

# SNA-KS BYLAWS

## ARTICLE 1 MEMBERSHIP

### **Section A. Classes of Membership.**

Membership shall consist of three classes: School Foodservice and Nutrition, Associate, and Affiliate.

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 food service programs, industry individuals, corporations and others committed to furthering the goals of the Association.
3. **Affiliate Members.** Affiliate member categories shall consist of:
  - a. School foodservice employees working less than four hours per day who choose the option of being non-voting supporter members.
  - b. Retired members who choose the option of being non-voting supporter members.
4. **District-owned memberships** – employees, managers, supervisors, directors, specialists, or educators employed in eligible fields by a member district.

### **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 that 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 the Association.

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

All school foodservice and nutrition members and associate retired members, whose dues, (if any), are currently paid, shall be entitled to vote for the election of officers for the coming year and to vote by mail upon any matter submitted to the voting membership.

1. School foodservice and nutrition members who cease to be employed in an eligible field may continue their membership until their renewal date.
2. Retired members shall not be eligible for nomination to state or national elective office.
3. Student members and Associate members in the “Other” category shall be nonvoting members.
4. Affiliate members shall be non-voting members.
5. All members shall be eligible to attend the meetings of the Delegate Assembly as observers.

### **Section D. Dues.**

1. Dues for school foodservice and nutrition members, associate retired members and district owned memberships shall be established by a two-thirds vote of the delegates voting in the Delegate Assembly.
2. Dues for associate and affiliate members, with the exception of associate retired members, shall be established by the Board.

## **ARTICLE II AREAS**

The state of Kansas shall be divided into regions as follows:

### **1. Northeast.**

Counties: Atchison, Brown, Doniphan, Douglas, Franklin, Jackson, Jefferson, Johnson, Leavenworth, Marshall, Miami, Nemaha, Shawnee, Wabaunsee, Wyandotte.

### **2. Southeast.**

Counties: Allen, Anderson, Bourbon, Chautauqua, Cherokee, Coffey, Crawford, Elk, Greenwood, Labette, Linn, Lyon, Montgomery, Neosho, Osage, Wilson, Woodson.

### **3. North Central.**

Counties: Clay, Cloud, Dickinson, Geary, Jewell, Lincoln, Mitchell, Osborne, Ottawa, Pottawatomie, Republic, Riley, Saline, Smith, Washington.

### **4. South Central.**

Counties: Barber, Butler, Chase, Cowley, Ellsworth, Harper, Harvey, Kingman, Marion, McPherson, Morris, Pratt, Reno, Rice, Sedgwick, Stafford, Sumner.

### **5. Northwest.**

Counties: Cheyenne, Decatur, Ellis, Gove, Graham, Logan, Morton, Phillips, Rawlins, Rooks, Russell, Sheridan, Sherman, Thomas, Trego, Wallace.

### **6. Southwest.**

Counties: Barton, Clark, Comanche, Edwards, Finney, Ford, Grant, Gray, Greeley, Hamilton, Haskell, Hodgeman, Kearney, Kiowa, Lane, Meade, Morton, Ness, Pawnee, Rush, Scott, Seward, Stanton, Stevens, Wichita.

## **ARTICLE III SECTIONS**

The Association shall consist of sections according to the special type of food and/or nutrition activities in which members are engaged. Each section shall have an elected chair. Sections are:

1. Food service Employees/Managers
2. District Directors and Supervisors.
3. Child Care

## **ARTICLE IV LOCAL AFFILIATES**

Any group of ten or more members from an area may petition to the Board for a charter as a local affiliate (chapter). After approval by the Board, the charter shall be presented at the next annual conference. Each affiliate shall be entitled to representation in the Delegate Assembly, provided the following conditions are met:

1. Affiliation dues shall be assessed annually and shall be paid by September 1.
2. A local affiliate may establish separate chapter membership dues so long as such dues do not exceed a sum equal to the state dues.
3. Local affiliate Bylaws shall not conflict with the State Articles of Incorporation, Bylaws, or Standing Rules.
4. Only school foodservice and nutrition members and associate retired members shall be eligible to serve as officers of local affiliates.
5. Each local affiliate shall adopt a Plan of Action consistent with the State Plan of Action.

