

## SNA-KS STANDING RULES

- Standing rules are rules of procedure that add further detail to those rules stated in the Bylaws.
- Standing rules are rules related to details of administration of the Association
- Standing rules may be adopted and amended by majority vote by the Delegate Assembly at the annual the Delegate Assembly Meeting.
- Standing rules shall be attached to the current Articles of Incorporation and Bylaws.

### I. RULES GOVERNING MEMBERSHIP

- A. State and National dues shall be collected by the Member Services of SNA.
- B. The Board may provide objective criteria for discounting dues and indicate a specific period of time for the discount.
- C. Local affiliate dues shall be established by the Board. Affiliation dues shall be assessed annually and shall be paid by September 1 to the SNA-KS Treasurer.
- D. The official association newsletter shall be distributed to all members.

### II. RULES GOVERNING ELECTION OF OFFICERS

- A. Election of officers shall take place no earlier than 10 months after the last election and no later than 14 months after the last election.
- B. Ballots shall be returned to the Vice-President or other appointed individual for an official count and determination of successful election.
- C. A majority vote shall be required for election. (If voting is taking place for a specific section or state area representative, persons eligible to vote will be noted on the ballot and only those persons will be entitled to vote for the particular office.)
- D. Candidates shall be notified of election results immediately following the election deadline. Notification will be made by the President.
- E. Elected Officers shall be installed after the election but prior to the close of the Annual National Conference.
- F. Officers shall take office at the close of the Annual National Conference.
- G. The treasurer must be bonded prior to taking office by a recognized security company for an amount consistent with the funds handled as determined by the Board. Official Association books must be audited at least every two (2) years.

### III. RULES GOVERNING MEETINGS

- A. *Annual State Conference.* Notice, including date, place, and time, shall be sent to each member through publication in the Karrier or a separate Board approved mailing no less than forty-five (45) days prior to conference.
- B. *Delegate Assembly.* There shall be an annual Delegate Assembly (Assembly Meeting) to be called by the Chairperson of the Delegate Assembly. The Assembly may be held in conjunction with another meeting. Delegate information must be received by the Chairperson prior to the Assembly. Chapter affiliation dues must be paid prior to the seating of the delegate.
- C. *Strategic Planning Seminar.* The purpose shall be to evaluate programs and philosophies and to develop recommendations for the next three year period, as a basis for the Plan of Action. The SNA-KS Strategic planning seminar will be held the same year as the SNA Strategic Planning Seminar. Any member may attend the Seminar. The compiled strategic plan will be reviewed and voted on at the next Executive Board meeting.

- D. *Industry Seminar.* Members, industry personnel, and others who have an interest in promoting food and nutrition programs shall be invited to attend. The purpose of this meeting is to provide dialogue between the Association and industry, project program needs, and share technical assistance and expertise.
- E. *Leadership Seminar.* The purpose of the seminar is to develop chapter leadership and present the Association's Plan of Action for the ensuing year.
- F. *Special Meetings.* Special meetings and seminars may be called or approved by the Board.

#### IV. RULES GOVERNING BOARD EXPENDITURES AND REIMBURSEMENTS

- A. The Executive Board shall set limits within budgetary restraints for reimbursement of, and procedures for expenditures by members of the Association who travel on official Association business.
- B. Expenses incurred by the Executive Board members attending meetings of the Executive Board, meetings attended at the request of the President, and other meetings, conferences and workshops approved by the Executive Board shall be reimbursed by the Association in accordance with approved policy. The Board may temporarily override standard reimbursement guidelines in light of budgetary limits.
- C. Expenses incurred by committee and advisory board members in conducting the business of the committee or advisory board shall be reimbursed within limitations of the budget at the current approved rate. The Board may temporarily override standard reimbursement guidelines in light of budgetary limits.

#### V. RULES GOVERNING STANDING COMMITTEES AND ADVISORY BOARD

- A. A standing committee or advisory board member shall not serve on more than one standing committee or advisory board at the same time with the exception of the Nominating Committee.
- B. A member shall not serve for more than three consecutive terms (each term being one year) on the same committee or advisory board, without specific board approval.
- C. The president shall appoint a chairperson 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. Under extenuating circumstances, an individual may be appointed Chairperson of a standing committee or advisory board for one additional year with Executive Board approval.
- D. Members of a committee or an advisory board shall have expertise or interest in the subject area of the committee or advisory board on which they serve.
- E. The number of committee members on a committee shall be left to the discretion of the President with the exception of the Nominating and Budget committees. Committees shall have a minimum of three members that will represent diverse geographic regions unless it would benefit the committee to have closer geographical proximity.
- F. The President, with Board approval, shall appoint a replacement to fill unexpired terms on committees. The President may also recommend replacement of a nonfunctioning committee member, at the request of the committee chair.
- G. All standing committees shall report to the Board.

## VI. RULES GOVERNING COMMITTEES

- A. Nominating Committee. This committee shall be composed of the Immediate Past President who serves as the Chair, the three immediate past area representatives, whose terms expire at the same time as the President, and the immediate past section chair. When an area representative or section chair is re-elected to the currently held position, the representative from that area currently serving on the nominating committee shall remain on that committee for one additional term.

### Responsibilities:

1. Surveys membership, House and Board for potential candidates.
2. Verifies eligibility of candidates.
3. Selects two candidates for each office to be filled on the ballot in accordance with the Bylaws.
4. The chair notifies candidates of election results.

- B. Public Policy and Legislation. The composition of this committee should reflect the state congressional districts.

### Responsibilities:

1. Evaluates, interprets, recommends, and responds to state and federal legislation and regulations.
2. Informs the membership of current legislation.
3. Develops legislative policy and positions for approval of the Board.
4. Assists local affiliates in the development of legislative strategies and Plans of Action.

