

**SCHOOL NUTRITION ASSOCIATION OF VIRGINIA
BYLAWS
March, 2007**

Article I – Membership

Section A. Classes of Membership.

Membership shall consist of (3) classes—School Foodservice and Nutrition, Affiliate, and Associate.

1. ***School Foodservice and Nutrition Members.*** School foodservice and nutrition members' 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 and others committed to furthering the goals of the Association.
3. ***Affiliate Members.*** Affiliate members shall consist of school foodservice employees working less than four hours per day 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 that 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.

Section C. Rights and Privileges of Members.

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.
2. Retired members shall not be eligible for nomination to state elective office.
3. Student members and members of the “other” category shall be non-voting members.
4. Associate and Affiliate members, with the exception of Associate retired members, will be non-voting members.
5. Industry members shall be entitled to vote for the election of the Industry Representative to the Executive Board/Chair of the Industry Advisory Committee. Industry members shall be entitled to one vote.
6. All members shall be eligible to attend the meetings of the House as observers.

Section D. Dues.

2. Dues for school foodservice and nutrition members and retired members shall be established by a majority vote of the delegates voting in the House of Delegates. Dues for associate and affiliate members, with the exception of associate retired members, shall be established by the Board.
3. All rights and privileges of membership shall be terminated for non-payment of dues.

Section E. Chapter Affiliates.

One school food service association chapter chartered by the Executive Board of the Association shall constitute the only chapter affiliate of the Association in a school division. Each affiliate so chartered shall be entitled to representation in the House of Delegates, provided the following are met.

Dues: A chapter affiliate of the Association may establish separate chapter membership dues, not to exceed the amount of the state dues.

Name: Each chapter affiliate shall be known as the _____ Chapter of the School Nutrition Association of Virginia.

Bylaws: Each chapter affiliate shall adopt bylaws that are not in conflict with the Articles of Incorporation and Bylaws of the Association. A copy of the bylaws shall be submitted with the application for affiliation.

Elected Officers: Only active, retired, and life members of the Association shall be eligible to serve as officers of chapter affiliates.

Plan of Action: Each chapter affiliate should adopt a Plan of Action consistent with the State and National Plan of Action and submit a report, which will be presented at the House of Delegates.

Affiliation: Affiliation shall be renewed annually sixty (60) days prior to annual state meeting by submitting renewal application. A chapter not continuously meeting the aforementioned requirements shall be notified that if these requirements are not met, within ninety (90) days, the group shall be dropped from the list of Affiliated Chapters. Chapter affiliation may be applied for when a group of at least ten (10) persons which have met the aforementioned requirements, shall submit to the Administrative Assistant:

Three (3) copies of the Chapter Bylaws.

The appropriate affiliation forms documenting membership.

Article II – Officers

Section A. Elected Officers.

The officers shall be: President, President-Elect, Treasurer, Regional Directors, Section Chairs, Public Policy and Legislative Chair, Member Services Chair, and Industry Representative.

Section B. Eligibility and Terms of Office.

All offices shall hold office until July 31 following the election of their successors. Candidates for state office should have held membership in the Association for at least five years immediately preceding the nomination. The candidate shall:

1. Have demonstrated leadership ability by effectively serving local and/or state school food service association.
2. Be regularly employed in an eligible field but may not be employed as a supervisor, regional manager or corporate officers of a for-profit organization.
3. Be elected for a specified term and shall retain active membership at the time of nomination and election. If a change occurs, they shall complete their term of office provided one year of the term has been completed.
4. Shall be SNA certified or credentialed members.
5. 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.
 - 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 chair of the Resolutions and Bylaws committee and a past president of the Association with the future dues being waived for life.
 - b. **President-Elect.** The President-Elect shall serve for one year. At the end of the one year term will progress to the position of President. To be eligible for the office, a candidate shall:
 - 1) Have had previous service on the Board
 - 2) Have served in the House of Delegates within the past seven years or have served on a standing committee or advisory board within the past three years.
 - 3) Have attended one state conference in the last three years
 - c. **Treasurer.** The Treasurer shall be elected in odd years and shall serve for a two-year term.
 - d. **Regional Directors.** Regional Directors shall be elected for a two-year term; their place of employment shall be in their respective region at the time of nomination and election. If a change in region of employment occurs, they shall complete their term of office provided one year of their term has been completed. Election shall be conducted annually with Directors in odd-numbered regions elected in odd-numbered years and Directors in even-numbered regions elected in even-numbered years.
 - e. **Section Chairs.** The Representatives to the Board for the Food Service Employee/Managers and Supervisor Sections. Section Chairs shall be elected for a two-year term, and their employment and membership shall be in that section at the time of nomination and election. If a change in section status occurs they shall complete their term of office provided one year of their term has been completed. Elections for Supervisor's Section Chair will take place in odd-numbered years and Food Service Employee/Manager Chair will take place in even-numbered years.
 - f. **Other Officers.** Chairs of the Public Policy and Legislative, Education, and Member Services shall be elected for a two-year term. Nominations for these Chair positions should, whenever possible, be selected from members who have served on the respective committees in the past 5 years.

