

# PROCEDURES

## MANUAL

*Amended 6 /2017*

### Kentucky School Nutrition Association

This Manual is structured to follow the Bylaws, presenting the statement(s) from the Bylaws in bold print followed by guidance for operational procedures related to that portion of the Bylaws where appropriate. Supplemental material will follow some topics. It is bound in loose leaf form so that additions and changes may be made for the topics as needed.

#### *ARTICLE I*

##### *Name*

*The name of this organization shall be “THE Kentucky School Nutrition Association” (hereafter referred to as “KSNA” or the “Association”) which is an affiliate of the School Nutrition Association.*

#### *ARTICLE II*

##### *Purposes*

*The purposes for which this Association is formed as a not for profit organization are as follows:*

- 1. Promote the optimum health, nutrition and education of all children by supporting nutritionally adequate and educationally sound, financially accountable, nonprofit child nutrition and school community nutrition programs.*
- 2. Promote high standards of child nutrition and school community nutrition programs with emphasis on nutritionally adequate meals that are appealing to children.*
- 3. Promote united efforts between school personnel, allied organizations, industry and the public to assure every child an opportunity to receive the benefits of the child nutrition and nutrition education programs.*
- 4. Promote high standards and provide appropriate educational programs, incentives and recognition for professional development of child nutrition personnel.*
- 5. Promote research and development in child nutrition programs.*
- 6. Promote the establishment of a national nutrition policy and legislation, which provides optimal nutrition and nutrition education for children.*
- 7. Promote the involvement of students and the school community in child nutrition*

- programs.*
8. *Promote membership and provide services to members.*

**ARTICLE III**  
**Membership**

**Section A. CLASSES OF MEMBERSHIP.** *Membership shall consist of three classes: School Foodservice and Nutrition, Associate, and Affiliate. Where local chapters exist, school foodservice and nutrition, retired and student members shall also be members of the local chapter*

- 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.

A member who ceases to be employed in an eligible field may continue in this membership category until the membership renewal date.

- 2. ASSOCIATE MEMBERS.** Associate member categories shall consist of retired members, students enrolled in post-secondary school foodservice programs, industry individuals, and others committed to furthering the goals of the Association.

An individual who meets the criteria for no other classification of membership shall be considered an affiliate member in the “other” category, upon payment of appropriate dues.

- 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.

**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 foodservice 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, to vote on amendments to these bylaws, and vote upon any matter submitted to the voting membership.

- 1.** 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 national or state elective office.
- 3.** Student members, Associate members in the “Other” category, and Affiliate members shall be non-voting members.
- 4.** Industry members shall be entitled to vote for the election of the industry representative to the Executive Board in accordance with the procedures defined for the Industry Advisory Council.
- 5.** All members shall be eligible to attend any business meeting of the Association as observers.

**Section D. DUES.**

- 1. Dues for all classes of membership shall be the SNA dues plus the state dues, which shall be established by a two-thirds majority of the returned votes.**

2. **The state shall honor any discount in SNA dues.**
3. **Associate Industry Members shall pay KSNA corporate membership dues. (See Association Procedures Manual for further details.**
4. **TERMINATION of membership shall result from nonpayment of dues.**

Dues for membership in the Association require the payment of the appropriate annual state dues and the appropriate SNA dues. Dues for renewal of membership shall be payable twelve (12) months after the initial membership. Processing of the membership generally requires about two months.

#### COLLECTION PROCEDURES:

All applicants shall use the official SNA National and State Membership Application form.

1. New members can either secure the form from the Kentucky School Nutrition Association website ([www.kysna.org](http://www.kysna.org)), a KSNA member or join online at the SNA website ([www.schoolnutrition.org](http://www.schoolnutrition.org)).
2. Renewing members will receive a renewal form from SNA for about two months prior to the renewal date. Renewing Members should carefully check all preprinted information, including correct membership category and dues and correct any errors prior to mailing. Renewing members may also renew on-line at [www.schoolnutrition.org](http://www.schoolnutrition.org).
3. KSNA corporate member dues are payable directly to the KSNA treasurer. Details of corporate membership are outlined annually in the state conference Partner/Exhibitor packet. This information is forwarded annually to all businesses of record, by the state conference exhibit chair, approximately 6 months prior to the state conference. Corporate membership benefits extend from state conference up to the next state conference.

### **ARTICLE IV** **Organizational Structure**

**Section A. EXECUTIVE BOARD. The affairs of the Association shall be managed by an Executive Board.**

#### **1. COMPOSITION.**

- A. The executive board shall consist of twenty one voting members. Member shall consist of President, President-elect, Vice President, Secretary/Finance Officer, Regional Directors for regions 1-6, Section chair for Manager's & Employees, Section chair Administrators, Section chair Industry, Public Policy chair, Resolutions & Bylaws chair, Education chair, Membership Services chair, Communication chair, Chapter president representative, Industry relations chair, and immediate past KSNA president.
- B. Nonvoting members shall consist of the State Director of the Division of Nutrition and Health Services, KDE representative, KDA representative, and Executive Director.

2. **QUORUM. A majority of the Executive Board members present shall constitute a quorum.**
3. **MANNER OF ACTING. The Executive Board may transact business at official Board meetings. Alternatively, the Executive Board may transact business by mail, by conference call, fax, and/or e-mail on matters that are time sensitive.**  
**Issues or concerns voted on outside of regularly scheduled board meetings must be submitted in writing to all Executive Board members for a vote. When an alternative voting method is utilized at least two-thirds (2/3) of the voting members must vote and at least three-quarters (3/4) of those voting must vote in the affirmative. Such votes are made a part of the minutes of the next meeting.**

The affairs of the Association shall be directed and conducted by the Executive Board and regulated by the comprehensive amendments of the most recent Bylaws. All services performed by members of the Executive Board shall be voluntary except any executive contract personnel employed by the Association.

RESPONSIBILITIES of the Executive Board shall be:

1. Conduct the activities of the Association with the committees in accordance with the Association Bylaws and in harmony with the philosophies and the general practices and goals of the School Nutrition Association;
2. Consider specific recommendations made by the membership and committees;
3. Adopt an annual budget for the Association which includes, but is not limited to, budgets for all state meetings of the Association;
4. Manage and direct the financial affairs of the Association;
5. Authorize checks, contracts and other documents to be executed on behalf of the Association through duties inherent to the office or appointment;
6. Approve all committees and advisory board appointments with the exceptions of the Nominating Committee;
7. Fill vacancies of unexpired terms of the Executive Board, unless otherwise specified;
8. Review the program of all state conferences and seminars approved by the Executive Committee;
9. Approve Plan of Action for the committees and advisory boards consistent with the current SNA Plan of Action;
10. Provide leadership in working with allied associations and groups which share a similar philosophy and purpose, e.g. nutrition, wellness and education related organizations;
11. Approve requirements for chapter affiliation and charter new affiliated chapters;
12. Employ contract personnel at a time deemed appropriate and financially feasible;
13. Provide for an annual planning conference to be held in conjunction with the end-of-year Executive Board meeting with out-going and in-coming members present; and
14. Select site for the annual conference at least (2) years in advance.

**Section B. EXECUTIVE COMMITTEE. The Executive Committee acts between Board meetings; proposes to the Board the administrative and management policies of Association business consistent with the actions and policies established by the Board;**

**conducts all business referred to it by the Board and serves as the Finance Committee.**

**1. COMPOSITION:**

**A.** Members shall consist of the President, President-elect, Vice President, Secretary/Finance Officer, Public Policy Chair, Education Chair, Membership Services Chair, and Resolutions and Bylaws Chair.

**B.** Nonvoting members shall be the State Director of the Division of School and Community Nutrition Services, KDE; a representative of the Division of Food Distribution, Kentucky Department of Agriculture; and any executive contract person employed by the Association.

The committee shall meet at the call of the President provided all members are contacted. A majority of the Executive Committee members must be present to constitute a quorum.

RESPONSIBILITIES of the Executive Committee shall be:

1. Conduct all business referred to it by the Board consistent with Board policies;
2. Act when time does not particularly permit a meeting of the entire Board, as determined by the President;
3. Review the annual budget prepared by the Treasurer for presentation to the Board for approval;
4. Monitor the financial status of the Association;
5. Analyze reports and make recommendations to the Board;
6. Employ a certified public accountant who shall audit the accounts of the Association annually;
7. Submit a current audited financial statement to be published annually in the official publication of the Association;
8. Submit for board approval an eligible member of the Administrators' section, i.e. Kentucky Association of School Administrators (KASA) member, to represent KSNA on the KASA board;
9. Approve the programs of all state conferences and seminars;
10. Report all actions to the Board; and
11. Perform other duties deemed necessary by the President.

**Section C. CHAPTER AFFILIATES. A county, a regional group of counties or a school district may be chartered, as a Local Chapter by the Board provided the criteria for a charter defined in the State Affiliation Handbook are met. The following conditions are to be met.**

- 1. A Chapter may establish separate membership dues. Chapter members should hold membership in the state and national association.**
- 2. Each chapter affiliate shall adopt bylaws, which shall not be in conflict with the state bylaws or National Articles of Incorporation or Bylaws.**
- 3. Only members identified in Article III, Section A, 1. are eligible to serve as officers of the Chapter.**
- 4. Each Chapter shall adopt a Plan of Action consistent with the state and national Plan of Action and submit reports to the Association as required in the Association Procedures Manual.**

Annual renewal of Affiliation requires the following information be sent to the state affiliation appointee.

