**FSNA Bylaw Prototype**

(This is just a **guide**. Your Executive Board and membership need to edit/change/correct to reflect your local chapter.)

**BYLAWS OF THE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(County)**

**SCHOOL NUTRITION ASSOCIATION**

**Article I**

**NAME**

The name of this organization shall be, “The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Nutrition Association,” hereinafter referred to as the “Association”. It shall be affiliated with the Florida School Nutrition Association.

**Article II**

**PURPOSES**

The purposes of this Association shall be to:

**Section A.** Promote the optimal health, nutrition and education of all children by supporting nutritionally adequate, educationally sound, financially accountable, nonprofit child nutrition, and school community nutrition programs.

**Section B.** Promote high standards for child nutrition and school community nutrition programs with emphasis on nutritionally adequate meals which are appealing to children.

**Section C.** Promote high standards; provide appropriate educational programs, incentives, and recognition for professional development in child nutrition personnel.

**Section D.** Promote the involvement of students and the school community in child nutrition programs.

**Section E.** Promote membership and provide services to members.

**Article III**

**MEMBERSHIP**

**Section A. Classes of Membership.** Membership in Association shall consist of three classes: School Food Service and Nutrition, Affiliate, and Associate.

1. School Food Service and Nutrition Members. School Food Service and Nutrition member category shall consist of employees, managers, supervisors/directors, and educators employed in eligible fields.
2. Affiliate Members. Affiliate member category shall consist of school food service employees working less than four hours per day.
3. Associate Members. Associate member category shall consist of retired members who have not become employed in a non-eligible field, and students enrolled in post-secondary school nutrition programs.

**Section B. Rights and Privileges of Members.**

1. All School Food Service and Nutrition, Affiliate, and Associate members whose dues, if any, are currently paid, shall be entitled to cast one vote for the election of officers for the coming year and to cast one vote upon any matter submitted to a vote of the voting membership of the Association.
2. Associate members shall have all the rights and privileges of School Food Service and Nutrition members except they shall not be a candidate for elective office.

3. All members of the Association shall be eligible to attend meetings of the Florida School Nutrition Association House of Delegates (HOD) as observers, but only official delegates shall have the right to participate in floor debate.

**Section C. Dues.** Local dues may be changed by a two-thirds (2/3) affirmative vote of the Association members. Local dues shall be submitted to the Association Treasurer. Membership in the Association and all rights and privileges thereof shall be terminated if at any time a member’s dues are unpaid.

1. Collection Procedures.

a. State and National Dues. When paying both state and national dues, payment should be submitted directly to the National School Nutrition Association.

1. State Dues Only. When paying state dues only, payment should be submitted to the state Association.
2. Local Dues. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Article IV**

**ORGANIZATIONAL STRUCTURE**

The affairs of the Association shall be directed and conducted by the Executive Board. No member of the Executive Board shall receive salaries for this service.

**Section A. Affiliation with the Florida School Nutrition Association.** Any district with three (3) or more members shall be eligible for affiliation with the Florida School Nutrition Association on written application. One chapter affiliate chartered by the Executive Board of the Florida School Nutrition Association shall constitute the only chapter affiliate of the Florida School Nutrition Association in each school district. Each affiliate so chartered shall be entitled to representation in the Florida School Nutrition Association House of Delegates.

1. The Association may establish separate chapter membership dues so long as such dues do not exceed a sum equal to the dues of the Florida School Nutrition Association for such member’s class of membership.

 2. The Association shall adopt bylaws which are not in conflict with the *Articles of Incorporation* and *Bylaws* of the Florida School Nutrition Association. A current copy with all amendments shall be on file in the Florida School Nutrition Association office.

3. Only members of both the Local School Nutrition Association and the Florida School Nutrition Association shall be eligible to serve as Local officers.

4. The Association shall adopt Initiatives consistent with the Initiatives of the Florida School Nutrition Association.

**Section B. Elections.**

Election of the Association officers shall be by secret ballot. Members in good standing shall receive instructions on how to cast their ballot in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) and will have no less than 30 days to vote. A plurality vote shall be required for election.

**Section C. Executive Board**. The Executive Board (“Board”) shall be the executive body of the Association. The Board shall formulate policies, adopt the annual budget, receive and/or act on reports and resolutions, conduct the business affairs, and have all other powers and duties specifically provided to it by the *Bylaws* which are necessary to achieve the objectives of the Association.