## **ARTICLE V DELEGATE ASSEMBLY**

The Delegate Assembly (“Assembly”) shall be a deliberative body that identifies issues, trends and areas of concern for the Executive Board. Delegates provide local, state and regional insight and perceptions about child nutrition issues, the profession and SNA-KS through the use of mega discussions, deliberation and debate. The Delegate Assembly may put forward recommendations, resolutions, and amendments to the Articles of Incorporation, Bylaws, and Standing Rules; and have all other powers and duties specifically provided to it by the Articles of Incorporation and Bylaws.

### **Section A. Composition.**

1. Voting delegates of the Assembly shall be school foodservice and nutrition members or associate retired members.
2. The voting delegates shall include the Immediate Past President, President, President-Elect, Vice-President, Secretary, Treasurer, Area Representatives, Section Chairs and two elected/appointed delegates from each local affiliate.
3. The State Director and Past Presidents, excluding the Immediate Past President, shall be nonvoting members.

### **Section B. Responsibilities.**

1. Adopts and amends the Bylaws and Articles of Incorporation.
2. Debates and reviews issues regarding Child Nutrition, the profession and organization.
3. Acts as a liaison and communicates actions/activities including the Strategic Plan and the annual Plan of Action to their local affiliate constituencies.
4. Provides input to the Executive Board and Strategic Planning Committee on mission, vision, values and goals.
5. Approves membership dues for school foodservice and nutrition members and associate retired members.

### **Section C. Voting.**

Each voting delegate is entitled to one vote.

### **Section D. Quorum.**

Two-third of the voting delegates shall constitute a quorum.

### **Section E. Local Delegate Representation.**

All delegates must be members of the Association. Delegate information must be submitted to the Delegate Assembly Chair prior to the Delegate Assembly meeting. Only eligible delegates shall be seated on the floor of the Assembly. The number of voting delegates for each local affiliate shall be two.

### **Section F. Resolutions.**

1. Method of Proposal. All proposed resolutions to be considered by the Delegate Assembly shall be submitted in one of the following ways:
  - a. Submitted to the Chair of the Resolutions and Bylaws Committee in writing postmarked no later than 60 days prior to annual Delegate Assembly meeting.
  - b. Upon consent of a majority of the delegates a written resolution may be submitted from the floor of the Delegate Assembly.
2. Procedure for Adopting Resolutions.
  - a. Proposed resolutions shall be submitted in writing to the Resolutions and Bylaws Committee Chair and postmarked on or before 60 days prior to annual Delegate Assembly meeting.
  - b. Copies of the proposed resolutions shall be mailed to all members of the Delegate Assembly at least thirty days prior to the annual meeting of the Delegate Assembly.
  - c. Resolutions shall be adopted by a majority vote at the annual meeting of the Delegate Assembly. Resolutions which are in conflict with the Bylaws shall not be presented to the Delegate Assembly.

### **Section G. Amendments.**

See Article XIII for the process of proposing and adopting amendments.

## ARTICLE VI OFFICERS

### Section A. Elected Officers.

The elected officers shall be: President, President-Elect, Vice President, Secretary, Treasurer, Area Representatives, and Section Chairs.

### Section B. Eligibility.

1. A school foodservice and nutrition member candidate for office shall:
  - a. Have held membership in the Association for a minimum of three years immediately preceding nomination.
  - b. Have demonstrated leadership ability by serving as an officer of a local affiliate or by serving on a state committee or advisory board.
  - c. Be regularly employed in an eligible field but may not be employed as a district director, supervisor, regional manager or corporate officer of a for-profit organization above the school district level.
  - d. Maintain membership at the time of nomination and election. If a change in professional status occurs, they shall complete their term of office provided one year of the term has been completed.
  - e. Be SNA certified or credentialed.
2. To be Eligible for the office of Vice President, a school foodservice and nutrition member candidate shall also:
  - a. Have had previous service on the Board.
  - b. Have served in the Assembly within the past seven years or have served on a standing committee within the past three years.
  - c. Have attended three of the last five annual state conferences.