1. Alphabetized membership list (more than 10 members).
2. Calendar of annual events.
3. Annual Plan of Action in harmony with the state/national Plan of Action.
4. Application for affiliation accompanied by the annual fee.
5. The name, address and phone numbers of all chapter officers.
6. Bylaws are to be current and in harmony with the Kentucky School Nutrition Association & SNA Bylaws. A copy of each revision is to be sent to the state affiliation appointee.

**Section D. REGIONS. The state shall be divided into regions as defined by the Kentucky General Assembly for the Congressional Districts. The Association Procedures Manual contains the identity of these regions and the responsibilities of the Regional Directors.**

Each region shall be represented on the Executive Board by a Regional Director appointed by the

President as provided in Article V, Section B, 1.

1. To facilitate a networking system the regions are divided into districts. The Regional Director shall contact the SFS directors in their respective region and develop a communication tree including e-mail addresses and home or cell and work telephone numbers. This communication tool will be available for rapid notifications of issues affecting child nutrition programs.
2. The regions are comprised of counties as designated by the Kentucky General Assembly.
  - A. Region 1: Adair, Allen, Ballard, Butler, Caldwell, Calloway, Carlisle, Casey, Christian, Clinton, Crittenden, Cumberland, Fulton, Graves, Henderson, Hickman, Hopkins, portion of Lincoln, Livingston, Logan, Lyon, Marshall, McCracken, McLean, Metcalfe, Monroe, Muhlenberg, portion of Ohio, Russell, Simpson, Todd, Trigg, Union, and Webster.
  - B. Region 2: Barren, Breckenridge, Bullitt, Daviess, Edmonson, Grayson, Green, Hancock, Hardin, Hart, LaRue, Marion, Meade, portion of Ohio, Nelson, Shelby, Spencer, Taylor, Warren, and Washington.
  - C. Region 3: Jefferson.
  - D. Region 4: portion of Bath, Boone, Boyd, Bracken, Campbell, Carroll, Carter, Elliott, Fleming, Gallatin, Grant, Greenup, Harrison, Henry, Kenton, Lewis, Mason, Nicholas, Oldham, Owen, Pendleton, Robertson, portion of Scott, and Trimble.
  - E. Region 5: Bath, Bell, Breathitt, Clay, Floyd, Harlan, Jackson, Johnson, Knott, Knox, Laurel, Lawrence, Lee, Leslie, Letcher, Magoffin, Martin, McCreary, Menifee, Morgan, Owsley, Perry, Pike, Pulaski, Rockcastle, Rowan, Wayne, Whitley, and Wolfe.
  - F. Region 6: Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Jessamine, portion of Lincoln, Madison, Mercer,



Montgomery, Powell, portion of Scott, and Woodford.

[https://en.wikipedia.org/wiki/Kentucky%27s\\_congressional\\_districts](https://en.wikipedia.org/wiki/Kentucky%27s_congressional_districts)

**CHECK FOR MAP OF REGIONS**

3. RESPONSIBILITIES OF REGIONAL DIRECTORS shall be:
  1. Attend the Executive Board meetings and other appropriate meetings ;
  2. Serve as support to chapter presidents in implementing all activities in the region, particularly the Plan of Action of the Association;
  3. Assist in coordinating and planning state legislative action conferences
  4. Plan legislative training sessions for annual state conference as requested by the conference steering committee;
  5. Share ideas for professional growth with chapter affiliates;
  6. Promote membership of eligible persons within the region; Assist in obtaining membership committee member from Region as requested by membership chair.
  7. Serve as a member of the Public Policy and Legislative Committee as coordinator of legislative activities within their respective region, including but not limited to attendance at national legislative conferences as approved in the Association budget. (See the Public Policy Committee)
  8. Serve as regional contact person for promotion of the SNA Certification and Credentialing program.
  9. Provide news from the region at regular executive board meetings and submit for publication in the CHALLENGER as appropriate;
  10. Improve communications by providing school districts and allied organizations with information related to child nutrition programs; i.e., work with committees as communication link to the local level. Provide each school district the communication network; and
  11. Host a regional program for and within the region assigned. Event should be planned by regional director with guidance from Executive Committee and KSNA contract personnel. Odd numbered regions host on odd number years, Even number regions host on even numbered years. Efforts should be made to invite other regions and coordinate dates with other regions who are hosting during the same year.

**Section E. SECTIONS. The Association shall consist of three sections: Managers and Assistants (Single Unit), Foodservice Administrators (Directors and Supervisors), and the Associate Industry Members.**

1. **MANAGERS AND ASSISTANTS (Single Unit) section representative shall be elected from the actively involved members in this section for a two year term.**
  - A. COMPOSITION. This section is composed of school nutrition personnel and/or school nutrition personnel assigned to one school, and/or school nutrition personnel who have responsibilities in a central kitchen that serves more than one school and/or school nutrition personnel who have responsibilities in more than one school, but are not employed on a system-wide basis.
  - B. RESPONSIBILITIES shall be:
    - 1) Attend Executive Board meetings and Executive Committee Meetings;
    - 2) Promote the KSNA Plan of Action; implementing appropriate activities;
    - 3) Attend Finance Committee meetings and assist in KSNA budget development;
    - 4) Express views of the Section when evaluating or voting on issues;

- 5) Provide leadership, support, technical assistance and resource list and/or materials to members;
- 6) Plan Section meeting program, as necessary, for annual state conference in cooperation with the conference program chair;
- 7) Promote membership in KSNA within the Section;
- 8) Provide recommendations to the President-elect for appointments to Committees
- 9) Provide recommendations to the Nominating Committee for the ballot; and
- 10) Administer KSNA's Gold Seal Award Program for the Section and encourage all members to participate in SNA's awards programs

**2. FOODSERVICE ADMINISTRATORS (Directors and Supervisors) shall be represented by the elected chairman, serving a one-year term.**

The members of the Administrators' section shall annually elect an eligible member to serve a two year term functioning the first year as vice-chair and the second year as chair of the Section.

- A. COMPOSITION - This section is composed of school food and/or nutrition personnel who are responsible for administration and /or supervision of food and nutrition programs at the district level or above and the state director and the state staff of the state departments of education and agriculture.
- B. RESPONSIBILITIES shall be:
  - 1) Attend Executive Board meetings and Executive Committee meeting;.
  - 2) Preside at section meetings;
  - 3) Promote the Plan of Action of KSNA and make recommendations to the Board on program improvements and strategies;
  - 4) Assists with state legislative conferences;
  - 5) Attend Finance Committee meetings and assist in KSNA budget development;
  - 6) Express views of the Section when evaluating or voting on issues;
  - 7) Provide leadership, support, technical assistance and resource lists and/or materials to members;
  - 8) Plan Section meeting program, as necessary, for annual state conference in cooperation with the conference program chair and other conferences as deemed necessary and approved by the board;
  - 9) Call special meetings, as necessary, at no expense to KSNA;
  - 10) Promote membership in KSNA within the Section;
  - 11) Provide recommendations to the President-elect for appointments to committees;
  - 12) Provide recommendations for Section chair to the Nominating Committee for the KSNA ballot;
  - 13) Recommend an eligible Section member for appointment as the KSNA representative to the Kentucky Association of School Administrators (KASA) board;
  - 14) Administer KSNA's Director of the Year Award Program for the Section and encourage all members to participate in SNA's awards programs.

3. **ASSOCIATE INDUSTRY MEMBERS shall be represented by the elected chairman of the Industry Advisory Council (IAC), serving a one year term.**
- A. COMPOSITION of the Section. The members of this Section shall be corporate industry members of KSNA.
- B. INDUSTRY ADVISORY COMMITTEE. The committee consists of ten industry members: five representatives from food distribution, food broker, food manufacturing or food product association; four representatives from equipment manufacturer's representative, food service equipment dealer, paper and/or chemical sales firm or service and parts; and the immediate Past IAC Chair serving one additional year as consultant. Eight Kentucky School Nutrition Association members: President, President-elect, Vice President, immediate past KSNA President, Exhibits Chair, Managers & Assistants (Single-Unit) Chair, Administrators' Section Chair, and a Public Information Committee representative.
- 1) Their company shall be a Gold or Silver Industry Partner of KSNA and must remain so during the Representative's term.
  - 2) Any member that fails to fulfill their obligations (per Section VII) may be removed from the IAC by a  $\frac{3}{4}$  majority of the current IAC membership in attendance at the meeting.
  - 3) Additional reasons for removal would be: unexcused absence from two or more consecutive IAC meetings, failure to support IAC principles, failure to attend and support IAC sponsored activities, failure to support the principles of KSNA, and employment with a non-eligible employer.
  - 4) Upon the removal of a member prior to the conclusion of their term, a new member shall be nominated and elected to complete the term by a  $\frac{3}{4}$  majority of the current IAC membership in attendance at the meeting.
  - 5) Any member that wishes to resign may do so with a 60-day notice to the IAC Chair.
  - 6) In the event that the current member changes employment during their term they may complete the current year of their service.
  - 7) Any member who resigns from their KSNA Partner, or is removed from duty by their Partner, shall inform the IAC Chair promptly. The Partner shall have the opportunity to designate another representative to the IAC. If the Partner chooses not to designate a representative, the IAC may replace the member. The nominee(s) must be employed in the same category as the person who is being replaced.
  - 8) No company shall ever have more than one (1) representative on the IAC at any given time.
  - 9) The standard term shall be three (3) years in length.
  - 10) An industry representative can be re-appointed to the IAC after an absence of at least one (1) year.
- C. RESPONSIBILITIES shall be:
- 1) Attend Executive Board and Executive Committee meetings;
  - 2) Promote the Plan of Action of the Association and make recommendations to the Board on program improvements and strategies;
  - 3) Express views of the Section when evaluating or voting on issues;
  - 4) Assist in planning and coordinating KSNA meetings, as requested;
  - 5) Call meetings, as necessary, at no expense to the Association;

