



**SCHOOL
NUTRITION
ASSOCIATION
OF LOUISIANA**

Making the right food choices, together.

SNAL BY-LAWS

REVISED APRIL 2008

Section B. Rights of Members.

1. All active members whose dues are not in arrears shall be entitled to one vote for election of officers for the coming year and to cast one vote in person upon any matter submitted for a vote of the voting membership of the Association.
2. Retired members shall have all the rights and privileges of active members provided they are not employed in a non-eligible field, except that they shall not hold an elective office.
3. Life members shall have all rights and privileges of active members provided they are not employed in a non-eligible field. A life member who becomes employed in a non-eligible field shall forfeit life membership and become an honorary member.
4. Honorary members shall not have the right to vote, serve as delegates, or hold elective or appointed offices.
5. Corporate partners shall not have the right to vote, serve as delegates, or hold elective or appointed offices, other than the Industry Advisory Committee. Corporate partners shall have the right to identify their membership in their advertising and/or at state association meetings.
6. The regular publication of the association shall be distributed to all members.

Section C. Dues

1. Dues for active and retired members shall be established by a two-thirds vote of the delegates voting in the House.
2. Dues for corporate partners shall be established by the Executive Board.
3. The Executive Board may approve a discount of members' dues for the purpose of promoting membership.
4. All rights and privileges of membership shall be terminated for nonpayment of dues.
5. State membership for Past Presidents shall be complimentary and Past Presidents will be considered active provided they continue to meet membership requirements.

Section C. Dues

Both SNA and SNA of Louisiana membership dues are payable to the SNA of Louisiana office. Dues vary according to membership status. Membership renewal forms are sent at the time of renewal to each chapter or to individuals from the SNA of Louisiana office.

ARTICLE IV -- ORGANIZATIONAL STRUCTURE AND
GOVERNMENT

Section A. House of Delegates

The House of Delegates ("House") shall be the legislative and governing body of the Association. It shall formulate the philosophies and goals under which the Executive Board manages the affairs of the Association.

The House shall adopt policies, hear Committee and officers' reports, take action on recommendations, resolutions, and amendments to the Article of Incorporation, By-Laws, and Standing Rules; and have all other powers and duties specifically provided to it by the Articles of Incorporation and By-Laws.

1. The House of Delegates meeting shall be conducted at the Annual Conference. The President shall preside and have responsibility for this meeting.
2. The voting delegates shall consist of:
 - a. Voting members of the Executive Board
 - b. Past-Presidents of Louisiana School Food Service Association, Pelican School Food Service Association, School Food Service Association of Louisiana, School Nutrition Association of Louisiana.
 - c. Affiliate Chapters shall be represented according to the following formula:

(1) 10-100 active members - By the Chapter President whose term of office has been completed in the school year prior to the conference, or the President's appointed representative.

(2) 101 - 200 active members - by the Chapter President and President-Elect or the President's appointed representative.

(3) 201 or more active members - by the Chapter President, President-Elect and one (1) elected delegate or the President's appointed representative.

Questions regarding eligibility or number of chapter's voting representatives prior to the conference shall be resolved by the Executive Committee. Questions arising at the Annual Conference shall be resolved by the House of Delegates.

3. No member shall vote in more than one capacity.
4. Quorum shall be a majority of the voting members registered.
5. Duties:
 - a. Consider matters of professional interest and make appropriate recommendations to the Executive Board thereto.
 - b. Review reports of SNA of Louisiana officers, Regional Chairmen, Section Representatives.
 - c. Consider long range goals, plans, or recommendations brought before it by any Affiliate Chapter Association, Officers, or Committee and give directions to the Executive Board relative to same.
 - d. Consider all resolutions brought before it by members in accordance with these by-laws.
6. Members privilege at the House of Delegates – All members of SNA of Louisiana may attend the meetings and speak. Only voting members of the body shall be allowed to introduce motions and vote.
7. Special meetings or the House of Delegates may be called by the President, Executive Board or one-tenth of the membership.

ARTICLE IV -- ORGANIZATIONAL STRUCTURE AND
GOVERNMENT

Section A. House of Delegates

Advance registration and qualification for the House of Delegates must be submitted to School Nutrition Association of Louisiana prior to the annual conference. Representation depends on the number of active members in a chapter, as of May 1 of that year.