- C. Education/ Nutrition

### Responsibilities:

1. Develops ideas for plans for professional growth and training of the membership subject to the approval of the Board.
2. Assists local affiliates with professional development programs.
3. Assists the annual state conference chair in organizing professional development programs for conference/seminars.
4. Recommends to the Board the kinds, number and value of scholarships to be offered, developing criteria for the selection of the recipient(s) and establishing regulations governing the use of such scholarships.
5. Selects recipients of scholarships.
6. Evaluates nutrition trends and developments
7. Communicates nutrition standards and trends for child nutrition programs
8. Promotes nutrition education and wellness.
9. Creates a calendar of special events for promoting activities.
10. Develops menus and marketing strategies for Kansas School Nutrition Week.
11. Promotes National School Breakfast and Lunch Weeks.
12. Assists Area representatives in planning area Spring Workshops.

- D. Resolutions and Bylaws

### Responsibilities:

1. Reviews all resolutions for format and for consistency with the Bylaws.
2. Reviews Bylaw amendments proposed for membership consideration.
3. Recommends Bylaw amendments and resolutions to the Board and membership.
4. Reviews the Bylaws annually to ensure consistency with current philosophy.
5. Assists local affiliates in developing Chapter Bylaws, and resolutions and Bylaw amendments.
6. Reviews chapter Bylaws as needed.

E. Membership/Certificate

Responsibilities:

1. Recommends to the Board, policies and procedures pertaining to the implementation of membership and professional certification programs.
2. Promotes membership throughout state and develops membership drives.
3. Analyzes membership trends and recommends appropriate action.

F. Publication and Communications

Responsibilities:

1. Recommends public information programs, policies and procedures to the Board.
2. Assists local chairs with public information efforts.
3. Creates a positive image for the Association and school food and nutrition programs.
4. Develops marketing strategies and activities for the Association.
5. Creates and publishes at least three issues of the Official Association publication annually.
6. Requests information from all officers, chairs and members as needed for each publication/printed project.

G. Budget. This committee shall be composed of the President, President-elect, Vice President, Secretary, State Director and Treasurer. The Treasurer shall serve as the chair.

Responsibilities:

1. The treasurer shall receive from each officer and committee chair a request for monies and an explanation of use of such funds.
2. Draft a budget for the following fiscal year which the chair shall submit to the Board for approval at the Board meeting prior to the beginning of the fiscal year.

VII. RESPONSIBILITIES OF ADVISORY BOARDS

A. *Industry*. This committee shall be chaired by an active member who shall be the Annual Conference Exhibit Coordinator. Other members of the advisory board shall include the President-elect and three sustaining members representing companies that exhibit at conference.

Responsibilities:

1. Serves as liaison between Industry and the Association.
2. Works to achieve common goals.
3. Works with membership committee to solicit sustaining members.
4. Coordinates Industry Seminar.

B. *Other short-term advisory boards*. Other advisory boards may be appointed by the Board. Responsibilities shall be determined at the time of appointment.

DEFINITIONS

As used in these Bylaws and Standing Rules, definition of terms is as follows:

- A. *Association Staff*. Individuals employed by the Association.
- B. *Nonvoting Member*. Individuals without voting privileges.
- C. *Chapter Affiliate*. School food service association organized within individual counties or school districts and chartered by the Board.
- D. *Noneligible Field*. Any field other than those defined in Article I Section B.
- E. *Nonprofit*. Any school food and nutrition program maintained by a school food authority for the benefit of children, all of the income from which is used solely for the operation or

improvement of such service and exempt from income tax under 501(c)(3) Internal Revenue Code of 1954, as amended.

- F. *Standing Committees.* Groups of individuals appointed by the President, with Board approval, charged with the responsibility of planning and implementing activities to promote their particular area of emphasis in the Association's Plan of Action.
- G. *Advisory Boards.* Groups of individuals appointed by the President, with Board approval, charged with the responsibility of advising and responding to issues in the areas assigned to them in the Bylaws or as assigned by the Board.
- H. *Quorum.* A quorum is the number of members who must be present at a meeting in order to transact business legally.
- I. *Majority Vote.* More than one half of the votes cast of those present and voting or more than one half of the votes cast by mail.
- J. *Two-thirds Vote.* Two-thirds of the votes cast of those present and voting or two-thirds of the votes cast by mail.
- K. *Fiscal Year.* The fiscal year of the Association shall be from August 1 each year through July 31 of the succeeding year.
- L. *Additional Membership Information*
  - 1. *Food Service Employee/Managers.* Food Service Employee/Managers shall be composed of school food service and/or nutrition personnel assigned to one school; and / or school food service personnel who have responsibilities in a central kitchen that serves more than one school; and / or school food service personnel who have responsibility in more than one school, but who are not employed on a system-wide basis.
  - 2. *District Directors and Supervisors.* District Directors and Supervisors shall be composed of school food and / or nutrition personnel who are responsible for administration and/or supervision of food and nutrition programs in more than one school within the city, county or district.
  - 3. *State Agency Personnel.* State Agency Personnel shall be composed of state level administrative and supervisory personnel, including persons engaged in child nutrition programs, nutrition education and training and/or food distribution. State director, supervisors or consultants may act independently on matters relating to federal and state policy and establish regulations affecting administration of state school food service and nutrition education programs; such policies or actions of this group may be implemented directly without action of the Board.
  - 4. *College Personnel.* College Personnel shall be composed of nutrition, dietetics, and food service related faculty in vocational technical schools, community colleges, four-year colleges or universities, or internship programs, or of those who are responsible for college food service programs.
  - 5. *District-owned Membership.* District-owned Membership includes any food service employee, manager, supervisor, director, specialist or educator employed in eligible fields who participate as a district employee/member.