- 6) Promote membership in the Association within the section;
- 7) Plan conference exhibits in cooperation with the KSNA exhibit chair;
- 8) Assist publication editor in obtaining ads for state publication (*Challenger*);
- 9) Encourage involvement among industry representatives to promote the Kentucky School Nutrition Association goals;

**Section F. COMMITTEES AND ADVISORY BOARDS. Members and chairs shall be appointed by the President, subject to Board approval.**

1. **STANDING COMMITTEES. There shall be the following standing committees, which shall report to the Board. Duties are defined in the Association Procedures Manual.**
  - A. **NOMINATING. This committee shall consist of the immediate past president who shall serve as chair. The section chairs shall serve as committee members.**
  - B. **PUBLIC POLICY. This committee shall consist of a Chairman and the Regional Directors and may have members at large.**
  - C. **RESOLUTIONS AND BYLAWS.**
  - D. **INDUSTRY RELATIONS**
  - E. **EDUCATION. This committee shall include the Certification appointee.**
  - F. **MEMBERSHIP SERVICES. This committee shall include the Affiliation appointee.**
  - G. **COMMUNICATION. This committee shall include the Advisor for Publications appointee.**
  - H. **CONFERENCE.**
2. **TERMS. Members shall serve rotating three (3) year terms.**
3. **ELIGIBILITY. Members of a committee shall be actively involved in Association activities.**
4. **ACTIVITIES. The committees shall implement strategies of the Plan of Action adopted by the Board. Committees shall meet as authorized by the Board and/or the call of the chair.**
5. **COMPOSITION. Committees shall have a minimum of three people unless otherwise defined in the bylaws.**
6. **AD HOC COMMITTEES. Special committees may be appointed by the President with approval of the Executive Committee.**

A discussion of each of the committees follows providing guidance and detailed responsibilities.

#### **NOMINATING COMMITTEE**

**This committee consists of the immediate past president who shall serve as chair and the section chairs who serve as committee members.**

**RESPONSIBILITIES OF THE NOMINATING COMMITTEE shall be:**

1. Solicit qualified members to run for KSNA office.
2. Contact Regional Directors, Section Chairs and other board members for potential candidates.
3. Assure candidates shall complete the KSNA candidate profile.
4. Verify the eligibility of candidates.
5. Acquaint nominees with the responsibilities of the office prior to allowing them to accept the nomination.
6. Prepare a slate of officers with a maximum of two (2) candidates for each office to be filled: Vice President and Administrators Chair elected annually, and Secretary/Treasurer elected biannually in odd years and Managers and Assistants Section Chair elected biannually.
7. Final slate of officers will be recommended by the Nominating Committee and approved by the Board.
8. Secure the biographical sketches and pictures of the approved candidates.
9. Send the slate of officers, their pictures and biographical sketches to the Chairman of the Publications Committee for publication in the CHALLENGER. Be prepared to distribute this information to all appropriate parties at state conference.

### **PUBLIC POLICY COMMITTEE**

**This committee shall consist of a Chairman and the Regional Directors and may have members at large.**

1. The Public Policy Chairman shall be a member of the committee who has served a minimum of one year and has demonstrated strong interest and expertise in legislative affairs.
2. The members-at-large shall be people with expertise in legislative affairs and in the regulatory process.
3. The committee shall utilize the SNA resources to implement initiatives to support federal legislation. The Chairman shall be designated as the state contact person for the SNA PP&L Committee and Legislative Assistant.
4. State legislative initiatives shall be implemented as the need arises. State Legislative Conferences may be held prior to or during sessions of the Kentucky General Assembly, with the approval of the Kentucky School Nutrition Association Executive Board.
5. This committee and all contacts constitute the emergency communication network (In the past called the "Phone/Email Tree.")

#### RESPONSIBILITIES OF THE PUBLIC POLICY COMMITTEE shall be:

1. Evaluate, interpret, recommend and respond to legislation and regulations and initiate appropriate activities with state agencies in support of the Child Nutrition Programs;
2. Work closely with the Education Committee on methods to inform the membership of current legislation, nutrition standards, professional standards, and regulatory issues through the state communications network for action or information. The structure of the network follows in this section;
3. Develop legislative policy and positions for approval of the Board and act on behalf of the Association on the approved policies;
4. Assist chapters and regions in the development of legislative strategies and plans of action consistent with the state Plan of Action based on the federal and state initiatives;
5. Work with allied organizations and agencies having common goals to secure and maintain satisfactory legislation for the child nutrition programs at the federal and state levels;

6. Help maintain connection between state legislators and KSNA membership.
7. Participate in the annual SNA Legislative Action Conference to extent budgeted funds will permit.
8. The delegation shall contain experienced lobbyist, having been a delegate at least one time, and new delegates.
9. Each congressional district should be represented for maximum effectiveness in lobbying the Congressional Delegation.

### **GUIDANCE FOR SELECTION OF DELEGATION TO LAC**

The Kentucky School Nutrition Association have approved the following guiding principles for the Legislative Committee to determine the state delegation to the annual SNA LAC and for activities related to it:

1. The Planning Committee for the LAC shall be the Kentucky School Nutrition Association Legislation Committee and the chair of the administrators' section.
2. The LAC budget should be considered including the conference registration fee, transportation, housing, food, tips, etc. The number of delegates will be determined by the budget. All costs are paid by the Kentucky School Nutrition Association Secretary/Treasurer.
  - A. The Kentucky School Nutrition Association "Out of State Travel Policy" shall be followed by all who file claims. See Secretary/ Finance Officer in this manual. In the event that a delegate wishes a single room, reimbursement will be made at one half the double occupancy rate.
  - B. The Legislative Committee shall annually evaluate the procedures used for this conference to assure the most cost-effective procedures are used.
3. The Legislative Committee shall assure that the delegation include members of the association and may include leaders in education or allied organizations who will contribute to the goals of the legislative action initiatives. Delegates shall be actively involved members from the leaders of the associations which shall include but not be limited to:
  - A. The Legislative Chairman.
  - B. The President Elect of Kentucky School Nutrition Association (President, if included in the budget) and the Chairman Elect of the Administrative Section .
  - C. New members on the Kentucky School Nutrition Association Legislative Committee (Regional Directors) for training in the responsibilities of the communication link in their Congressional District of the lobbying network.
  - D. Special Needs – delegates that can try to make an impact on known Congressional opponents of the Child Nutrition Program legislation.
  - E. Completing the delegation – within budget restraints.
    - 1) Match the delegates identified in items A – D to the Congressional District in which they live.
    - 2) Add known conference participants who are not sponsored by the associations, as state staff, non-sponsored members, and members of industry.
    - 3) Identify the Congressional Districts without representation and the Districts with an experienced delegate. Fill the missing or weak links with experienced delegates from the Legislative Committee or other active former delegates to assure having expertise on each lobbying team.

In the event that a delegate is unable to attend at conference time, the Legislative Chairman shall fill the vacancy with an appropriate delegate from that Congressional District.

- 4) Any member may join the delegation by paying the expenses of the trip. If the member wishes to be a part of the group plans for travel partners and housing, he/she should contact the Legislative Chairman.
- 5) Independent conference participants, as brokers and industry reps, who plan to lobby with the state delegation should contact the Legislative Chairman to allow better planning and to provide the delegate the visitation schedule.

## **RESOLUTIONS AND BYLAWS**

**Resolutions** may be statements of policy or statements calling for specific action on an issue or for changes in the bylaws or for commendation and/or recognition. The committee may draft resolutions and may review resolutions proposed by other committees or by members. The procedure for proposing resolutions is defined in the Bylaws section of this Manual.

1. **RESPONSIBILITIES OF THE COMMITTEE** shall be:
  - A. Review all resolutions submitted to the Board by committees or individuals for format and for consistency with the bylaws;
  - B. Advise the Board of its recommendation on the resolution;
  - C. Encourage the regions and committees to participate in formulating resolutions for consideration;
  - D. Direct resolutions to the School Nutrition Association Executive Board or the Delegate Assembly on issues of national concern. Such resolutions must be approved by the state Board and sponsored by the state association. Resolutions may be submitted to the SNA Board at any time by sending them to the President. The procedure for resolutions to be considered by the Delegate Assembly is defined in the SNA Bylaws. The current deadline for written resolutions to be sent to the Chair of the Resolutions/Bylaws Committee is anytime between July 1 - May 1 of the following year. If this deadline is missed and the issue is timely and very important, a member of the state delegation to the SNA House of Delegates may seek the addition of the resolution to the agenda of the House of Delegates by consent of a majority of the delegates.
2. **RESPONSIBILITIES OF THE PRESIDENT** in the Resolution process shall be:
  - A. Resolutions on state matters adopted by a majority of the Board shall have the follow-up directed by the President with the appropriate committee responsible for the implementation of action that may be required.
  - B. Copies of resolutions that are directed to organizations or individuals are to be sent by the President.