Section B. Regions

1. The state shall be divided into five Regions as follows:

NORTHEAST: Parishes of Caldwell, Catahoula, Concordia, East Carroll, Franklin, Grant, Jackson, LaSalle, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll, Winn, and City of Monroe.

NORTHWEST: Parishes of Bienville, Bossier, Caddo, Claiborne, DeSoto, Natchitoches, Rapides, Red River, Sabine, Vernon, Webster, Diocese of Alexandria, and Diocese of Shreveport.

SOUTHEAST: Parishes of Jefferson, Livingston, Orleans, Plaquemines, St. Bernard, St. Charles, Tammany, Tangipahoa, Washington, City of Bogalusa, City of Zachary and New Orleans Archdiocese.

SOUTHWEST: Parishes of Acadia, Allen, Avoyelles, Beauregard, Calcasieu, Cameron, Evangeline, Iberia, Jefferson Davis, Lafayette, St. Landry, St. Martin, Vermillion, Lafayette Diocese, and Lake Charles Diocese.

SOUTH CENTRAL: Parishes of Ascension, Assumption, East Baton Rouge, East Feliciana, Iberville, Lafourche, Pointe Coupee, St. Helena, St. James, St. John, St. Mary, Terrebonne, West Baton Rouge, West Feliciana, City of Baker and Baton Rouge Diocese.

2. Each Region shall be represented on the Executive Board by a Regional Chairman, who shall also serve on the Nominating, Membership, and Scholarship Committees.

3. Regional Chairmen shall represent the membership of the Association in the Region concerned and shall assist in membership recruitment and chapter affiliation.

Section C. Sections

Membership in sections shall be classified according to the special type of food and/or nutrition activities in which members are engaged. Each section may have a representative elected as herein provided.

1. State Agency Personnel

Composed of state level administrative and supervisory personnel, including persons engaged in both school food service and/or nutrition service and/or food distribution.

2. Supervisors and Administrators

Composed of parish, city, and parochial personnel who are responsible for administration and/or supervision of the food and/or nutrition program in more than one school or school district.

3. Managers and Assistant Managers

Composed of school food service and/or nutrition personnel responsible for the overall operation of the food service program within one school, and/or who have responsibilities in a central kitchen that serves more than one school, and/or food service personnel who have responsibilities in more than one school, but who are not employed on a system-wide basis.

4. Technicians/School Site Clerks and Cashiers

Composed of school food service and/or school nutrition personnel assigned to one school, and/or school food service personnel who have responsibilities in a central kitchen that serves more than one school, and/or school food service personnel who have responsibilities in more than one school.

5. Support Personnel

Composed of school food service and/or nutrition related support staff including clerical, accounting, maintenance, area manager, and other staff employed on a system wide basis.

Section D. Affiliate Chapters

Any local group of members of the State Association may upon written application become an affiliate of the School Nutrition Association of Louisiana. The following shall be observed in petitioning for affiliation:

1. Affiliation application must be reviewed by the President and the Chairman of the Resolution and By-Laws Committee, and approved by the Executive Board.
2. In the event a local Chapter is organized, the By-Laws of the local Chapter shall be in harmony with the By-Laws of the School Nutrition Association of Louisiana and the School Nutrition Association. Each local Chapter applying for affiliation shall submit to the Resolution and By-Laws Chairman a copy of its Constitution and/or By-Laws with the application. Any By-Law changes thereafter shall be submitted to the Resolution and By-Laws Chairman.
3. Only one Chapter from each parish system, city school system, and parochial diocese may become an affiliate.
4. Each local Affiliate Chapter shall be known as School Nutrition Association, with its local name preceding/following such title.
5. A certificate fee of \$5.00 for application shall be charged each Affiliate Chapter. A minimum of ten (10) members will be required.

Any Chapter failing to meet these requirements shall be notified by the By-Laws Chairman; and if requirements are not met within ninety (90) days following notification, the Chapter shall be dropped from the list of affiliates.