1. Composition. Voting members of the Executive Board shall consist of the President, President-Elect, Secretary, Treasurer, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (whoever your chapter decides)

2. Responsibilities.

a. Directs the affairs of the Association in accordance with the philosophies, general policies and goals adopted by the Executive Board. No action shall be taken which conflicts with the *Bylaws* of the Association.

b. Considers general and specific recommendations made by members.

c. Appoints persons to act on behalf of the Association and defines their specific responsibilities.

d. Adopts the annual budget for the Association.

e. Manages and directs the financial affairs of the Association.

f. Verifies the annual, audited financial statement of the Association which is open for public records.

g. Authorizes persons to sign checks, contracts, and other documents on behalf of the Association.

h. Approves all committee and advisory board appointments.

i. Receives and analyzes reports.

j. Fills vacancies of unexpired terms of Executive Board members.

k. Approves a Plan of Action for the Association for the ensuing year.

l. Provides leadership in working with groups which share a similar purpose.

3. Quorum. A majority of voting members present shall constitute a quorum.

1. Manner of Acting. The Executive Board transacts business at official Board meetings. The Board decision shall be determined by majority vote of Board members present as long as quorum has been met.

**Section D. Committees and Advisory Boards.**

1. Organization. Members shall be appointed by the President, subject to Executive Board approval, for a three-year term unless otherwise specified. A standing committee or advisory board member shall not serve on more than one standing committee or advisory board at the same time, with the exception of the Nominating Committee. Chairs shall be appointed by the President to serve for one year. An individual may serve as chair for no more than three (3) consecutive years on any standing committee or advisory board. Under extenuating circumstances, an individual may be appointed chair of a standing committee or advisory board for one additional year with Executive Board approval.

2. Eligibility. Members of a committee or advisory board shall have expertise in the subject area of the committee or advisory board on which they serve. All committee and advisory board members must be School Food Service and Nutrition, Affiliate, or Associate members of the Florida School Nutrition Association.

3. Standing Committees. No more than one-third (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 the approval of the Executive Board, shall appoint a replacement to fill the unexpired term. There shall be the following standing committees.

1. Nominating Committee. Shall not be eligible for nomination for Executive Office during their first year on the Nominating Committee.
2. Responsibilities:
3. Selects no more than two candidates for each office, to be placed on the ballot in accordance with the *Bylaws*.
4. Verifies eligibility of candidates.
5. Surveys the membership for potential candidates.
6. Public Policy and Legislative Committee. Responsibilities:
7. Evaluates, interprets, recommends, and responds to federal and state legislation and regulations.
8. Informs the membership of current legislation.
9. Acts on behalf of the Association on legislative matters.
10. Assists members in the development of legislative strategies and Initiatives.
11. Works with Legislative Chair of the Florida School Nutrition Association.
12. Professional Development Committee. Consists of members who are certified and/or credentialed. Responsibilities:
13. Promotes and assists with programs and activities to improve school nutrition personnel standards and welfare.
14. Develops ideas for plans for professional growth of the membership, subject to the approval of the Executive Board.
15. Informs and makes available to members an annual summary of developments relating to school nutrition certification efforts.
16. Works with Certification Chair of the Florida School Nutrition Association.
17. Nutrition Standards and Nutrition Education Committee. Responsibilities:
18. Evaluates and interprets nutrition trends and developments.
19. Recommends nutrition standards for child nutrition programs.
20. Promotes nutrition education.
21. Informs and makes available to members an annual summary of developments relating to nutritional aspects of school nutrition programs.
22. Works with Nutrition Chair of the Florida School Nutrition Association.
23. Promotes the organization of Student Wellness Advisory Councils (SWAC) in the school sites.
24. Maintains a liaison with the Student Wellness Advisory Councils (SWAC) and assists them in organizing, developing and sustaining members.
25. Resolutions and Bylaws Committee. Responsibilities:
26. Reviews the Bylaws annually to ensure they are consistent with current philosophy and recommends changes.
27. Reviews bylaw amendments proposed for consideration by the Florida School Nutrition Association House of Delegates.
28. Membership Committee. Responsibilities:
29. Recommends to the Executive Board policies and procedures pertaining to the implementation of a membership program.
30. Conducts membership drives which target all eligible personnel.
31. Scholarships and Awards Committee. Responsibilities:
32. Distributes Florida School Nutrition Association scholarships and awards information to members and assists in the application process where needed.
33. Submits applications for awards to the Florida School Nutrition Association in a timely manner.
34. Silver Circle Advisory Board. Consists of no more than three (3) members who have 25 or more years in school nutrition and/or who are retired and remain members of the Association. Responsibilities:
35. Monitors maintenance of Association history.
36. Serves as liaison between retirees and the Association and works to achieve common goals.
37. Coordinates activities of the chapters to include retirees.
38. Serves as an advisor to the President.
39. Special Committees and/or Special Advisory Boards. The designation of such special committees and/or advisory boards shall be made by the President with the approval of the Executive Board.