**Bylaws** may be amended whenever there is a need for change because of errors that have occurred, for clarification or for complete revision when outdated or ineffective. The procedure for proposing amendments to the Bylaws is defined in the Bylaws section of this Manual.

A copy of the State Bylaws is to be sent to the

SNA Southeast Regional Director anytime  
changes are made



## INDUSTRY RELATIONS

**This Committee chair will be a member of the Industry Advisory Council (IAC).** The chair will be required to attend all meetings of the IAC.

RESPONSIBILITIES OF THE COMMITTEE shall be:

1. Correspond with Industry partners to retain and recruit new partners.
2. Collaborate with IAC chair to ensure industry needs are being met.
3. Be a liaison for Industry partners concerning events where KSNA is represented.
4. Be a ready voice to KSNA board to share industry concerns
5. Make recommendations to the KSNA board about levels of membership needed to increase Industry level partnership.
6. Coordinate with Executive Director to identify opportunities for Industry to provide services to meet changing needs of KSNA.

### Annual Conference

1. Coordinate and plan booth assignments and layout of exhibit hall
2. Create and/or update exhibit packet
3. Be available during registration and throughout the conference to assist industry partners with direction and valuable information throughout the check in process, set up, live open exhibit hall, and to the end of exhibit hall takedown.
4. Provide a list of Industry Partner levels to appropriate KSNA representatives upon request and to ensure correct recognitions throughout the year.

## EDUCATION

**This committee shall include the Certification appointee.** This committee coordinates the training activities that support the Kentucky Department of Education Certification program and the SNA Certification & Credentialing programs. A staff member of the KDE Division of Nutrition & Health Services should be a member of this committee. The current Vice President will be Co-Chair of this committee.

RESPONSIBILITIES OF THE COMMITTEE shall be:

1. Develop and implement plans for the professional growth of the membership that support and enhance the Plan of Action goals;
2. Evaluate the Kentucky Certification program (identified as “state” certification which is required by state regulation 702 KAR 6:045 – a copy follows on pages a. & b.) in conjunction with the KDE Division of Nutrition & Health Services, and recommend curriculum, standards, policies and procedures appropriate for meeting the needs of the certification program and of the members who may use this training to help meet the “national” training requirements (see below – Certification);
3. Maintain liaison with appropriate state agencies and professional associations/organizations to enhance the educational opportunities for members; and
4. Encourage participation in appropriate SNA scholarship programs.
5. Promote nutrition education; interpret nutrition trends and developments
6. Recommend Association action on nutrition education issues consistent with program needs;
7. Keep members informed of developments related to nutritional aspects of the Child Nutrition Programs;

8. Maintain appropriate liaison with federal, state and local agencies and with professional associations and local chapters on nutrition, professional standards, culinary art issues;
9. Promote activities for the observance of National School Lunch Week, School Breakfast Week, Nutrition Month and other appropriate nutrition-emphasis activities utilizing menus and other strategies designed by SNA and industry groups.
10. Implement and oversee any KSNA contests, involving students, which are done in conjunction with activities mentioned in item 9 above and any other contest involving students sponsored or promoted by KSNA.
11. Work closely with the Public Policy Committee on methods to inform the membership of current legislation, nutrition standards, professional standards, and regulatory issues through the Regional Directors for action or information.

SNA Certificate & Credentialing: The certificate appointee coordinates the activities related to national certificate & credentialing programs.

1. Update requirements as specified by SNA;
2. Support and train other members in the association in the procedures for processing & maintaining Certificate & Credentialing credits. Refer members to the SNA & KSNA websites when applicable.
3. Assist with getting SNA approval for class/training credits that will count towards Certificate & Credentialing.
4. Maintain a record of credentialed and certified members.
5. Maintain liaisons with SNA and Chapter Certificate Chairmen or Presidents.
6. Work with the Regional Directors and Chapter Certification Chairmen to increase the number of members with certificates and to promote available professional growth activities, such as: classes, workshops, college courses, etc.
7. Update members periodically of opportunities to sit for the credentialing exam.
8. Work with Education Committee to Coordinate with the national association to provide exam opportunities within the state.

### **MEMBERSHIP SERVICES.**

**This committee shall include the Affiliation appointee.** This committee shall be responsible for the physical growth of the Association, using state and national strategies to recruit new members.

1. PROCESSING. Currently SNA processes all membership applications. The President, Membership Chair and Executive Director receives membership printouts regularly from SNA.
2. RECRUITMENT. The Membership Chairman will initiate policies and procedures for Board approval for the implementation of an annual membership recruitment activity to encourage renewal and to seek new members by:
  - A. Receiving the membership list from the KSNA President;
  - B. Studying the membership list to determine target areas for recruitment projects;
  - C. Reminding members whose membership renewal is past due of the importance of association membership;
  - D. Developing plans and projects to encourage increased membership by:
  - E. implementing SNA membership promotion plan for the year;
  - F. placing articles in the Challenger;

- G. attending professional meetings and workshops to present KSNA/SNA membership information;
- H. conducting membership recruitment drives utilizing the Regional Directors;
- I. urging current members to make personal contacts for recruiting new members;
- J. informing members throughout the year of the state membership goal set by SNA.
- K. Publicizing, preparing and presenting the 100% Membership Awards at the annual state meeting.
- L. The affiliation appointee shall prepare a written communication for chapter presidents. Example: Share Smart publication.

3. CHAPTER AFFILIATION.

A. Responsibilities To Affiliated Chapters:

- 1) Shall advise the Chapters of any changes in the state bylaws;
- 2) Shall review all chapter memberships and the Plan of Action annually to insure their continued eligibility to be an affiliate and assess the chapter of the annual affiliation fee of five (5) dollars.
- 3) Failure to meet requirements in any year shall warrant a one year probation period.
- 4) A second review shall result in complete reinstatement or the dropping of the Chapter as an affiliate. The latter action would require a new application by the Chapter when requirements are met.
- 5) Serve with the Regional Directors as a liaison between the Chapter and the Association.

B. Responsibilities to Non-affiliated Groups:

- 1) Send interested groups the Affiliation Handbook with suggested procedures for organizing, requirements of affiliation, suggested bylaws and the application for affiliation.
- 2) Work with the Regional Directors to provide help to all groups needing assistance from the state organization in forming a Chapter.
- 3) Review Bylaws, application and membership list of the applying Chapter to see that all requirements are met.
- 4) Recommend the Chapter to the Board for approval, if all requirements are met.
- 5) Follow up this approval by sending notification to the Chapter:
  - a) Provide the Chapter with a copy of the Affiliation Handbook.
  - b) Notify that the Affiliation Certificate will be presented at the next annual conference. (NOTE: A gavel is also presented to the new chapter.)

C. Responsibilities of the Member Services and Recruitment Committee or Affiliation appointee:

- 1) Make presentations for recognition of the Chapter at the annual conference by:
  - a) Notifying the Conference Committee to include this presentation in a general session.
  - b) Preparing the Affiliation Certificate.
  - c) Securing a gavel for presentation.
- 2) Review the Affiliation Handbook annually to insure that it is current.
  - a) Recommend appropriate changes to the Board.
  - b) Following approval, update the Handbook and distribute the

revisions to the Board and Chapters.

## COMMUNICATION

**This committee shall include the Advisor for Publications appointee.**

*School Nutrition*, produced by the School Nutrition Association, shall be the official publication of the association.

*The Challenger* shall be produced a minimum of two times annually.

The Chairman of the committee shall serve as Editor of *The Challenger* and of activities defined as public communication.

Publications: The publication of the Association newsletter, the CHALLENGER, shall be at intervals scheduled by the Board. Other data shall be published as approved by the Board.

The support team for publishing the CHALLENGER shall be appointed by the President from recommendations of the Editor. The primary reporters shall be the members with the Regional Directors, Chapters and Committee Chairmen providing input relevant to the Plan of Action and the current scene in the Child Nutrition Programs in the Commonwealth. Other publications shall be printed in a manner appropriate for its content.