Section E. Executive Board

1. The government of this Association shall be vested in an Executive Board
2. Executive Board
 - a. Composition

(1) Voting Members of the Executive Board shall consist of:

President
President-Elect
Vice-President
Secretary
Treasurer

Immediate Past President

Northeast Regional Chairman
Northwest Regional Chairman
South Central Regional Chairman
Southeast Regional Chairman
Southwest Regional Chairman

Supervisors' Representative
Managers' Representative
Technicians' Representative
Support Personnel Representative
State Agency Personnel Representative

Resolution & By-Laws Chairman

Membership Chairman
Public Communication Chairman
Public Policy and Legislative Chairman
Education Chairman

Section E. Executive Board

(2) The Executive Director shall be a member without vote.

(3) The State Director of the Division of Nutrition Assistance shall be an advisor to the Association without a vote.

b. Duties: The Executive Board shall determine administrative policies, approve the program and financial transactions, and exercise general supervision over the affairs of the Association. The Executive Board shall have the following specific responsibilities:

(1) Review and amend the Policy Handbook, maintaining consistency with the By-Laws for the management of the Association business and affairs as needed.

(2) The President and the Treasurer shall be authorized on the Association's behalf, to sign bills, receipts, acceptances, endorsements, releases, contracts, and other instruments in accordance with other sections of the by-laws.

(3) Define awards and criteria for awards in a written handbook.

(4) Review and approve the annual plans of all committees and authorize and direct the work of each committee.

(5) At a meeting of the Board, or by written ballot of the Board, elect a member to fill any and all vacancies of unexpired terms or replace persons unable to fulfill the responsibilities of his position except as herein provided.

(6) Select the date and location for the Annual meeting as proposed by the time and site committee, with the location dictated by the conference rotation schedule.

(7) Consider all resolutions and amendments presented to the Board and take appropriate action on those approved for presentation to the House of Delegates at the Annual Meeting.

(8) Shall meet upon the request of the President. A majority of the voting members shall constitute a quorum.

b. Duties

All Executive Board Members shall follow plan of action as developed by the President and approved by the SNA of Louisiana Board.

The Executive Board members shall attend all Board meetings held in fall, winter, spring and in conjunction with state conference.

Each member shall prepare a report in writing for each meeting and provide copies for the president, executive director and secretary.

A workshop for incoming and outgoing Boards will be held at annual conference. The outgoing Board members are expected to provide information and training for the incoming Board members.

The Executive Board is a liaison who will coordinate the plans and activities of all SNA, SNA of Louisiana and parish associations.

(9) Shall employ and determine duties and salary of the Executive Director.

(10) Shall authorize the Executive Director to secure bonding for the Treasurer, President, Executive Director and other members appointed by the Executive Board to sign or cosign checks for funds of the Association and the Annual Conference account. The bonding shall be by a recognized surety company for an amount consistent with funds handled, as determined by the Executive Board.

(11) The Executive Board shall authorize an independent audit yearly. The Executive Board shall receive and approve the completed audit.

(12) Decide upon questions of cooperation with other state and national organizations.

Section F. Executive Committee

1. Composition

The voting members of the Executive Committee shall consist of the President, who shall act as chairman, President-Elect, Vice-President, Secretary, Treasurer, one Regional Chairman and one Section Representative, both to be appointed by the President and approved by the Executive Board.

2. Duties

a. Acts in emergencies when time does not practically permit a meeting of the entire Executive Board, as determined by the President. Action taken shall not be in conflict with Executive Board policies and the By-Laws of the Association.

b. Considers all business referred to it by the Executive Board.

c. Reports all actions taken to the Executive Board.

d. Conduct an annual review of the performance of the Executive Director.

Section G. Committees

All committees shall be approved by the Executive Board. There shall be the following standing and special committees (other special committees may be approved as needed.):

1. Standing Committees

Chairman of each Standing Committee shall be a voting member of the Executive Board.

Section F. Executive Committee

d. Evaluation of the Executive Director will be conducted on or before May 1 of each year in accord with the contract.

Section G. Committees

All committee chairs shall follow the plan of action as developed by the President and approved by the SNA of Louisiana Board.

The committee members shall attend all Board meetings held in fall, winter, spring and in conjunction with state conference.

Each member shall prepare a report in writing for each meeting and provide copies for the president, Executive Director and secretary.