- g. An **industry representative** candidate shall:
- 1) Be an industry member.
 - 2) Be elected for a two-year term and shall retain industry membership 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 of office has been completed. The election shall occur during even years.

Section C. Election.

Ballots and candidate information shall be printed in the Fall Issue of the official Association publication. The slate shall be prepared by the leadership development committee and contain two names for each office to be filled, if possible. Space shall be provided on the ballot for write-in candidates. Returned ballots shall contain the membership number. In order to be counted, ballots must be returned to the Chair of Tellers by December 15. Three tellers shall be present when vote is counted. Chair and Tellers will be appointed by the President annually. In the event of a tie election, the current executive board will vote to break the tie.

Section D. Responsibilities of Elected Officers.

1. President.

- a) Represents the Association in policy matters and is the chief spokesperson.
- b) Serves as the Chair of the Executive Board, Executive Committee and Strategic Planning Committee.
- c) Presides at meetings of the Association.
- d) Prepares the agenda, serves as Chair of and presides at the House of Delegates meeting.
- e) Serves as an exofficio member of all committees and advisory boards except the Nominating Committee.
- f) Prepares and establishes time schedules and agenda for Executive Board, and Executive and Strategic Planning Committee meetings.
- g) Follows up on action taken by the House of Delegates and the Executive Board.
- h) Establishes time schedules for meetings of the Association.
- i) Follows up on the implementation of the Plan of Action and the Strategic Plan.
- j) Appoints, from the membership, a person to act as Parliamentarian and Advisor during the term of office.
- k) Appoints, from the membership, a person to act as Chair of Tellers, who shall select two additional tellers.
- l) Submits to the new President of the Association, all records within thirty (30) days after the term of office expires.
- m) Updates the history for the term of office by September 1 following end of term.
- n) Together with the President-Elect, prepares a written annual performance evaluation of the Association employee(s) by June 1.
- o) Plan and conduct the Chapter President's Retreat annually.
- p) Plan and conduct the Executive Board Retreat annually.

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) Prepares the Plan of Action for the ensuing year. This Plan of Action will be consistent with the Association's Strategic Plan and the National Association's Plan of Action.
- c) Represents the Association at the request of the President.
- d) Performs the duties of the President in his/her absence.
- e) Succeeds to the office of President on August 1st following election as President-elect or in the event of the death, resignation or removal from office of the President.
- f) Appoints chairs of State Conference, Finance Committee, and advisory boards, subject to Executive Board approval.
- g) Appoints with the approval of the Executive Board, and with recommendations of the committee chairs, members of committees and advisory boards except the members of the Nominating Committee.
- h) Plans and presides at the annual leadership seminar.
- i) Performs other duties as assigned.
- j) Responsible for the planning and coordination of the Chapter President's Retreat and the Executive Board Retreat.

3. *Treasurer.*

- a) Manages and monitors the funds, investments and securities of the Association.
- b) Together with the Finance Committee, develops a proposed annual budget, and, submits this budget to the Executive Board for approval.
- c) Directs the Coordinator to send copies of the proposed budget to Chapter affiliates, prior to the House of Delegates meeting for information only.
- d) Notifies officers of the Association and chairs of each committee and advisory board of the funds budgeted for their areas of responsibility.
- e) Pays all Association bills, maintains bank accounts and monitors expenditures against budget. Notifies the appropriate persons of the status.
- f) Submits a financial report at each Executive Board Meeting and to the House of Delegates.

4. *Regional Directors.*

- a) Promotes the Association's Plan of Action and Strategic Plan.
- b) Expresses the views of chapter affiliates.
- c) Acts as liaison between chapter affiliates on a regular basis.
- d) Communicates with and assists chapter affiliates on a regular basis.
- e) Promotes and shares ideas for professional growth with chapter affiliates.
- f) Promotes membership in the Association.
- g) Surveys chapters and provides recommendations to Nominating Committee for ballot.

- h) Plans regional meetings, as directed by the Executive Board.
- i) Maintains a current file of chapter officers and notifies the Coordinator of any name and address changes.
- j) Attends at least one chapter meeting for each of the chapters in the region during term of office.
- k) Plans and conducts meetings each year with all chapter presidents in his/her region following each Executive Board meeting.