**Article V**

**OFFICERS**

**Section A. Elected Officers**.All officers shall hold office until July 31st, the end of the fiscal year. Potential officers shall have demonstrated interest in and knowledge of Association affairs. They shall be regularly employed in an eligible field. If they retire or otherwise leave employment after election, they may complete their term of office unless they accept employment in a non-eligible field. The primary responsibilities of each officer are as listed below, but shall not be limited to those duties alone.

1.President. The President shall be the chief elected officer of the Association and shall serve one year. Upon completion of the term of office, the President shall become a Past President of the Association. Responsibilities:

a. Represents the Association in policy matters.

b. Serves as Chair of the Executive Board.

c. Presides at meetings of the Association.

d. Serves as an ex-officio member of all committees and advisory boards and coordinates the activities of same, except for the Nominating Committee.

e. Prepares the agenda for Executive Board meetings.

f. Appoints, with the approval of the Executive Board, members of committees and advisory boards.

g. Appoints chairs for all committees and advisory boards, subject to Executive Board approval.

h. Follows up on the action taken by the Florida School Nutrition Association House of Delegates.

i. Establishes time schedules for meetings of the Association.

j. Follows up on the implementation of the Initiatives based on the Florida School Nutrition Association Initiatives.

2. President-Elect. The President-Elect shall be elected annually, shall serve for one year, and shall have had previous Executive Board experience. Responsibilities:

a. Studies the duties and responsibilities of the President, other members of the Executive Board, committees, and advisory boards.

b. Represents the Association at the request of the President.

c. Performs the duties of the President in the absence of the President.

1. Succeeds to the office of the President on the first of August at the beginning of the fiscal year or before in the event of the death, resignation, or removal from office of the President.

3. Secretary. The Secretary shall be elected in odd numbered years and shall serve two (2) years. Responsibilities:

a. Maintains accurate records for the Association.

b. Submits, in a timely manner, all minutes of Association meetings.

4. Treasurer. The Treasurer shall be elected in even numbered years and shall serve two (2) years. Responsibilities:

a. Collects Association dues; supervises and monitors funds, and notifies officers, and committee/advisory board chairs status of budgeted funds.

b. Submits an end of the year financial report to the membership.

c. Drafts a proposed annual budget in cooperation with the President and President-Elect.

d. Submits budget to the Executive Board for adoption.

e. Reports expenditures and receipts against budget.

**Section B. Association Advisor**. The district food service director shall serve as Advisor to the Executive Board.

**Article VI**

**MEETINGS**

**Section A. Membership Meetings.** The Executive Board shall develop an annual calendar of events which includes regular membership meetings. Other meetings may be called by the President.

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

**Article VII**

**PUBLICATIONS**

Articles may be submitted for publication in *School Food in Florida* according to Florida School Nutrition Association established schedule.

**Article VIII**

**FISCAL YEAR**

The fiscal year of the Association shall be from August 1 each year through July 31 of the succeeding year.

**Article IX**

**PARLIAMENTARY AUTHORITY**

Subject to the final ruling of the presiding officer, the *Articles of Incorporation* and *Bylaw*s of the Florida School Nutrition Association, the meetings of the Association shall be governed by *Robert’s Rules of Order* (latest revised edition).

**Article X**

**BYLAWS AMENDMENTS**

Amendments to the Association Bylaws shall be adopted by majority vote of the members in good standing.

**Article XI**

**DEFINITIONS**

As used in these Bylaws, definitions of terms are as follows:

* AD Hoc – A committee created for a particular purpose (short-term).
* Advisory Boards – 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 (ex. Silver Circle).
* Bylaws – Rules adopted by an organization chiefly for the government of its members and the regulation of its affairs.
* Chapter Affiliate – County or district school nutrition association chartered by the Florida School Nutrition Association Executive Board.
* Eligible Field – Persons employed in a food and nutrition program (public or private) which serves meals to children at the preschool, school, school district, college, state, or federal levels; persons engaged in teaching or administration at the aforementioned levels; persons engaged in teaching present or potential school nutrition personnel; persons engaged in community nutrition programs.
* Executive Board – Policy making body of the Association; consists of officers, Committee Chairs and the Advisor.
* Governing Rules – Bylaws and Definitions.
* Non-Eligible Field – Any field other than those listed under Eligible Field (see above).
* Non-Profit - 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.
* Non-Voting Member – Any person who does not qualify to vote due to membership category.
* Parliamentary Authority – Robert’s Rules of Order (latest revised edition).
* Quorum – Number of members necessary to be present to hold a meeting (Board = majority present).
* Resolution – A formal expression of opinion, will, or intent voted on by an official body or assembled group.
* 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 area of emphasis in the Association’s Plan of Action (ex. Membership, Nomination, Nutrition Standards and Nutrition Education, Professional Development, Public Policy and Legislative, Resolutions and Bylaws, and Scholarships and Awards).

**Article XII**

**EFFECTIVE DATE/IMPLEMENTATION**

These *Bylaws* shall be effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.