A workshop for incoming and outgoing committees will be held at annual conference. The outgoing committee members are expected to provide information and training for the incoming committee members.

a. Public Policy and Legislative Committee

This committee shall consist of the chairman and one (1) active member from each District appointed by the President. The legislative program shall be approved by the Executive Board prior to the initiation of activities.

b. Education Committee

This committee shall consist of a chairman appointed by the President from members who have demonstrated superior leadership and outstanding ability by effectively serving the Association in the past as an officer, on a committee, or as a conference participant. The chairman shall name an assistant with the approval of the President and Executive Board. The State Agency Personnel Representative shall be a member of this committee. This committee shall be responsible for SNA certification compliance, workshops and continuing education credits for members.

c. Resolution and By-Laws Committee

This committee shall consist of the Chairman, appointed by the President, the immediate Past President, and the President-Elect. The Chairman shall serve as Parliamentarian. The committee shall review the SNA of Louisiana By-Laws to insure they are in compliance with the SNA By-Laws, and prepare revisions of amendments as appropriated to be presented to the House of Delegates for a vote.

d. Membership Committee

This committee shall consist of a Chairman, appointed by the President, the five regional Chairmen, and the Technicians' Representative. The committee shall be responsible for membership recruitment and activities, and 100% membership.

e. Public Communications Committee

This committee shall consist of a Chairman appointed by the President, the Managers' Representative, and active members recommended by the Chairman and approved by the President. The Chairman shall solicit articles for publication in the Association Journal.

a. Public Policy and Legislative Committee

- Attend SNA Legislative workshop and coordinate meetings with congressional Representative in Washington, D.C.
- Keep abreast of local, state and national legislation and act as source of legislative information to all members.
- Work closely with SNA legislative counsel on all issues that impact SNA of Louisiana.
- Inform members of call to action and updates in legislation.
- Plan annual LA LAC (Louisiana Legislative Conference).
- Act as liaison between SNA and SNA of Louisiana regarding legislative issues.
- Organize and implement an ongoing "Legislative Shadowing" action plan at the local, state and national level.

b. Education

- Develop plan for professional growth of the membership subject to the approval of the Board.
- Become familiar with SNA certification criteria and make this information available to membership.
- Work closely with conference program chair to plan pre-conference continuing education training opportunities in keeping with SNA of Louisiana plan of action.
- Assist local chapters in acquiring program approval for SNA continuing education credits.
- Provide membership with on-going nutrition information.

c. Resolution and By-Laws Committee

- Become familiar with Article X of SNA of Louisiana Bylaws on amendments and resolutions. Follow procedures as outlined therein.
- The chair will review all resolutions for format and consistency with bylaws.

d. Membership Committee

- Strive to increase membership by 5%.
- Recommend membership incentive for the Executive Board approval.
- Develop budget projection for membership committee.
- Work closely with the Executive Director to update the membership file.
- Refer affiliate applications to the President and Chair of Resolutions and By-Laws Committee.
- Refer to Awards Manual approved by the Board.
- Send letters to Parish Chapter Presidents and Supervisors concerning Membership drive.

e. Public Communications Committee

Assist Executive Director with publication of two (2) journals annually:

- Publish "The Louisiana Child Nutrition Journal" in December and April;
- Solicit articles from all districts two months prior to publication;
- Provide Executive Director with edited article for publication a month prior to the printing deadline.
- Arrange for timely distribution of journal to members.
- Present a written report, in triplicate, at each Executive Board Meeting.

2. Special Committees:

a. Budget Committee

This committee shall consist of the Treasurer as Chairman, President-Elect, Vice-President, Supervisors' Representative, Executive Director and Treasurer-Elect in odd years. The committee shall prepare the budget for the ensuing year for approval at the first meeting of the Executive Board.

b. Nominating Committee

This committee shall consist of the Immediate Past-President as Chairman and the five (5) Regional Chairmen. It shall submit a slate of officers to the Executive Board for approval at the January Executive Board meeting. The slate shall contain the names of two (2) nominees for each office, plus an alternate. All candidates shall meet the qualifications for the office as listed in the By-Laws. Eligibility of each candidate shall be confirmed by the Executive Director. At the annual SNA of Louisiana Conference the Chairman shall provide the Executive Board and House of Delegates attendees with candidate nomination and information form.