5. *Section Chairs.*

- a) Formulates and executes appropriate studies or projects, approved by the Executive Board, which shall be in harmony with the purposes of the Association, the Plan of Action and the Strategic Plan.
- b) Plans with the State Conference Chair, the section program for the Annual Meeting and other meetings a section shall have.
- c) Submits to the House of Delegates an annual report of section activities.
- d) Promotes membership in the Association within the section.
- e) Calls a special meeting as necessary with, approval of the Executive Board at no expense to the Association.
- f) Provides recommendations to the Leadership Development Committee for the ballot.
- g) Provides leadership, support, technical assistance and resource lists and/or materials to members.
- h) Expresses views of their section when evaluating or voting on issues.
- i) Provides recommendation to the President-elect for appointments to the committees and advisory boards.

6. *Industry Representative.*

- a) Serves as chair of the Industry Advisory Committee.
- b) Promotes the Association's Plan of Action and Strategic Plan.
- c) Initiates, implements, evaluates, and/or coordinates appropriate studies or projects with the Association officers.
- d) Represents and expresses the views of Industry members.
- e) Provides leadership, support, technical assistance, and resource lists and/or materials to members.
- f) May call a special meeting of industry members as necessary, with Approval of the Board at no expense to the Association.
- g) Provides recommendations to the President-elect for appointments to the Industry Advisory Board.
- h) Surveys industry members and provides recommendations to Nominating Committee.
- i) Together with the Supervisors' Section Chair, plans an annual Supervisor/industry conference.

7. *Committee Chairs.*

- a) Promotes the Association's Plan of Action and Strategic Plan.
- b) Expresses the views of their committees.

- c) Provides leadership, support, technical assistance and resources lists of materials to members.
- d) Promotes membership in the Association.
- e) Surveys chapters and provides recommendations to Leadership Development Committee for ballot.
- f) Formulates and executes appropriate studies or projects, approved by the Executive Board which shall be in harmony with the purposes of the Association, the Plan of Action and the Strategic Plan.
- g) Provide recommendations to the President-Elect for appointment to Committees and advisory boards.

Section E. Appointed Officers.

1. ***Advisor/Parliamentarian.*** The Advisor/Parliamentarian, who is a member of the Association, shall serve in conjunction with the President's term. To be eligible to serve as Advisor/Parliamentarian, a member must be a past state president.
Responsibilities of the Advisor/Parliamentarian
 - a) Acts as advisor to the Executive Board.
 - b) Advises the President on parliamentary procedures, giving rulings when requested by the President.
 - c) Advises the President and the Executive Board at House of Delegates meetings.
 - d) Is a non-voting member of the House of Delegates and Executive Board.

2. ***Consultants.*** The Consultants are the State Director of School Nutrition Programs and Administrator Food Distribution Program.
Responsibilities of the Consultants
 - a) Acts as liaisons between the State Department of Education, Virginia Department of Agriculture and the School Nutrition Association of Virginia.
 - b) Advises Executive Board in matters relating to Federal and State School Nutrition and USDA commodity issues.
 - a) Are non-voting members of the House of Delegates and the Executive Board.

3. ***The Coordinator. The Coordinator*** implements the policies of the House of Delegates, the Board and Executive committees consistent with efficient and effective business practices. The Coordinator shall be employed under contract by the board.
Responsibilities:
 - a) Conduct Association affairs.
 - b) Fulfill the duties set forth in the contract and as outlined in the SNA-VA Handbooks.
 - c) Perform all other duties as assigned.
 - d) Is a nonvoting member of House of Delegates and Executive Board.
 - e) Serves on the Finance Committee and Industry advisory committee.
 - f) Accurately records all minutes of the Executive Board, Executive Committee and House of Delegates meetings.
 - g) Within two (2) weeks after Executive Board Meetings submits

minutes to the President for approval. After presidential approval the minutes shall be mailed to the Executive Board and Chapter Presidents within one month.

- h) Sends appropriate notices and copies of minutes of meetings to Board Members.
- i) Maintains and stores all records of the Association.

4. **Others.** The board may appoint other officers as necessary.

Article III – Meetings

Section A. Type of Meeting.

1. ***Annual Meeting.*** There shall be an annual meeting of the Association, which shall be known as the State Conference.
2. ***House of Delegates.*** There shall be a meeting of the House of Delegates held at the time of the annual State Conference called by the Chair of the House of Delegates who shall be the President.
3. ***Executive Board.*** The Executive Board shall meet four (4) times annually; Immediately before and within ninety (90) days after the Annual Meeting; two additional meetings at the call of the President or 60% of the voting members of the Executive Board. A majority of the voting members shall constitute a quorum.
4. ***Regional Meetings.*** Regional meetings shall be held annually.
5. ***Chapter President's Retreat.*** A Chapter President's Retreat will be held annually after the National Leadership Conference. The President-elect shall conduct the meeting. The purpose of the meeting shall be to acquaint the chapter officers with the President's Plan of Action, Association goals and objectives, to foster team work and leadership development..
6. ***Executive Board Retreat.*** An orientation for all Executive Board members will be conducted annually. The President shall conduct the meeting. The purpose of the meeting is to brief all Board members on the goals and objectives of the association, to explain the roles of each member and to foster team work.
7. ***Supervisor/Industry Meeting.*** A Supervisor/Industry Meeting shall be held annually.
8. ***Special Meetings.*** Special meetings and seminars of the Association may be called as approved by the Executive Board.

