
      Other available trainings or meetings as approved by the Executive Board

***Section B. Expenses*** The following conference/workshops/committee expenses will be covered if funds are available in the Association treasury (see Appendix B, Expense Reimbursement Voucher, for current rates):

1.     Reasonable effort will be made to use the lowest cost transportation.

2. Mileage for automobile travel to and from meeting site will be reimbursed at the current state rate.
3. Reasonable effort will be made to acquire the lowest room rates.
4. Conference, training, or meeting registration fees.
5. Reimbursement will be provided for meals that fall within the time required to travel.
6. Incidental costs reimbursements such as shuttle, taxi, parking and miscellaneous hotel fees.
7. Exceptions will be considered by the Executive Board on a case-by-case basis.

*Section C. Gifts* Gifts for the outgoing President and for the Executive Board are provided each year. Spending can not exceed budgeted amount.

## **ARTICLE VI EFFECTIVE DATE**

These Bylaws and the revisions thereof shall become effective **date of Executive Board meeting at which approval is given**, and shall supersede all previous Bylaws and Minutes.

Appendix A

Appendix B