c. Conference Committee

This committee shall consist of a Chairman appointed by the Vice-President for the year the Vice-President is President-Elect. The Chairman should reside in the region of the location of the Annual Conference. Other committee members for the conference are to be appointed by the Conference Chairman and approved by the Executive Board.

d. Conference Program Committee

This committee shall consist of the President-Elect as Chairman, and active members appointed by the Chairman and President. It shall be responsible for planning the program for the Annual Meeting of the Association subject to approval by the Executive Board.

e. Scholarship and Awards Committee

This committee shall consist of the Vice-President as Chairman, and the five (5) Regional Chairmen. The committee shall administer official School Nutrition Association of Louisiana programs of scholarships and/or other awards. The Chairman shall be a member without vote.

f. Industry Advisory Committee

This committee shall consist of nine (9) members from firms exhibiting at the state meeting. Each member shall serve a three-year term. A chairman, vice-chairman and a secretary shall be elected by the council to serve a one (1) year term. This committee will work with the Association officers in various ways to achieve industry cooperation as may be deemed mutually appropriate.

a. Budget Committee

b. Nominating Committee

- Assume duties effective August 1st of the current year.
- The Chair attends Executive Board Meetings as a member with a vote.
- Seeks potential candidates from membership, HOD, and Board.
- Biographical information will be reviewed and candidates will be selected on the basis of professional competence, achievement in association work. Consideration will be given to selecting candidates from various geographic locations of the state in an effort to present a balanced ballot representative of the state. Potential candidates will be encouraged to seek approval of immediate supervisor.
- Verifies eligibility of candidates.
- Selects two candidates and one alternate for each office to be filled on the ballot in accordance with the Bylaws.
- Submit name of verified candidates to the Executive Director for confirmation by January.
- Slate of candidates needs Board approval prior to the winter Executive Board meeting.

c. Conference Committee

- Refer to Conference Committee Handbook approved by the Board.

d. Conference Program Committee

- Refer to Conference Committee Handbook approved by the Board.

e. Scholarships and Awards Committee

- Refer to Awards Manual approved by the Board.

f. Industry Advisory Committee

- Act as a liaison between the SNA of Louisiana and the conference exhibitors. Committee chairman welcomes conference attendees.

g. National School Lunch Week Committee

This committee shall consist of a chairman and one other member appointed by the President.

h. Louisiana School Lunch Week Committee

This committee shall consist of a chairman and one other member appointed by the President.

i. Time and Site Committee

This committee shall consist of the Executive Director as chairman and two or three additional members appointed by the President at the discretion of the Chairman.

j. Retirement Committee

This committee shall consist of a Chairman appointed by the President and one additional member as recommended by the Chairman and with the approval of the President.

k. Tellers' Committee

This committee shall consist of the Secretary as Chairman, the Support Personnel Representative, two (2) members appointed by the President and the Chairman of the Nominating Committee.

l. National School Breakfast Week Committee

This committee shall consist of a chairman and one other member appointed by the President.

m. Audit Committee

This committee shall consist of the Immediate Past-Treasurer as Chairman, Vice-President, Immediate Past-President, Support Personnel Representative, and State Agency Personnel Representative. This committee shall be responsible for conducting an internal audit of the books for the Association at the end of the first year of the Treasurer's term. This committee shall be responsible for conducting an external audit of the books for the Association at the end of the second year of the Treasurer's term.

g. National School Lunch Week Committee

- Secure proclamation from the State Governor. Refer to Awards Manual as approved by the Board.

h. Louisiana School Lunch Week Committee

- Secure proclamation from the State Governor. Refer to Awards Manual as approved by the Board.

i. Time and Site Committee

- Obtain conference sites for a five year period.
- Set conference dates for June not to conflict with the Texas State Association Conference.
- The Annual Conference shall be held in each of the five regions on a rotation schedule. The rotation schedule to be as follows: Southeast (New Orleans), South Central (Baton Rouge), Northwest (Shreveport), Southwest (Lafayette) and Northeast (Monroe).
- Work with the President-Elect and Vice President on conference site related matters when requested.