Committee Days. Committee chairs and appointed members will meet annually to execute strategies for the President's Plan of Action to meet Association goals and objectives.

Section B. Expenses. The Executive Board shall set limits within budgetary restraints for reimbursement of, and procedures for, expenditures by the Association staff and members who travel on official Association Business.

Article IV – House of Delegates

The House of Delegates “House” shall be the legislative and governing body of the Association. It shall formulate the philosophies and goals under which the Executive

Board manages the affairs of the Association. The House shall adopt policies, hear committee and officers reports, take action on recommendations, resolutions, 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. The voting delegates shall include the Executive Board, past state Presidents attending a House of Delegates within the last five (5) years, (state) standing committee and advisory board chairs of the Association, and (designated number of) affiliated chapter delegates; presidents, elected delegates or alternates.
2. Voting delegates of the House shall be school foodservice and nutrition members or associate retired members of the Association.
3. The Advisor, the Consultant, and the Parliamentarian shall be nonvoting members of the House of Delegates.

Section B. Responsibilities.

1. Establishes the philosophies and goals of the Association.
2. Debates and reviews matters of professional interest to the Association.
3. Makes general and specific recommendations to the Executive Board.
4. Makes recommendation for Strategic Plan as applicable, and for the Annual Plan of Action for the Association.
5. Reviews reports of Chapter Affiliates, Executive Board members, State Committees, and Advisory Boards.
6. Takes action on proposed resolutions and amendments to the Bylaws.
7. May remove from office, for just cause, an Executive Board member upon petition of 10 members of the Executive Board or 30 members of the House of Delegates.

Section C. Voting.

Each delegate is entitled to one vote cast in person.

Section D. Quorum.

A majority of the voting delegates shall constitute a quorum.

Section E. Chapter Delegate Representation.

The official date for the membership tally according to State membership records to determine the number of delegates each chapter shall have in the House of Delegates shall be December 1. Only delegates representing Chapter Affiliates which have met the criteria herein will be seated on the floor of the House of Delegates. The number of voting delegates of each chapter affiliate shall be calculated on the following basis:

1. All chapters, regardless of membership, shall have one delegate.
2. Each chapter shall have one delegate for each 100 members. Chapters, which have 101 or more members, will have an additional delegate.

Article V – Executive Board

The Executive Board (“Board”) shall be the executive body of the Association. The Board shall formulate policies between meetings of the House; adopt the annual budget; review reports and resolutions; conduct and manage the affairs and 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 delegates to other agents or agencies by the Articles of Incorporation or Bylaws. No member of the Board or House of Delegates shall receive salaries for their service in such capacities unless they are employed under contract by the Association.

Section A. Composition.

1. Voting members shall consist of officers of the Association (President, President-Elect, Treasurer, Regional Directors, and Section Chairs, Chairs of Public Policy and Legislative, Education, and Member Services Committees and Industry Representative).
2. Nonvoting members of the Executive Board shall consist of the Immediate Past President, Chairs of Nominating, Resolutions and Bylaws, State Conference, and Finance Committees, Special Committee Chairs, Parliamentarian/Advisor, Consultants, and the Coordinator.

Section B. Responsibilities.

1. Directs the affairs of the Association in accordance with the philosophies, general policies, and goals adopted by the House of Delegates.
2. Considers general and specific recommendation made by the House of Delegates.
3. Appoints persons to act on behalf of the Association and defines their specific responsibilities.
4. Adopts the annual budget for the Association including, but not limited to, budgets for all state meetings of the Association.
5. Manages and directs the financial affairs of the Association.
6. Authorizes persons to sign checks, contracts, and other documents on behalf of the Association.
7. Approves organizational structure, job description, and salary ranges for employees of the Association.
8. Approves all committee and advisory board appointments.
9. Fills vacancies of unexpired terms of Executive Board members, unless otherwise specified.
10. Adopts a Strategic Plan of Action.
11. Adopts Plan of Action of the Association for the ensuing year prior to the annual Leadership Seminar.
12. Recommends positions and policies to the House of Delegates.
13. Provides leadership in working with allied associations and groups that share a similar purpose.
14. Employs the Coordinator.
15. Reviews and approves the program for all state conferences and seminars.
16. Fills vacancies occurring in office by a majority vote.
17. Votes to break an election tie.