### Section C. Terms of Office.

The officers shall hold office until the end of the Annual National Conference. Officers shall be elected by the membership to serve only one term in any specific office.

1. 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 a past president of the Association with all future dues waived for life. All rights and privileges of school foodservice and nutrition members shall be bestowed upon past presidents.
2. President-Elect. The President-Elect shall serve for one year.
3. Vice President. The Vice President shall be elected annually and serve for one year.
4. Secretary. The Secretary shall be elected in odd numbered years and shall serve for two years.
5. Treasurer. The Treasurer shall be elected in even numbered years and shall serve for two years.
6. Other Officers. Area Representatives and Section Chair Representatives shall be elected for two-year terms; their place of employment shall be in the respective region at the time of nomination and election. If a change in status occurs, they shall complete their term of office provided one year of their term has been completed. Elections shall be on the following schedule:

<u>Even Years</u>	<u>Odd Years</u>
Southwest	Northwest
North Central	South Central
Southeast	Northeast
District Directors & Supervisors	Foodservice Employee/Manager

## **Section D. Election.**

Election of Association officers shall be conducted in a cost effective way. The Board shall determine the methodology and time lines for balloting procedures and notification of candidates.

## **Section E. Responsibilities of Officers.**

### 1. President.

- a. Represents the Association in policy matters and is the chief spokesperson.
- b. Serves as Chair of the Board
- c. Presides at meetings and the Delegate Assembly.
- d. Serves as an ex-officio member of all committees, except the Nominating Committee.
- e. Prepares the agenda for Board meetings.
- f. Appoints and may remove, with the approval of the Board, members of committees.
- g. Appoints, with the approval of the Board, consultants to committees where needed.
- h. Appoints and may remove, with the approval of the Board, the chairs of all committees.
- i. Initiates response to action taken by the Delegate Assembly and the Board.
- j. Establishes time schedules and locations for meetings.
- k. Initiates and directs the implementation of the Plan of Action.
- l. Shall appoint a Delegate Assembly parliamentarian with approval of the Board.
- m. Represents Association as a delegate to National meeting of the Delegate Assembly.
- n. Serves for one year as Immediate Past President following term of office.

### 2. President-Elect.

- a. Studies the duties and responsibilities of the President, other members of the Board, committees, advisory boards, and local affiliates.
- b. Develops a Plan of Action for the ensuing year based on the National Plan of Work presented at the National Leadership Conference. This Plan of Action will be consistent with the Strategic Plan.
- c. Presents the approved Plan of Action to local affiliates at Delegate Assembly prior to year as President.
- d. Assists President with implementation of the Plan of Action for the current year.
- e. Represents the Association at the request of the President.
- f. Performs the duties of the president in the President's absence.
- g. Succeeds to the office of President:
  1. At the end of the term as President-Elect, or
  2. In the event of the President's death, resignation or removal from office.
- h. Recommends, for the approval of the Board, chairs and members of committees to serve when the President-Elect becomes President
- i. Represents the Association as a delegate at the National Meeting of the Delegate Assembly.
- j. Plans and organizes the Annual State Conference.

### 3. Vice President.

- a. Succeeds to the office of President-Elect:
  1. At the end of the term as Vice-President, or
  2. 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. Studies the duties and responsibilities of the President, the President-Elect, other members of the Executive Board, committees, and local affiliates.
- d. Coordinates revisions and updates of Policy and Procedure Manual.
- e. Assists the President-Elect with the Annual State Conference.
- f. Performs other duties as assigned.