Responsibilities of the Committee shall be:

1. Editor – General Chairman:
  - A. Represent the committee on the Board;
  - B. Determine the type of newsletter feasible for the CHALLENGER; i.e., printing or producing methods and related costs, booklet or other format, etc.;
  - C. Working with the President and Advisor for Publications, prepare a suggested format for each issue and a budget estimate for approval by the Board;
  - D. Receive and edit material from reporters and prepare a layout of each issue as required by the printer;
    - 1) Secure quotes for printing, considering:
    - 2) Cost per page in terms of quantity needed.
    - 3) Cost per picture in terms of quantity needed.
    - 4) Cost per picture or half tone.
    - 5) Quality of paper and size of page.
    - 6) Size of type.
    - 7) Time required for printing.
  - E. Aid the Distribution Sub-Committee by:
    - 1) Research distribution methods with consideration to cost, quality and timeliness.
    - 2) Obtain the membership list from SNA to assist in mailing.
    - 3) Establish procedures for the committee.
  - F. Supervise the Advertising Sub-Committee:
    - 1) Establish pricing guide for ads; secure Board approval.
    - 2) Supervise type and kind of Ads solicited; follow Association Nutrition

- Policy as it relates to sanction of foods of minimal nutritional value.
- 3) Send a copy of each Ad to the purchaser along with a statement for payment.
  - 4) Establish procedures for the committee in solicitation of Ads.
- G. Secure feature articles, as needed and desired, for each issue from the State President; State Director, KDE Division of Nutrition & Health Services; state committees; national board members; the SNA Executive Director, etc.
- H. PREPARE A CALENDAR with “deadlines” for each issue. (Include in the Association Calendar the deadline for reports and articles – send to President in April.)
2. Advisor for Publications Appointee shall:
- A. Serve as a consultant to the CHALLENGER editor;
  - B. Monitor other Association publications for ideas to use in the CHALLENGER and monitor the advertising standards as directed by Association policies and the Board; and
  - C. Assist with the publication of all association documents.

A Website shall be maintained by the association. The public communications committee shall include a technology/maintenance appointee.

Other Publications may be authorized by the Board within budgetary restraints.

## CONFERENCE

This committee with its subcommittees shall be responsible for planning and conducting the annual conference for the association at the time and place contracted by the Association. Plans shall be approved by the Board. Co-chairmen of the General Conference and the Program committee shall be the President-Elect and the Vice President. Consultants to the committee shall be the President and Secretary/ Finance Officer. Each committee shall be responsible for follow up on the activities of their committee.

### Duties.

1. General Conference & Program Co-Chairs – President-Elect and Vice President.
  - A. Represent the committee on the Executive Board.
  - B. Assist President in conference site selection, assuring a site at least two years in advance and no more than four years in advance.
  - C. Select conference theme and logo in consultation with the President.
  - D. Develop general plan for the conference and present to the Executive Board.
  - E. Correspond with all subcommittees to confirm all assignments.
  - F. Work with the management of conference site and with the local arrangements committee on all arrangements, including rooms needed for meetings and guests, special meals, registration space, etc. Confirm all commitments in writing.
  - G. Estimate costs and present a proposed budget to the Executive Board. The prior conference budget must be analyzed prior to the fall Executive Board Meeting to determine if a recommendation to the board for an increase in registration fees is warranted. A recommendation may also be made for an amendment to the approved budget. Registration fee should include meals, hospitalities and other costs for guests.
  - H. Secure speakers early. Indicate theme, time of session, length of talk and site. Request

- information on an honorarium and/or expenses.
- I. Send confirming letter to speaker (and deposit, if required) if the fee is within the budget.
  - J. Meet with subcommittees as needed to complete the plans for the conference and to coordinate all activities.
  - K. Secure registration data to guarantee number at the meal functions. Work with Executive Director and/or other person(s) responsible for processing conference registration on the count.
2. President.
- A. Is an ex officio member of all conference committees. Serves as consultant and advisor on planning.
  - B. Serve as presiding officer at general conference functions, as directed by the conference committee.
  - C. Send post conference thank you letters to conference committees and presenters.
3. Secretary/ Finance Officer.
- A. An ex officio member of the conference committee. Serves as consultant and advisor in budget and finance for conference.
  - B. Confirm all records on pre-registration. Refund on pre-registrations in accordance with the association policy.
4. Program Committee – President-Elect & Vice President.
- A. Assign duties to subcommittees.
  - B. Complete conference program. Have all commitments in writing and planned within budget allowance.
  - C. Complete details for conference including required facilities, hospitalities, and Chapter participation.
  - D. Secure presiding officers for all sessions.
  - E. Prepare tentative program for pre-conference issue of the Challenger.
  - F. Invite special guests and non-member program participants to special meal functions. Consult President for list.
  - G. Prepare final program and have it printed.
  - H. Be responsible for coordinating all activities at conference time.
    - I. Post-conference responsibilities:
      - J. Thank you letters to all program participants.
  - K. Report to Executive Board: Evaluation and Financial status.
  - L. Organize emporium for local chapter and state association sales.
  - M. Provide table sign-ups chart for Banquet
5. Educational Breakout Sessions.
- A. Use previous conference evaluation and contacts with members to determine topics of interest in the skills development sessions.
  - B. Arrange for speakers/facilitators for each session. Secure equipment needs from each presenter. Organize equipment in a manner to facilitate easy set up of meeting rooms.
  - C. Make room assignments for the sessions – estimating possible interest and assign accordingly.
  - D. Arrange for any audio-video equipment needed. (Coordinate with the Local Arrangements Committee.)
  - E. Make signs for sessions, as required. Arrange for them to be placed outside each room prior to the session.

6. Industry Relations Chair

- A. Secure exhibitors for conference. Send letter to previous exhibitors and others who express interest. Prepare a reservation form to be returned with the fee.
- B. Develop a fee schedule that considers all requirements of exhibitors and should be approved by the Executive Board. Send a copy to prospective exhibitor.
- C. Arrange with pipe and drape company for set up of Exhibit Hall (and General Session Meeting Room if the Conference committee requests this). Provide with theme, logo and colors so that coordination can be done.
- D. Assign space upon receipt of reservation/fee.
- E. Acknowledge receipt of fee and include any special instructions, such as when set-up can begin, where to pick up packets, badges, etc. Request a door prize to be given away at the last general session.
- F. Provide a list of all exhibitors to conference chairs so that the names, addresses and phone numbers can be included in the printed agenda.
- G. Prepare a conference registration packet for all exhibitors which also includes the most recent copy of the Challenger and Advertisement Request Form for the Challenger.

7. Decorations Committee.

- A. Design and arrange for the preparation and installation of the general session background banner/decoration incorporating conference theme, logo and colors.
- B. Prepare table decorations for meal functions designated by the conference chairmen.
- C. Prepare head table decorations and place cards for meal functions.
- D. Consult program chairs for guidance in ordering flowers for speakers' tables, for chapter presidents, guests and special program participants, when needed.

8. Hospitality Committee and Local Arrangements.

A. Hospitality:

- 1) Secure personnel for key locations at conference site. These people should be well enough informed of the facilities to provide directions and information to all guests and members.
- 2) Secure hostesses for each conference activity. Hostesses are responsible for checking on readiness of rooms, needed equipment, ventilation, etc. Hostesses should show true Kentucky Hospitality.
- 3) Obtain and distribute an appropriate gift for all overnight special guests.

B. Local Arrangements & Publicity:

- 1) Secure special music and other entertainment needed.
- 2) Secure presenters for invocations, presentation of colors, Pledge of Allegiance, etc.
- 3) Make arrangements for necessary facilities, equipment and supplies needed by all presenters.
- 4) Seek activities for free evening, if necessary.
- 5) Secure photographer when needed.
- 6) Consult with Co-chairmen and Registration Committee on number to guarantee for meal function attendance.
- 7) Work with local Chamber of Commerce on securing coverage of conference.
- 8) Contact local radio, TV, and news media for possible coverage.

9. Registration Committee.

- A. Receive all advance registrations.
- B. Keep accurate records, balance money, transfer money to Secretary/ Finance Officer
- C. Help prepare nametags for conference participants.

- D. Appoint and assign duties for volunteers needed during registration.
  - F. Be responsible for registration at conference time.
10. Industry Advisory Council Chair.
- A. Obtain sponsors for special meal functions, as decided with the President.
  - B. Work with Industry Relations Chair
  - C. Be responsible for recognition of exhibitors and sponsors.
  - D. Inform program chairs of any industry sponsored scholarship awards.

**AD HOC COMMITTEES. Special committees may be appointed by the President with approval of the Executive Committee.**

Such committees shall enhance the purposes and the Plan of Action of the Association or perform other services.

**Section G. ADVISORY BOARDS. The Association may have advisory boards, which shall report to the Board at the invitation of the President.**

The goal of having an advisory board should be to promote a better understanding and communication source between other organizations and school nutrition in Kentucky.

**ARTICLE  
V  
Officers & Other  
Leadership**

**Section A. ELECTED OFFICERS shall hold office until the end of the annual national conference. Candidates for state office shall have been active members for at least three years immediately preceding the nomination. To be eligible a member shall:**

- a. Have demonstrated leadership ability by serving on the Executive Board or on a committee.
- b. Be employed in an eligible field at the time of nomination, but not employed as a district director, supervisor, regional manager of a for-profit corporation above the school district level.
- c. Maintain membership at the time of nomination and election. If a change in professional status occurs, the term of office shall be completed provided one year of the term has been completed.
- d. Be allowed to hold office for more than one term but not more than two consecutive terms.
- e. Be SNA certified or credentialed

**PRESIDENT shall be the chief executive officer and shall serve one year.**

- 1. The term of office shall begin at the end of the annual national conference.
- 2. As chief executive officer the President shall:
  - A. Serve as the chairman of the Executive Board and Executive Committee.