Section C. Quorum. A majority of the voting members shall constitute a quorum.

Article VI – Executive Committee

Section A. Composition.

1. The voting members of the Executive Committee shall consist of the President, who shall act as Chair, President-Elect, Treasurer, Regional Directors Chair, Section Chairs, a representative from the elected committee chairs and Industry Advisory Board.
2. The Coordinator shall be a non-voting member.

Section B. Responsibilities.

1. Acts in emergencies when time does not practically permit a meeting of the entire Executive Board as determined by the President.
2. Reviews the annual budget
3. Reports all actions taken to the Executive Board.

Section C. Quorum. A majority of the members shall constitute a quorum.

Article VII – Regions

A Chair of Regional Directors shall be appointed by the President from the elected senior members of the Regional Directors. The state shall be divided into eight (8) regions as outlined. Each region shall have a Regional Director.

1. **Region I:** Alexandria, Arlington, Clarke, Culpeper, Fairfax, Falls Church, Fauquier, Frederick, Fredericksburg, Greene, Loudoun, Madison, Manassas City, Manassas Park, Orange, Prince William, Rappahannock, Shenandoah, Spotsylvania, Stafford, Warren, Winchester.
2. **Region II:** Albemarle, Alleghany Highlands, Augusta, Bath, Buena Vista, Charlottesville, Covington, Harrisonburg, Highland, Lexington, Page, Rockbridge, Rockingham, Staunton, Waynesboro.
3. **Region III:** Caroline, Charles City, Chesterfield, Colonial Beach, Essex, Gloucester, Hampton, Hanover, Henrico, James City, King and Queen, King George, King William, Lancaster, Louisa, Mathews, Middlesex, New Kent, Newport News, Northumberland, Poquoson, Richmond City, Richmond County, West Point, Westmoreland, Williamsburg, York.
4. **Region IV:** Accomac, Cape Charles, Chesapeake, Franklin City, Isle of Wight, Norfolk, Northampton, Portsmouth, Southampton, Suffolk, Surry, Sussex, Virginia Beach.
5. **Region V:** Amelia, Brunswick, Colonial Heights, Cumberland, Dinwiddie, Emporia, Goochland, Greensville, Hopewell, Lunenburg, Mecklenburg, Nottoway, Petersburg, Powhatan, Prince George.
6. **Region VI:** Bedford, Botetourt, Carroll, Craig, Floyd, Franklin County, Fries, Galax, Giles, Grayson, Henry, Martinsville, Montgomery, Patrick, Pulaski, Radford, Roanoke City, Roanoke County, Salem.
7. **Region VII:** Bland, Bristol, Buchanan, Dickenson, Lee, Norton, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe.
8. **Region VIII:** Amherst, Appomattox, Buckingham, Campbell, Charlotte, Danville, Fluvanna, Halifax, Lynchburg, Nelson, Pittsylvania, Prince Edward, South Boston.

Article VIII - Sections

The Association shall consist of sections according to the special type of food and/or nutrition activities in which members are engaged. Sections are the Food Service Employee/Manager and Supervisor/Director Sections. The representative of these sections shall serve as chairs of the respective program sections. Each section shall have a chair elected as herein provided.

Article IX - Committees

Section A. Standing Committees.

There shall be the following standing committees: Leadership Development, Public Policy and Legislative Committee, Education, Resolutions and Bylaws, Member Services, State Conference, and Finance. All standing committees report to the Board.

1. Terms. Members shall be appointed by the President-Elect (with recommendations from committee chairs), subject to Board approval, for a three-year term unless otherwise specified.
2. Eligibility. Members of a committee or advisory board shall be SNA certified or credentialed members or working towards SNA certification or credentialing.
3. Activities. The committees/advisory boards shall develop annual strategies to implement the 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 X – Advisory Boards

There shall be the following advisory board: Industry. It shall consist of three to nine members of the Association. Industry members on this advisory board are not required to be certified/credentialed. The Industry Representative on the Executive Board shall serve as Chair of the Industry Advisory Board. All advisory boards report to the Board.

Article XI – Publications

Section A. “The News of School Food and Nutrition Service in Virginia” shall be the official publication of the Association.

Section B. Other Publications.

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

Article XII – Removal From Office

Any elected 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 XIII – Parliamentary Authority

The current edition of Robert's Rules of Order 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 XIV – Amendments

Section A. Method of Proposal.

Amendments to these Bylaws and the Standing Rules shall be proposed, in writing, no later than December 1, in any one of the following ways:

1. At the official request of a chapter affiliate
2. By majority vote of the Executive Board
3. By an official request of Association committees or advisory boards
4. By written petition signed by 10 members of the Association

Section B. Procedure for Amending Bylaws and Standing Rules.