4. Secretary.
  - a. Accurately records all minutes of the Assembly and the Board.
  - b. Distributes minutes and notices of meetings to the Board and Assembly.
  - c. Conducts such correspondence as the Association and the Board and the Delegate Assembly shall direct.
  - d. Serves as a member of the Budget Committee.
5. Treasurer.
  - a. Monitors Association funds, investments and securities.
  - b. Presents a financial report at each Board Meeting and at the Delegate Assembly.
  - c. Keeps full and accurate accounts of all receipts and disbursements and monitors budget expenditures.
  - d. Prepares checks for payment of all bills that have been approved by the Board.
  - e. Serves as chairperson of the Budget Committee which prepares the annual budget to be presented to the Board.
  - f. Notifies officers and chairs of each committee of budgeted funds.
6. Area Representatives.
  - a. Promote the Association's Plan of Action.
  - b. Express the views of the local affiliates.
  - c. Provide liaison between local affiliates and Board.
  - d. Communicate with and assist local affiliates.
  - e. Promote membership and professional growth.
  - f. Coordinate plans for Leadership Seminar with the President, President-Elect and local affiliates.
  - g. May assist President-Elect in planning area program for Annual State Conference.
  - h. Survey local affiliates and provide recommendations to President-Elect on appointment to committees.
  - i. Survey local affiliates and provides recommendations to Nomination Committee.
  - j. Maintain a current file of local affiliate officers and notifies the President of changes.
  - k. Attend a meeting of each local affiliate within area at least once during term.
  - l. Update Chapter Officer Handbooks for Leadership Seminar.
  - m. Submit updated local affiliates' bylaws to the Bylaws committee for review.
  - n. May plan financially self-supporting conferences, seminars, and/or workshops with the approval of the Board.
7. Section Chairs.
  - a. Promote the Association's Plan of Action.
  - b. Initiate, implement, evaluate, and/or coordinate appropriate studies or projects with the SNA national office.
  - c. Express the views of their section.
  - d. Provide leadership, support, technical assistance, and resource lists and/or materials to members.
  - e. Plan section meeting program of Annual State Conference in cooperation with program chairs.
  - f. Plan financially self-supporting conferences, seminars and workshops with the approval of the Board.
  - g. Promote membership and professional growth.
  - h. Provide recommendations to the President-Elect for appointments to committees.
  - i. Survey sections and provides recommendations to Nominating Committee.
8. Immediate Past President.
  - a. Serves as chair of Nominating Committee.
  - b. Serves as resource person to Board and Delegate Assembly.
  - c. Serves as Association Historian or delegates those responsibilities for maintaining records and documentation of Association activities.

### **Section E. Appointed Officers.**

The Board may appoint other officers as necessary.

### **Section F. Removal from Office.**

Any officer 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 Board, upon receipt of charges, shall investigate the charges, hold a hearing, and render a decision.

## **ARTICLE VII EXECUTIVE BOARD**

The Executive Board (“Board”) shall be the policy-making body of the Association with full accountability and oversight for legal compliance, good name and financial well being of SNA-KS. The Board shall meet no less than three times a year to direct the business of the Association. Additionally, the Board shall have all other powers and duties specifically provided to it by the Articles of Incorporation and Bylaws which are necessary to achieve the objectives not specifically delegated to other agents or agencies by the Articles of Incorporation or Bylaws.

### **Section A. Composition.**

1. Voting members shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, Area Representatives, and Section Chairs.
2. The Immediate Past President, State Director, committee chairs, and representatives of Advisory Boards shall be nonvoting members.

### **Section B. Responsibilities.**

1. Formulates and adopts policies and strategic goals of the Association.
2. Directs the affairs of the Association.
3. Directs the Association in accordance with the adopted Strategic Plan, general policies and goals of the Association.
4. Considers proposed recommendations and resolutions prior to the annual Delegate Assembly meeting.
5. Considers new recommendations and resolutions made at the annual Delegate Assembly meeting.
6. Appoints persons to act for the Association and defines their specific responsibilities.
7. Adopts the annual budget including, but not limited to, budgets for all state and national meetings.
8. Manages and directs all financial affairs of the Association.
9. Authorizes persons to sign checks, contracts, and other documents of the Association.
10. Reviews the financial audit of Association.
11. Approves all committee appointments.
12. Fills vacancies of unexpired terms of Board members, or newly elected candidates, unless otherwise specified.
13. Adopts a Strategic Plan of Action.
14. Adopts a Plan of Action for the ensuing year prior to the annual Leadership Seminar.
15. Recommends positions and policies to the Delegate Assembly.
16. Provides a clear and consistent message of the mission, strategies and positions of the Association.
17. Debates and reviews matters of professional and organizational interests.
18. Reviews and evaluates the performance of the Association according to the Strategic Plan, general policies and goals of the Association.
19. Provides leadership in working with allied associations and groups which share a similar purpose.
20. Employs individuals as deemed necessary by Board action.