- B. Serve as an ex officio member of all committees except the nominating committee.
- C. Represent the association when invited to other professional groups or designate a representative.
- D. The President shall complete a Plan of Action for the year.
- E. Finalize goals and activities for achieving the objectives of the School Nutrition Association and the state, designating committees responsible for the activity and completion time.
- F. Complete a calendar for the year designating Board meeting dates, due dates for progress reports and dates of special events.
- G. Prepare a directory with names, addresses and phone numbers of all Executive Board members. Print in the fall Challenger.
- H. The President shall make appointments required by the Bylaws, subject to the approval of the Executive Board not later than the September Board meeting. (May be completed at end of term as President Elect.)
- I. Appoint the committees, designating one as chairman, unless otherwise provided in the Bylaws.
- J. Appoint regional directors, as provided in the Bylaws.
- K. Appoint section chair for Managers and Assistants (Single Unit), as provided in the Bylaws.
- L. Make other appointments required for the operation of the association.
- M. Provide the Affiliation Handbook and Plan of Work to all Executive Board members.
- N. The President shall supervise and manage the activities of the association.
- O. Prepare the agenda for all Executive Board and Executive Committee meetings.
- P. Carry out the actions of the Executive Board, not overlooking action defined in adopted resolutions.
- Q. Coordinate the activities of all functioning groups of Kentucky School Nutrition Association as an ex officio member.
- R. Provides means for periodic reporting of committees, regional directors, sections, chapters and state agencies.
- S. Serve as chair of the Executive Committee.
- T. Serve as a member of the Finance Committee. Review fiscal reports, provides for an annual audit and assures that adequate insurance coverage is provided.
- U. Assist with the planning of the annual conference and serve as the presiding officer at general sessions, as requested by the conference committee.
- V. Apply rules of the Bylaws and policies of the state and national associations for compliance by the association in its publications, conferences and activities.
- W. Promote membership and membership services, especially with communications to the affiliated chapters and the leadership of the association.
- X. Be the chief instrument of communication for the association in building positive images of the child nutrition program and a better understanding of the program goals.
- Y. Submit to the Executive Board at the beginning of the year an annual detailed description of duties the Executive Secretary shall perform and submit a final report/review of the Executive Secretary at the end of the year when applicable.
- Z. The President shall be the liaison between the SNA and Kentucky School Nutrition Association.
- AA. Represent the state association, with the President-Elect and Vice President, at the SNA Delegate Assembly, or notify the first alternate, the

Secretary/Treasurer, or if necessary, the second alternate, the Public Policy Chair.

- BB. Participate in the Delegate Assembly as instructed by the Kentucky School Nutrition Association Executive Board.
- CC. Represent Kentucky in the Parade of States or other designated activity at the annual national conference held at the end of the term as President. Participate in activities recognizing Plan of Action accomplishments for the year.
- DD. Represent the state at Board approved out-of-state meetings or designate an alternate, and at in-state meetings as the budget permits.
- EE. Complete the SNA semi-annual and annual reports by the deadlines. Seek input from the appropriate Executive Board members.
- FF. Respond to other requests for information that is appropriate for meeting the goals of the Association and the child nutrition programs.
- GG. Provide SNA Southeast Regional Director and Executive Director with the names of the Kentucky officers within fifteen days of their election.
- HH. Submit a copy of Bylaw amendments to the SNA Southeast Regional Director.
- II. The President shall implement and monitor the Plan of Action of the Association.
- JJ. Conduct or participate in a Leadership Seminar early in the year for Chapter leaders. Present the Plan of Work and guide the Chapter in planning for support of the Kentucky School Nutrition Association Plan of Work.
- KK. Provide for progress reports at each Executive Board meeting.
- LL. Report annually to the membership through the newsletter and at the conference.
- MM. The President shall plan a meeting for the outgoing an incoming Executive Board members for the purpose of:
  - NN. Reviewing and finalizing the new Plan of Action.
  - OO. Preparing the calendar for the year.
  - PP. Transferring files and information to the new leaders.

**PRESIDENT-ELECT shall serve for one year and succeed to the office of President at the end of the term or in the event of the President's death, resignation, or removal from office. The term of office begins at the end of the annual national conference.**

1. The President-Elect shall:
  - A. Become acquainted with association procedures.
  - B. Study duties of the President and other officers.
  - C. Become familiar with the operation and functions of the Executive Board as defined in the KSNA Bylaws and Manual.
  - D. Develop an understanding of the Plan of Action at the national and state level and how to implement at the chapter level.
  - E. Acquire a working knowledge of the national and state Bylaws and policies.
  - F. Perform duties for the Association.
  - G. Serve as a member of the Executive Board, being the presiding officer in the absence of the President.
  - H. Serve as a member of the Executive Committee, Finance Committee, Bylaws and resolutions committee, Nominating committee, and other committees as needed.
  - I. Serve as co-chairman of the annual conference committee (see page 28ff).
  - J. Serve as a delegate to the SNA Delegate Assembly.
  - K. Attend the SNA meetings: Leadership Conference; the Legislative Action

- Conference; and the Delegate Assembly.
- L. Begin development of the new Plan of Action.
  - M. Assist with the Chapter Leadership Seminar for Kentucky School Nutrition Association.
  - N. Perform the functions of the President in the absence of the executive officer.
  - O. Perform duties that the President may request.
  - P. Prepare for the term of office as the President by selecting committee members and chairmen, the appropriate regional directors and the Chair. If completed, present at the end-of-the-year Board meeting for approval.
  - Q. Shall assist the President with plans for the annual Planning Conference with outgoing and incoming Board members.
  - R. Present the Plan of Action. Allow time for all committees to develop strategies for its implementation.
  - S. Develop a basic calendar to be completed early in the year as President.

**VICE PRESIDENT shall be elected annually and serve one year and succeed to the office of President-Elect at the end of the term or in the event of the death, resignation, or removal from office of the President or President-Elect. The term begins at the end of the annual national conference. In the event of death, resignation, or removal of person holding this position the KSNA Board would give first consideration to the other candidate who ran for the position during the election. If the other candidate is not willing to take the office, then the President is charged to oversee the election through the nomination committee in the most efficient and expedient way possible to have the membership vote a new candidate from no more and no less than two new candidates. The new person in the position would finish the current two year period and would NOT count against the total years allowed for a member to serve in this position.**

1. The Vice President shall:
  - A. Serve as a member of the Executive Board and the Executive Committee.
  - B. Serve as Co-chairman of the annual conference committee (see page 28ff).
  - C. Become familiar with the operation and activities of the Executive Board as defined in the Kentucky School Nutrition Association Bylaws and Manual and in the annual Plan of Action.
  - D. Attend the SNA Leadership Conference and Delegate Assembly at ANC.
  - E. Assist with the Chapter Leadership Seminar for the state.
  - F. Assist in preparing the Plan of Action for the Association.
  - G. Perform duties that the President may request
  - H. Serve on the Nominating committee, co-chair the Education committee, and serve on other committees as needed.

**SECRETARY/FINANCE OFFICER shall be elected in even numbered years and shall serve for two years. In the event of death, resignation, or removal of person holding this position the KSNA Board would give first consideration to the other candidate who ran for the position during the election. If the other candidate is not willing to take the office, then the President is charged to oversee the election through the nomination committee in the most efficient and expedient way possible to have the membership vote a new candidate from no more and no less than two new candidates. The new person in the position would finish the current two**

**year period and would NOT count against the total years allowed for a member to serve in this position.**

1. The Secretary/ Finance Officer shall:

A. Become familiar with the duties of the office by all means possible which would include but not limited to discussion of responsibilities with the outgoing secretary/ finance officer and current President of KSNA, reviewing Bylaws and policies of the state and national association, and study the records keeping and budget procedure.

B. Be an active member in Executive board meeting with responsibilities including informing President if quorum exists, prepare copies of minutes and distribute before meeting, take roll at board meetings, keep minutes at all meetings and maintain a separate section in minute book of all policies adopted by the Executive Board every year, motions may be recorded by Secretary using writing utensils or audio recording devices, and any other duty as requested by the President in preparation of a meeting or during the meeting.

C. Serve the Association as follows:

- 1) As a member of the Executive Board and the Executive Committee, which is the Finance Committee.
- 2) As the first alternate to the SNA Delegate Assembly.
- 3) As directed by the Executive Board or the President – such as preparing correspondence.
- 4) Conduct the annual election and make effort to see ballot provided to all members
  - a. Appoint a minimum of two additional members to tally, tabulate and verify the winning candidates.
  - b. Notify the President of the results.
  - c. Notify all candidates of the results.
  - d. Ensure results published in Challenger or another communication venue to ensure membership is notified (winners only, vote count results only upon request of member)
- 5) Keep the Association history, documenting the activities of the year through articles, pictures, videos, Challenger, or any other way the association was recognized in media.
- 6) Maintain accurate records of membership
- 7) Serve as chairman of the Finance Committee.
  - a. Prepare and submit a budget to the Executive Board at the first meeting of the new fiscal year (August 1 – July 31) showing anticipated revenue by source and anticipated expenses as related to the annual Plan of Action.
  - b. Submit an annual audit report to the Executive Committee by the second meeting of the new fiscal year, which has been prepared by a three member audit committee appointed by the President, or as otherwise directed. Once approved by the executive committee, submit a copy for publication in the “Challenger”.
- 8) Be responsible for any investments authorized by the Executive Board
- 9) Give counsel upon financial matters affecting the Association, if requested by its governing bodies.
- 10) Have the shared responsibility with the Exec. Director for all Association funds.
- 11) Monitor all receipts and disbursements, providing the Executive Board with a financial report of receipts and disbursements at each meeting. Monitor monthly expenditures against budget.
- 12) Verify deposits in the Kentucky School Nutrition Association bank account.
- 13) May hand sign checks to the Exec. Director (never with a stamp) up to \$500.00 amount, above that must also be signed by current KSNA President.
- 14) If the Executive Director is unable to perform duties either by a leave, termination,

resignation, or the like then the Secretary/Treasurer will assume all financial Executive Director duties until the position is filled or duties reassigned by the President.