Amendments to bylaws shall be adopted by a majority vote of the members at the annual meeting of the House. Standing rules may also be adopted and amended by majority vote of the Executive Board.

1. Provided the Chair of the Resolutions and Bylaws Committee receives the amendments, in writing, postmarked on or before December 1 to be considered at the next House of Delegates meeting.
2. Provided copies of the proposed amendments have been mailed to all members of the House through publication in “The News of School Food and Nutrition Service of Virginia” or by direct mail at least thirty (30) days prior to the House of Delegates meeting.

Article XV – Resolutions

All proposed resolutions to be considered at the annual State Conference shall be submitted to the Chair of the Resolutions and Bylaws Committee in writing postmarked no later than December 1 prior to the House of Delegates meeting. Upon unanimous consent of the delegates, a written resolution may be submitted from the floor of the House.

1. Proposed resolutions shall be mailed to all members of the House thirty (30) days prior to the House of Delegates meeting.
2. Adoption of proposed resolutions shall require a majority vote.
3. Resolutions, which are in conflict with the Bylaws, shall not be presented to the House.

Article XVI – Dissolution

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

SCHOOL NUTRITION ASSOCIATION OF VIRGINIA
STANDING RULES
March, 2007

- *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 of the House of Delegates at the Annual State Conference or by majority vote of the Executive Board.
- *Standing rules shall be attached to the current Articles of Incorporation and Bylaws.

I. Rules Governing Membership

- A. Annual dues of the Association, along with those of SNA, when applicable, shall be submitted directly to the School Nutrition Association (SNA).
- B. State membership dues will be paid for life for the Association President upon completion of office provided he/she continues to meet the requirements for one of the classes of membership.
- C. The membership year shall be concurrent with that of the School Nutrition Association.
- D. Honorary members shall not be required to pay dues.
- E. Non-voting members attending the meeting of the House of Delegates may be granted the privilege of speaking.
- F. “*The News of School Food and Nutrition Service in Virginia*” shall be distributed to all members.

II. Rules Governing Vacancies

- A. In the event a vacancy occurs in the office of the President and President-Elect concurrently, the Treasurer or Regional Director Chair, the one who has served longer in the respective office, shall serve as President until the next regularly elected officers are installed.
- B. The President shall appoint, with the approval of the Executive Board, from eligible membership qualified persons to fill all other vacancies.

III. Rules Governing Meetings

- A. **State Conference.** The Executive Board shall set the date and place of this meeting. Notice of the State Conference, including date, place and time, shall be sent to each member of the Association through the official publication of the Association.
- B. **House of Delegates.** This meeting shall be open to all members of the Association. Discussion and voting shall be limited to the official delegates or appointed alternates.
- C. **Regional Meetings.** The respective regions shall approve the dates, location and

time of each meeting. The purpose of the meeting shall be to further professional growth among Association members, implement the Plan of Action, Strategic Plan and foster better communications between Association officers and Association membership.

- D. ***Supervisor/Industry Meeting.*** All Directors and Supervisors of School Food and Nutrition Services Programs within the state shall be invited to attend. The Chair of the Supervisors' Section, the Industry Advisory Chair, and the Education Chair shall plan and conduct the meeting. The purpose of this meeting shall be:
1. To further professional growth and to provide information on policies and procedures related to Child Nutrition Programs.
 2. Discuss issues of mutual interest to supervisors as well as industry representatives.
- E. ***Chapter President's Retreat.*** Chapter President's Retreat shall be conducted annually to provide professional development for the current and future leaders of the Association.
- F. ***Executive Board Retreat.*** Executive Board Retreat shall be conducted annually to provide professional development for the current leaders of the Association.

IV. Rules Governing Expenses

- A. ***Executive Board.*** Expenses incurred by the Executive Board members in attending meetings of the Executive Board, meetings attended at the request of the President, and other meetings as specified in policies and procedures of the Association, shall be reimbursed at the current approved rates.
- B. ***Committees and Advisory Boards.*** Expenses incurred by committee and advisory board members in conducting business of the committee or advisory board shall be reimbursed within limitations of the budget by the Association at the current approved rates.

V. General Rules Governing Standing Committees and Advisory Boards

- A. A standing committee or advisory board shall have at least three (3) members. With the exception of the President, a member shall not serve on more than one standing committee or advisory board at the same time or for more than three consecutive years as chair of the same committee or advisory board with the exception of the Leadership Development Committee and State Conference Committee.
- B. No more than 1/3 of the members of the committee shall be appointed in any one year except to fill vacancies as herein provided. Should a vacancy occur, the President, with recommendations from the committee chair and approval of the Executive Board, shall appoint a replacement to fill the unexpired term.
- C. Chairs of the Leadership Development, Resolutions and Bylaws, State Conference and Finance Committees shall be appointed by the President-Elect to serve for one year. Chair positions should, whenever possible, be selected from members who have served on the respective committee in the past 5 years. Appointed chairs shall serve no more than three (3) consecutive years except upon extenuating circumstances when a Chair's term may be extended a 4th year with approval of the Executive Board.