### **Section C. Quorum.**

A majority of the voting members shall constitute a quorum.

## ARTICLE VIII COMMITTEES

### Section A. Standing Committees.

There shall be the following standing committees: Nominating, Public Policy and Legislation, Education and Nutrition, Resolutions and Bylaws, Membership and Certificate, Publication and Communications, and Budget. All standing committees report to the Board.

1. Eligibility.

Chair of a committee or advisory board shall be either SNA certified or credentialed members. A member may be appointed to serve on a committee without being certified or credentialed, however reelection or service on another committee may not occur until the member receives SNA certification.

2. Term.

Members shall be appointed by the President, subject to Board approval, for a one-year term unless otherwise specified. A member shall not serve for more than three consecutive terms on the same committee or advisory board without specific board approval.

3. Activities.

The committees/advisory boards shall develop annual strategies to implement the Strategic Plan of Action.

### Section B. Special Committees.

Special committees and/or advisory boards shall be appointed by the President with Approval of the Board.

## ARTICLE IX MEETINGS

### Section A. Type of Meeting.

1. State Conference.

There shall be an Annual State Conference, the date and place of which shall be determined by the Board.

2. Delegate Assembly.

There shall be an annual meeting of the Assembly, called by the President.

3. Executive Board.

The Board shall meet at the call of the President, or upon the request of a majority of members of the Board.

4. Full Board Meeting.

Full Board Meetings shall convene at the call of the President or upon the request of a majority of members of the Board. Full Board meetings shall be comprised of Executive Board members and all committee and advisory board members.

5. Strategic Planning Seminar.

At least once in each three years, the Association shall hold a planning seminar. The date and location shall be approved by the Board.

6. Industry Seminar.

An industry seminar may be held annually. The date and location shall be approved by the Board.

7. Leadership Seminar.

Leadership Seminar shall be held annually. The purpose of the seminar is to develop leadership and present the Association's Plan of Action for the ensuing year.

8. Special Meetings.

Special meetings and seminars may be called or approved by the Board.

### Section B. Expenses.

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

## ARTICLE X PUBLICATIONS

### Section A. The *Kansas Karrier*.

The *Kansas Karrier* shall be the official publication of the association.



## **Section B. Website**

The official email address shall be [snakansas@gmail.com](mailto:snakansas@gmail.com)

## **Section C. Other Publications.**

The Board shall authorize other publications and establish such procedures as are necessary.

### **ARTICLE XI REMOVAL FROM OFFICE**

Any elected officer who is found in violation of conditions required for election, in 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 Board, upon receipt of charges shall investigate the charges, hold a hearing, and render a decision.

### **ARTICLE XII PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order, Newly Revised, governs this Association in all parliamentary situations that are not otherwise provided for in the law, the Articles of Incorporation, Bylaws or adopted rules.

### **ARTICLE XIII AMENDMENTS**

#### **Section A. Method of Proposal.**

Amendments to these Bylaws and the SNA-KS Standing Rules shall be proposed in writing no later than 100 days prior to the next meeting of the Delegate Assembly in any one of the following ways:

1. By an official request of a local affiliate.
2. By majority vote of the Board.
3. By an official request of Association committees.
4. By written petition signed by one percent (1%) of the membership.

#### **Section B. Procedure for Amending Bylaws and Standing Rules.**

Amendments to the Bylaws shall be adopted by a two-thirds vote at the annual meeting of the Assembly or by a two-thirds affirmative mail vote returned. Amendments to the Standing Rules shall be adopted by a majority vote at the annual meeting of the Delegate Assembly.

1. Provided the Chair of the Resolutions and Bylaws Committee receives the amendments in writing postmarked 100 days prior to the next meeting of the Delegate Assembly.
2. Provided copies of the proposed amendments have been mailed to all members through publication in the Karrier or by direct mail at least 30 days prior to the next Delegate Assembly.

### **ARTICLE XIV DISSOLUTION**

Should dissolution of the Association become necessary, it shall be dissolved in accordance with Article IX of the Articles of Incorporation.