j. Retirement Committee

- Send letters to each parish chapter and supervisor requesting the names of retiring members.
- Give the names to the Scholarship and Awards Committee chairman so that certificates can be prepared.
- Recruit retired members to become members of SNA of Louisiana.
- Survey retired members on issues and concerns they may have.
- Encourage their support and involvement on current issues.

k. Tellers Committee

- Open and tally all ballots with committee members present.
- Verify results by having each committee member sign tally sheets of results.
- File all ballots and tally sheets with the Executive Director to be retained for three years.
- Notify the President and all candidates in writing of the election results.

l. National School Breakfast Week Committee

- Secure proclamation from the State Governor. Refer to Awards Manual as approved by the Board.

m. Audit Committee

- Refer to guidelines as approved by the Board.
- Internal and/or External Audit to be performed by this committee.

n. Special Projects Committee

This committee shall consist of a Chairman appointed by the President and two (2) additional members as recommended by the Chairman and with the approval of the Executive Board.

3. Historian

The Immediate Past-President shall serve as Historian of the Association to collect news items for inclusion in the archives of the Association.

4. Past Presidents Council

The members shall be Past Presidents of the School Nutrition Association of Louisiana, Louisiana School Food Service Association, the Pelican School Food Service Association and the School Food Service Association of Louisiana. A Chairman from the group shall be appointed by the President. This Council will serve as an advisor to the Board on matters as requested by the President.

n. Special Projects

- Identify income listed in Budget as special projects income.
- Identify, promote and assemble special projects correlated with the School Nutrition Program.
- Seek Executive Board approval for project plans.
- Advertise fund raisers in Journal.
- Provide incentive awards, if applicable.

3. Historian

- Assume office August 1st of the current year.
- Keep SNA of Louisiana History up-to-date, (include copy of President's Gold Award book).
- Keep record of all SNA of Louisiana officers for each year, award winners, conference programs, and any other pertinent information.
- Encourage parish associations to keep President's Gold award book and histories up-to-date.
- Submit copy of History and President's Gold award book to Executive Director for file.

4. Past Presidents Council

- The President assigns duties to the council as indicated in the Plan of Action.
- The Chair arranges one social event at which time the immediate past president is inducted into the council.

ARTICLE V. -- OFFICERS

Section A. Elected Officers

The officers of the Association shall consist of a President, a President-Elect, a Vice-President, a Secretary, a Treasurer, the Regional Chairmen, and the Section Representatives, to be elected as herein provided. All officers shall hold office until the 31st of July following the election of their successors.

1. President. The President shall serve for one(1) year.

Duties. The President shall:

- a. Be the chief executive officer of the Association.
- b. Be Chairman of the Executive Committee and the Executive Board.
- c. Serve as ex-officio member of all committees provided for herein.
- d. Preside at all Association meetings.
- e. Set up a time schedule for completion of work and submission of reports of all committees.
- f. See that all orders and resolutions of the Executive Board are carried into effect.
- g. With the approval of the Executive Board, shall appoint the Chairman of all standing committees with the exception of those set forth by these By-Laws under Section G.
- h. Be one of the authorized signatures for signing checks.
- i. Exercise all other general powers of supervisory and active management usually vested in that office.
- j. Be one of the representatives to the House of Delegates of the School Nutrition Association and shall designate an alternate or alternates.

2. President-Elect. The President-Elect shall serve for one (1) year. Automatically become President of the Association the following year. The President-Elect shall succeed to the office of President in the event of a vacancy in that office and shall serve until the end of the second Annual Meeting held after said vacancy occurs.

Duties. The President-Elect shall:

- a. Become acquainted with all the duties of the President, other officers, Executive Board, committees, sections, affiliate associations, By-Laws, Policy & Procedures and Awards Manuals.
- b. Serve as a member of the Budget Committee.
- c. Work closely with the Five Regional Chairmen and direct them in their duties.
- d. Serve as President in the absence of the President.
- e. Serve as one of the representatives to the House of Delegates of the School Nutrition Association.
- f. Serve as Program Chairman for Annual Conference.