- D. Chairs of Public Policy and Legislative, Education, and Member Services Committees and the Chair of the Industry Advisory Board shall be elected for two-year terms. Nominations for these Chair positions should, whenever possible, be selected from members who have served on the respective committee in the past 5 years.
- E. Members of a committee or advisory board shall have expertise or interest in the subject area of the committee or advisory boards on which they serve.
- F. Committees/advisory boards shall meet at least once annually and at times as authorized by the Board.

VI. Rules Governing Committees

- A. ***Leadership Development Committee.*** This committee shall consist of immediate past Regional Directors and Section Chairs. The Chair shall be a past president appointed for a one-year term by the President-Elect to serve concurrent with his/her term as President.
 1. Selects two candidates, if possible, for each office to be filled on the ballot in accordance with the Bylaws. Candidates for the committee chairs should when possible, be selected from members who have served on the respective committee within the last 5 years.
 2. Verifies eligibility of candidates.
 3. Submits slate of officers to Editor, "*The News of School Food and Nutrition Service in Virginia,*" by scheduled deadline (Fall Issue) along with the candidate information.
 4. Surveys House of Delegates and Executive Board for potential candidates.
 5. Notifies all candidates of election results by January 31.
- B. ***Public Policy and Legislative.*** The committee consists of one member for each of the eleven (11) congressional districts, and one member from the Industry Advisory committee. Members shall be appointed by the President-Elect with recommendations from the Chairman and shall serve as one-year term. The Chairman, President, and President-Elect shall represent their congressional district.
 1. Evaluates, interprets, recommends and responds to federal and state Legislation and regulations in line with SNA.
 2. Informs the membership of current legislation.
 3. Develops legislative policy and positions for approval of the Executive Board and acts on behalf of the Association on legislative matters.
 4. Assists chapter affiliates in the development of legislative strategies, and plans action. Represents the Association at the Annual Legislative Action Conference.
- C. ***Education.*** This committee shall consist of a minimum of three members. The Chairman shall be elected for a two-year term and is a voting member of the Executive Board. Chair position should, whenever possible, be selected from members who have served on the respective committee in the past 5 years. Members shall be appointed by the President-Elect with recommendations from the Chairman and shall serve a three-year term.

1. Informs and makes available to members an annual summary of developments relating to school food service certification and credentialing efforts.
 2. Develops plans for professional growth of membership, subject to the approval of the Executive Board.
 3. Maintain liaison with State Agency (Department of Education), and other professional organizations and associations.
 4. Plans and develops standardized educational programs to be presented at the annual Regional mini meetings and other meetings as appropriate.
 5. Promotes certification and credentialing.
 6. Presents Awards for Certification at State Conference.
 7. Develops and publicizes criteria and applications for all scholarships available.
 8. Reviews the applications for the scholarship.
 9. Selects the recipient(s) and presents the award(s) at the Annual Conference.
 10. Coordinates with the Treasurer for the disbursement of scholarship funds.
- D. **Resolutions and Bylaws.** The committee shall consist of 4 members, the immediate Past President who serves as the Chair, the President-Elect, the newly Elected President-Elect and the Parliamentarian.
1. Reviews all resolutions for format and for consistency with the Bylaws.
 2. Reviews Bylaw amendments proposed for the House of Delegates consideration.
 3. Advises the House of Delegates of its recommendation.
 4. Reviews the Bylaws annually to insure they are consistent with current philosophy and recommends changes.
 5. Encourages chapter affiliates to participate in formulating policies of the Association by submitting resolutions and bylaw amendments for consideration.
 6. Submits to the Coordinator for printing and distribution the revised and amended Bylaws sixty (60) days after approval by the House of Delegates.
- E. **Member Services.** This committee shall consist of a minimum of three members. The chairman shall be elected for a two-year term and is a voting member of the Executive Board. Chair position should, whenever possible, be selected from members who have served on the respective committee in the past 5 years. Members shall be appointed by the President-Elect with recommendations from the Chairman and shall serve a three-year term.
1. Recommends to the Executive Board policies and procedures for the implementation of a membership program.
 2. Promotes membership through chapter membership chairs and assists chapters in developing membership drives.
 3. Reviews and analyzes membership trends and recommends appropriate action.
 4. Provides information to SNA for membership awards.
 5. Works with Administrative Assistant.
- F. **State Conference.** This committee shall consist of a minimum of five members. The Chair shall be appointed for a one-year term by the President-Elect to serve concurrent with his/her term as President. Members shall be appointed by the President-Elect with recommendations from the Chairman and shall consist of the following areas, the State Conference Chair for the next State Conference, the outgoing conference chair serving as advisor and a minimum of two additional members.