GROUP ELECTED REPRESENTATIVES shall hold the position until the end of the annual state conference. Candidates for Past KSNA Presidents Representative & Chapter Presidents Representative must have been active members for at least three years immediately preceding the appointment/election and elected by their peers.

**SECTION CHAIRS shall represent the section for a period of one or two years:**

- A. Managers & Assistants (Single Unit) Section Chair shall be elected in the even year and serve a two year term.**
- B. The Directors and Supervisors' Section Chair shall be elected each year and serve a one year term.**
- C. The Associate Industry Members Chair shall be elected each year.**

1. Past KSNA Presidents Representative shall be elected by other past presidents and the Executive Board and shall represent the group for one year. This person will be the one vote for this group on the executive board.

Communication with others in this group is a must, both before and after each Executive Board Meeting since this is a single vote.

2. Chapter Presidents Representative shall be elected by other current chapter presidents and the Executive Board and shall represent the group for one year. This person will be the one vote for this group on the executive board.

Communication with others in this group is a must, both before and after each Executive Board Meeting since this is a single vote.

**Section B. APPOINTED BOARD MEMBERS shall hold the position until the end of the annual national conference or annual state conference as specified.**

**1. REGIONAL DIRECTORS shall be appointed for a two-year term; their place of residence and/or employment shall be in the respective region. Appointments shall be on the following school-term schedule, which ends June 30 of each year:**

**A. Odd year appointments shall be the odd numbered Congressional Districts**

**B. Even year appointments shall be the even numbered Congressional Districts**

The Kentucky Congressional districts designated after the enactment of HB1, January 31, 2002, KRS11BB.110-11BB.160; are identified in this manual. The responsibilities of the Regional Director are also in this section.

**Section C. CONTRACT PERSONNEL may be employed under contract by the Board to perform tasks as directed by the Board and Executive Committee consistent with efficient and effective business practices.**

1. Executive Director shall serve as the Chief Staff Officer under the direction of the President and the Board of Directors. Has the full authority and responsibility for managing the KSNA and all programs within the established guidelines. Is responsible for all administrative and program responsibilities outlined below as well as all other duties required.

**A. Oversee Annual Conference Activities**

1. Supervise planning and marketing
2. Oversee/participate in on-site management

**B. Serve as liaison to selected committees: advise chair, attend meeting, prepare reports**

1. Officers, Regional Directors, Section Chairs
2. Executive Director Evaluation
3. Nominating Committee
4. Public Policy & Legislative Committee
5. Resolution & Bylaws Committee
6. Nutrition Committee
7. Education Committee
8. Membership Committee
9. Public Communications Committee
10. Other groups as necessary

**C. Oversee membership service activities: phone/fax/mail/email**

1. Receive all registration forms for meetings and conferences

**D. Complete oversight of KSNA Branding**

1. Direct consultants on projects
2. Research & Data Activities
3. Other activities as necessary

**E. Oversee all financial activities**

1. Prepare and monitor annual budget w/Treasurer
2. Prepare monthly financials
3. Assist auditor as needed
4. Be the main person in charge of KSNA bank accounts and investments.
5. Receive and deposit all payments for meeting, conferences, misc.
6. Maintain and balance bank statement
7. Make payments and disburse to creditors of KSNA by check of \$500 or less.  
Checks must be hand signed and never use a stamp for a signature.  
Payments of debts above \$500.00 this would require an addition signature by the Treasurer or Current President of KSNA.

**F. Assist/Oversee Association's Legislative Activities**

1. Serve as key contact for KSNA
2. Arrange State Legislative Action Event

**G. Assist leadership in carrying out the KSNA's mission**

1. Oversee Annual Program of Work facilitation & implementation
2. Assist President & President-Elect as requested
3. Leadership training programs/opportunities including New Directors training
4. Committee/board structuring and operations
5. Monitor and enforce the KSNA's policies and procedures
6. Prepare management reports for the Board
7. Assist legal counsel as necessary

**H. Membership Programs**

1. Review/input Membership Newsletter
2. Review/Input Annual Report
3. Review/Input all other communication items as necessary

4. Input/oversight of KSNA's marketing activities

**I. Membership Issues**

1. Assist with recruitment & retention programs
2. Update State Certification training

**J. Maintain association management skills**

**K. Assist in KSNA's Public Relations Program**

1. Serve as KSNA spokesperson (media interviews)
2. Work with PR Committee
3. Provide PR materials to all Directors

**L. Regional & Section Development & Relations**

1. Assist where necessary

**M. Work on other management activities as needed**

**N. Strengthen partnership with other state groups**

**O. Federal Legislative Activities**

1. Lobby on behalf of KSNA/SNA
2. Track SNA Issue Paper Action

**Section D. ELECTION. Election of Association officers shall be conducted in a cost effective and efficient way. The Board shall determine time lines for balloting procedures and notification of candidates.**

1. The Executive Board shall ensure maximum participation of voting members in the election process selected.

2. The Executive Board shall determine the balloting process no later than the first executive board meeting annually.
3. The same rules to apply on Group Representative Elections.

**Section E. REMOVAL FROM OFFICE. The Board shall establish policies and procedures for the removal from office.**

The criteria is as follows:

1. Any Officer or Executive Board member who is absent for more than two consecutive meetings (50% of the required annual number) of the Board of the Association shall be replaced by appointments of the President or Executive Board (depending on the criteria of the position) unless documentation is provided within thirty days (30) of one of the following reasons:
  - A. Unavoidable local program concerns being in conflict with the scheduled meeting date; or
  - B. Personal or family illness.
  - C. Actions in conflict with association ethical standards or policies will be grounds for removal.

**ARTICLE VI**  
**Meetings**

**Section A. TYPE OF MEETING.**

1. **ANNUAL STATE CONFERENCE. There shall be an annual conference; the date and place shall be determined by the Board.**  
The annual conference shall be conducted by the Conference Committee.
2. **EXECUTIVE BOARD. The Board shall meet at least three times annually, at the call of the President or upon the request of a majority of the Board members.**
3. **EXECUTIVE COMMITTEE shall meet at the call of the President or at the request of a majority of the Executive Committee members.**
4. **SECTION MEETINGS may be held annually and at other times determined appropriated by the section chair.**
5. **LEGISLATIVE ACTION CONFERENCE may be held prior to or during the session of the Kentucky General Assembly. The time and place shall be determined by the Board.**  
This conference is to be planned by the Public Policy and Legislation Committee with guidance from the Executive Committee for the purpose of educating interested members in legislative issues and for organizing to lobby for child nutrition program issues.
6. **LEADERSHIP SEMINAR & PLANNING CONFERENCE may be held annually at a**



**time established by the Board.**

This conference shall be planned by the President and President-Elect to provide training for leaders of the Local Chapters, providing a review of the annual Plan of Action and other pertinent information on Association activities.

7. **Manager’s Retreat will be held annually when budget allows.** The president will work with the Manager’s & Assistants representative, with support from the IAC Chair to plan and execute this conference.
8. **KSNA will annually sponsor an Administrator’s Conference when budget allows.** The KASFA Chair along with the IAC Chair will plan and administer this conference.
9. **SPECIAL MEETINGS may be called by the President with the approval of the Board.**

**Section B. EXPENSES.** The Board shall establish expenditures within budgetary restraints for staff and members on official Association business.  
See also the Out of State Travel Policy in this manual.

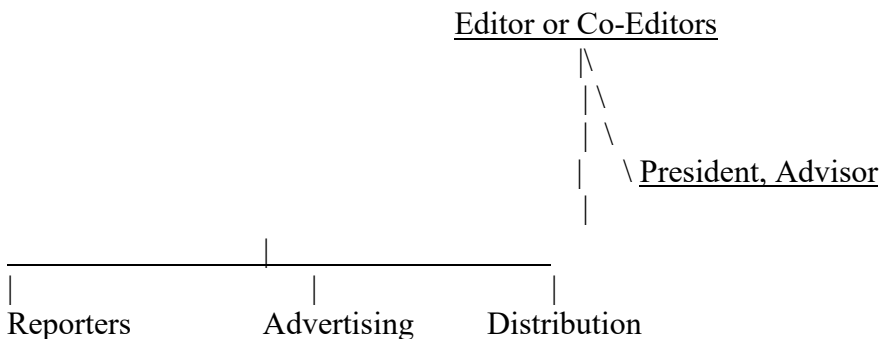
## **ARTICLE VII**

### **Public Communications**

**Section A. THE CHALLENGER shall be the official publication of the Association, which shall be, published a minimum of two times annually.**

It shall be the responsibility of the Public Communication Committee to produce the Challenger and distribute it to each member at the time of publication. See Public Communications section for further details.