1. President

- Submits approved calendar of events to the La. Dept. of Education, Food and Nutrition.
- At the fall meeting, requests the budget from the Budget Committee for Board approval, present committee appointments as approved by the Executive Committee, present the program of work and calendar for approval.
- Acts as chief public relations representative for the association, appearing on television and radio and holding news conferences.
- Reviews affiliation applications with the chairman of the Resolutions and By-Laws committee and presents the applications to the executive Board for approval.
- Communicates frequently with the president-elect and provides guidance in the planning of the Annual Conference.
- Plans the conference training workshop for officers.
- Presides at the House of Delegates meetings.
- Presides at the Annual Meeting where a brief report of the year's activities will be presented.
- Shall keep a current file to be handed to a successor containing copies of materials handed down by the preceding officers, copies of all current reports, materials acquired during the term of office, etc.

2: President-Elect

- Shall keep a current file to be handed to a successor containing copies of materials handed down by the preceding officer, copies of all current reports, materials acquired during the term of office, etc.

3. Vice-President. The Vice-President shall serve for one (1) year and then automatically become President-Elect of the Association the following year. The Vice-President on becoming President-Elect shall succeed to the office of President the following year. In the event of a vacancy in the Presidency or the President-Elect, the Vice-President will assume the office in the regular order of succession.

Duties. The Vice-President shall:

- a. Become Program Chairman for the SNA of Louisiana Annual Conference held the year following his/her term as Vice-President.
- b. Appoint a Conference Chairman and Co-Chairman or Exhibits Chairman for the Convention as early as possible after being elected as Vice-President.
- c. Become acquainted with all duties of the President, President-Elect, other officers, Executive Board, committees, sections, and affiliate associations.
- d. Serve as a member of the Budget Committee, Audit Committee and serve as Chairman of the Scholarship and Awards Committee.
- e. Serve as President in the absence of the President and President-Elect.
- f. Serve as one of the representatives of the House of Delegates in SNA, as approved by the SNA of Louisiana Executive Board.

4. Secretary. The Secretary shall serve for two years.

Duties. The Secretary shall:

- a. Keep an accurate record of all meetings of the Association in books belonging to the Association.
- b. Send notices of meetings and minutes to the Executive Board.
- c. Conduct such correspondence as the Executive Board and the Association shall direct.
- d. Serve as Chairman of the Tellers' Committee.
- e. Serve as one of the representatives in the House of Delegates of the School Nutrition Association in odd-numbered years.

5. Treasurer. The Treasurer shall serve two years.

Duties. The Treasurer shall:

- a. Approve all expenditures of the Association excluding the Conference Account.
- b. Provide the Executive Director with an approved and signed voucher for all expenditures.
- c. Render an account of receipts and disbursements at each Board Meeting and an annual financial statement at the house of Delegates..
- d. Serve as Chairman of the Budget Committee.
- e. Notify all officers of the Association and the Chairman of each committee the amount of money budgeted for the use of that committee or officer.
- f. Be one of the authorized signatures for signing checks.
- g. Serve as one of the representatives in the House of Delegates of the School Nutrition Association in even-numbered years.

3. Vice President

- Attends SNA Leadership workshop.
- Prepares articles for Journal.
- Prepares reports for Executive Board Meetings providing three (3) copies for the Secretary.
- Attends all scheduled SNA of Louisiana training workshops
- Assists Legislative Chairman with the State and National Legislative issues.
- Coordinates the orders and purchase of all awards for the association.
- Shall keep a current file to be handed to successor. The file should include all materials handed down by the preceding officer, copies of all current reports, materials acquired during term of office, copies of programs, etc., used in meetings.

4. Secretary

- Sends copies of all minutes to the Executive Director for official file.
- Submits a list of elected officers to the editor of the association's official journal for publication.
- Shall keep a current file to be handed to a successor containing copies of materials handed down by the preceding officer, copies of all current reports, materials acquired during the term of office, etc.

5. Treasurer

- Shall keep a current file to be handed to a successor containing copies of materials handed down by the preceding officer, copies of all current reports, materials acquired during the term of office, etc.

6. Regional Chairmen. The Regional Chairmen shall assume duties on August 1 following the Annual Meeting and serve for two years.