1. Chairman who will serve as the overall coordinator for all activities related to State Conference.
 - a. Coordinate all arrangements related to Annual State Conference to include a Silver Circle meeting and recognition.
 - b. Plans program as directed by President and Executive Board.
 - c. Prepares a conference budget in cooperation with the finance committee and approved by the Board.
2. Time and Place
 - a. Investigate potential sites for future conferences to obtain information regarding facilities and dates for a specific conference year.
 - b. Reports details to Executive Board for approval of location and dates.
 - c. In coordination with the President and President-Elect negotiates a contract with the selected and approved location.
 - d. State Conference Time and Place will bring all contract proposals to the Finance Committee for review. The Finance Committee Chairman will present recommendations to the Executive Board. It is also recommended that any contract entered into by School Nutrition Association of Virginia should be brought to the Finance Committee first.
3. Exhibits
 - a. Prepares and distributes to suppliers exhibit and conference program advertisement information.
 - b. Coordinates all activities and arrangements related to Exhibits for State Conference and other SNA-VA shows.
 - c. Works with State Conference Chair and Executive Board setting fees for Exhibitors.
 - d. Works with the Industry Advisory Board to improve and expand industry participation in the exhibits held in conjunction with the Annual Conference.
 - e. Reports to the Board and attends Executive Board meetings.

G. Finance. This committee shall consist of seven members—President, President-Elect, President-Elect-Elect, Treasurer, the Coordinator and two additional at large members. The Chair shall be appointed for a one-year term by the President-Elect to serve concurrent with his/her term as President and shall be one of the at large members of the committee. Members shall be appointed by the President-Elect with recommendations from the Chairman and shall serve a three-year term.

1. Develops annual budget.
2. Reviews requests for monies not budgeted and makes recommendations for approval/disapproval.
3. Conducts annual audit.
4. Reviews all contracts of the Association and presents recommendations to the Executive Board.
5. Develops and submits to Executive Board ideas for fund raising.
6. Coordinates and promotes fund raising activities of the Association.
7. Accounts for and submits to Treasurer all monies received.
8. Maintains an inventory of all items and presents as part of the Board report.
9. Coordinates with finance committee to establish selling prices and discount pricing for slow moving items.

10. Receives approval from the President prior to distribution of items requested by Board members to be used as "gifts."

VII. Rules Governing Advisory Boards

- A. **Industry.** This committee shall consist of a minimum of ten members. The Chairman shall be an Industry member elected for a two-year term and is a voting member of the Executive Board. Chair position should, whenever possible, be selected from members who have served on the respective committee in the past 5 years. Members shall be appointed by the President-Elect with recommendations from the Chairman and shall serve a three-year term. Committee members shall consist of 5 Industry and Virginia Department of Agriculture members including the chair, and 5 association members including the President-Elect, Chair of Supervisor Section, Conference exhibit coordinator (who is a member of the State Conference Committee), a member of the publications committee and the Administrative Assistant.
 1. Serves as liaison between Industry and the Association.
 2. Works with the Association to achieve common goals.

VIII. Additional Membership Information

- A. **Food Service Employee/Manager Section** shall be composed of school food 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 responsibilities in more than one school but are not employed on a system-wide basis.
- B. **Directors and Supervisors Section** shall be composed of school food and/or nutrition personnel who are responsible for administration and/or supervision of food and nutrition programs in one or more schools within the city, county or district, or state level administrative and supervisory personnel or food service related college personnel.

DEFINITIONS

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

- A. **Nonvoting Member.** Individuals without voting privileges.
- B. **Chapter Affiliate.** School food service associations organized within individual localities and chartered by the Board.
- C. **Noneligible Fields.** Any field other than those defined in Article I, Section B.
- D. **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.
- E. **Standing Committees.** Groups of individuals appointed by the President, with Executive Board approval, charged with the responsibility of planning and implementing activities to promote their particular areas of emphasis in the Association's Plan of Action.
- F. **Advisory Board.** Groups of individuals appointed by the President, with Executive 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 Executive Board.
- G. **Quorum.** A quorum is the number of members who must be present at a meeting in order to transact business legally.
- H. **Majority Vote.** More than half of the votes cast of those present and voting or more than one half of the votes cast by mail.
- I. **Two-thirds Vote.** Two-thirds of the votes cast of those present.
- J. **Fiscal Year.** The fiscal year of the Association shall be from August 1 through July 31.