### **ORGANIZATIONAL STRUCTURE**



The support team for publishing the CHALLENGER shall be appointed by the President from recommendations of the Editor. The reporters shall be the members with the Regional Directors, Chapters and Committee Chairmen providing input relevant to the Plan of Action and the current scene in the Child Nutrition Programs in the Commonwealth. Other publications shall be printed in a manner appropriate for its content.

1. PURPOSES OF THE CHALLENGER shall be:
  - A. Serving as a communication link between the Association and the membership.
  - B. A means of communication between Chapters.
  - C. A source of information and inspiration to challenge the membership.

2. SUGGESTED CONTENT for the CHALLENGER is:
  - A. To be of interest to and helpful to members. Articles should tell Who?, What?, When?, Where?, Why?, and provide pertinent information.
  - B. The President's message.
  - C. The State Director's message.
  - D. News from: State Committees, Regions, Affiliated Chapters, and outstanding events.
  - E. Articles on pertinent phases of the school food service operation.
  - F. Conference information.
  - G. Ballots for elections, as directed by the Board.
  - H. Editor's letter.
  - I. The directory of state leaders for the current year.
  - J. The Association budget and/or notes on Board meetings when directed by the Board.
  
3. CALENDAR FOR PUBLICATION OF THE CHALLENGER:
  - A. ONCE EACH YEAR:
    - 1) Send the President the DEADLINE DATES for articles no later than early August.
    - 2) Notify specific content writers of the annual due dates for articles.
  - B. SIX WEEKS BEFORE ORGANIZING THE CONTENT:
    - 1) Send letters and price lists to appropriate companies for ads.
    - 2) Call reporters who have not sent articles or other data.
    - 3) Contact printers to get price quotations.
    - 4) Set dates for committee work days – notify committee on dates to – organize material, approximate date to proof the rough draft, and approximate date to put on labels, sort and stack by zip codes for mailing. Confirm or change dates as the deadline approaches.
  - C. ONE MONTH BEFORE MAILING DATE:
    - 1) Call SNA for a current list of members.
  - D. A WEEK BEFORE ORGANIZING THE CONTENT:
    - 1) Contact companies who have not sent ads.
    - 2) Contact committee to confirm Organizing Date – or change, if necessary.
  - E. ORGANIZING DAY:
    - 1) Committee reviews all material received, edit – if necessary, decide basic layout for all content and prepare material to be taken to the lowest and best bidder providing price quotations.
    - 2) Take to printer.
  - F. PRINTING – Time for printing is relative to content:
    - 1) Secure approximate completion date of rough draft.
    - 2) Notify committee of the probable date to review Draft Copy.
    - 3) Follow up on errors with printer.
    - 4) Establish completion date; notify committee of date to prepare publication for mailing.
  - G. FINAL STEPS:
    - 1) Pick up publication from printer.
    - 2) Put labels on the publication.
    - 3) Mail!!!
  
4. REPORTERS.
  - A. All members may be reporters, sending information, pictures, etc. to the Editor. The Editor shall expect the following members to be responsible for materials for the publication:



- 1) State Officers;
  - 2) Chapter Presidents and Reporters;
  - 3) Regional Directors;
  - 4) Committee Chairmen.
- B. Content of the fall and spring issues should include:
- 1) FALL – Financial Report for previous year and Directory of Board members.
  - 2) SPRING – Information on the annual conference.
5. ADVERTISING:
- A. Offer space for advertisements to companies who meet the standards and policies of the Association, which will help defray the costs of the publication.
  - B. Rates for ads shall be recommended to the Board by the Publication Committee for approval.
  - C. Ads should be solicited primarily from companies with a wide distribution in the state and that meet current policies and standards of appropriateness for a child nutrition program publication.
6. DISTRIBUTION:
- A. Mail to all members on the current membership list. A version may also be emailed to members. Either or both of these options are acceptable as deemed by the Executive board.

**Section B. The association shall maintain a website.**

**Section C. Other publications may be authorized by the Board within budgetary restraints.** All publications are the responsibility of the Publication Committee unless otherwise designated by the Board.

## **ARTICLE VIII** **Parliamentary Authority**

**Subject to the final ruling of the Presiding Officer, these Bylaws and meetings shall be governed by Robert's Rules Of Order, latest revised edition. The President may appoint a Parliamentarian.**

## **ARTICLE IX Resolutions and** **Amendments**

**Section A. METHOD OF PROPOSAL - - BYLAW AMENDMENTS.**

**Amendments to these Bylaws shall be proposed in writing and mailed to the chair of the Resolutions/Bylaws Committee. Amendments may be adopted by a two-thirds vote of the membership returned. (The procedure for this function is in the Association Procedures Manual.)**

1. Bylaw Amendments proposed to the state association must be sent in writing to the Chair of the Resolutions & Bylaws Committee at a minimum of one week before the

executive board meeting.

2. Bylaw Amendments proposed to the SNA Bylaws must be sent in writing to the Chair of the SNA Resolutions and Bylaws Committee on or before February 15 to be considered at the next House of Delegates.

**Section B. METHOD OF PROPOSAL - - RESOLUTIONS.**

**Resolutions shall be proposed in writing with a copy sent to the Chair of the Resolution/Bylaws Committee. Adoption of proposed resolutions shall require a simple majority vote of the Board. (The procedure for this function is in the Association Procedures Manual.)**

1. Resolutions proposed to the state association are recommended to be sent in writing to the Chair of the Resolutions & Bylaws Committee at a minimum of one week before the executive board meeting; or have full executive board approval prior to consideration.
2. Resolutions to be considered by the SNA Delegate Assembly must be submitted to the Chair of the SNA Resolutions and Bylaws Committee in writing, no later than May 1 or may be added to the House Agenda according to the rules set forth for the Delegate Assembly.

**Resolutions that are in conflict with the Bylaws will not be presented for consideration.**

**ARTICLE X**  
**Dissolution**

**In the event of dissolution or final liquidation of this Association, all of the remaining assets and property of the Association shall, after paying or making provision for the payment of all the liabilities and obligations of the Association and for necessary expenses therefore, be distributed to such organization or organizations organized and operated exclusively for such purposes as shall at the time qualify as a non-profit organization benefiting school children as the Executive Board shall determine. In no event shall any of such assets or property be distributed to a member, director, or officer, or any private individual.**

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**DEFINITIONS:**

1. **ADVISORY BOARD** – Group 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 and the Kentucky School Nutrition Association Manual or as assigned by the Board.



2. **SNA** – School Nutrition Association.
3. **CHAPTER AFFILIATE** – Any organized school district or a collective group of districts organized with officers and with bylaws in harmony with the Kentucky School

Nutrition Association and SNA who apply for affiliation with Kentucky School Nutrition Association and meet designated criteria as defined in Article IV, Section C.

4. **ELIGIBLE FIELD** – Any field listed below:
  - A. Persons employed at the preschool, school, school district, college, state or federal levels in a food and nutrition program, which serves meals.
  - B. Persons engaged in teaching or administration at the aforementioned levels.
  - C. Persons engaged in teaching present or potential school foodservice personnel.
  - D. Persons engaged in community nutrition programs.
  - E. Persons employed by the Association.
5. **NONELIGIBLE FIELD** – Any field other than those defined in item 4, above.
6. **MAJOR CITY** – A city having a population of 200,000 or more and/or a school population of 40,000 or more in all sponsored programs.
7. **MEMBERS AT LARGE** – Person who are not members of an affiliated chapter.
8. **MEMBERSHIP INFORMATION – SNA SECTIONS:**
  - A. Food service/Nutrition Employee (FNE) – Cooks, bakers, bookkeepers, technicians, assistants, etc.
  - B. Child Care Employee (CCE) – Child/Day/Family/Home Care Center Providers.
  - C. Student (STU) – Full-time students enrolled in college/university foodservice, nutrition, or dietary program.
  - D. Retired (RET) – Retired school foodservice workers.
  - E. Foodservice/Nutrition Manager (SFM) – Managers, head cooks, assistant managers.
  - F. Child Care Manager (CCM) – CACFP Supervisory Staff.
  - G. Foodservice/Nutrition Directors, Supervisors, Specialists (DDS) – Working in the foodservice program at the school district level.
  - H. Foodservice/Nutrition Directors, Supervisors, Specialists (Major City) (MCD) – Working in a foodservice program where the school district enrollment is 40,000 or more or city population is 200,000 or more.
  - I. State Agency Directors, Supervisors, Specialists (SDS) – Working in state office for child nutrition programs, including nutrition education.
  - J. Child Care Director (CCD) – CACFP Sponsor.
  - K. Foodservice/Nutrition Educator (EDU) – Faculty or foodservice directors working in a college/university.
  - L. Other (OTH) – Principals, Superintendents, Teachers, etc.
  - M. Affiliate Part-Time Staff (less than 4 hours daily) (AFE) & Affiliate Retired (AFR) – Optional membership category for retired or part-time foodservice staff. Does not include a subscription to SF&N magazine of the right to vote in the annual SNA election.
9. **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.

10. **PLAN OF ACTION** (Program of Work) – The goals, objectives and activities planned by the national President-Elect and presented for action during the year by the states, chapters and members.
11. **QUORUM** – A majority of the Executive Board members must be present to constitute a quorum.
12. **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 Plan of Action for the Association.