Duties. The Regional Chairmen shall:

a. Represent and are elected by their respective regional members only. Their place of employment shall be in the respective region at the time of nomination and election. If a change in the region of employment occurs they shall complete their term of office provided one (1) year of their term has been completed.

b. Serve as members of the Nominating, Membership, and Scholarship Committees.

c. Work closely with the President-Elect.

d. Request an annual handbook or Program of Work from affiliate chapter presidents within each region at the beginning of the term in office.

e. Work with parishes or groups that are not affiliated but desire to become recognized affiliated groups or chapters of the Association.

f. Attend affiliate chapter meetings when invited and when possible.

g. Work closely with Membership Chairman for recruitment of State membership within specific region.

h. Serve as representative to the School Nutrition Association House of Delegates during the year of the SNA Annual Conference on the following schedule as approved by the Executive Board.

SNA Annual Conference held during:

Even Years
Northeast, South Central &
Southwest

Odd Years
Northwest & Southeast

7. Section Representatives. The Section Representatives shall:

a. Representatives are elected by their respective section at the time of nomination and election. If a change in the section of employment occurs they shall complete their term of office provided one (1) year of their term has been completed.

b. May serve as representative to the School Nutrition Association House of Delegates during the year of the SNA Annual Conference as per the following schedule in even and odd years as listed by priority and approved by the Executive Board:

SNA Annual Conference held during:

Even Years
Managers' Representative
State Department Representative

Odd Years
Supervisors' Representative
Technicians' Representative
Support Personnel Representative

6. Regional Chairmen

- Presents a written report at each Executive Board meeting and have three (3) written copies for the Secretary.
- Assists local chapter with their Plan of Action.
- Assists the Nominating Chairman to identify leaders and candidates for the SNA of Louisiana Ballot.
- Works with the President to complete SNA of Louisiana Plan of Action.
- Shall keep a current file to be handed to a successor containing copies of materials handed down by the preceding officer, copies of all current reports, materials acquired during the term of office, etc.

7. Section Representatives

8. Technicians' Representative. The Technicians' Representative shall serve two (2) years.

Duties. The Technicians' Representative shall:

- a. Work closely with the Executive Board to answer questions and aid local chapters.
- b. Serve as a member of the Membership Committee.
- c. Bring special needs or interests of technicians before the Executive Board.
- d. At the request of the President, conduct polls seeking information from technicians on local concerns.

9. Managers' Representative. The Managers' Representative shall serve two (2) years.

Duties. The Managers' Representative shall:

- a. Work closely with the Executive Board to answer questions and aid local chapters.
- b. Serve as a member of the Public Communications Committee.
- c. Bring special needs or interests of managers before the Executive Board.
- d. At the request of the President, conduct polls seeking information from managers on local concerns.

10. Supervisors' Representative. The Supervisors' Representative shall serve for two (2) years.

Duties. The Supervisors' Representative shall:

- a. Work closely with the Executive Board to answer questions and aid local chapters.
- b. Serve as a member of the Budget Committee.
- c. Bring special needs or interests of supervisors before the Executive Board.
- d. At the request of the President, conduct polls seeking information from supervisors on local concerns.

11. Support Personnel Representative. The Support Personnel Representative shall serve two (2) years.

Duties. The Support Personnel Representative shall:

- a. Work closely with the Executive Board to answer questions and aid local chapters.
- b. Serve as a member of the Tellers' Committee and Audit Committee.
- c. Serve as one of the representatives in the House of Delegates of the SNA, as approved by the SNA of Louisiana Executive Board.
- d. Bring special needs or interests of support personnel before the Executive Board.
- e. At the request of the President, conduct polls seeking information from support personnel on local concerns.

8. Technicians' Representative

- Acts as a liaison between technicians and the Executive Board.
- Presents a written report at each Board Meeting and have three (3) copies available for the Secretary.
- Encourages participation in the Nell Brouillette Heart of the Program Award.
- Encourages technicians to submit news articles for the Journal.
- May serve as representative to the SNA House of Delegates.
- Shall keep a current file to be handed to a successor containing copies of materials handed down by the preceding officer, copies of all current reports, materials acquired during the term of office, etc.

9. Managers' Representative

- Acts as a liaison between Managers and the Executive Board.
- Present a written report at each Board Meeting and have three (3) copies available for the Secretary.
- Gathers and distributes helpful hints and suggestions to managers.
- Promotes membership growth.
- Submits news articles for the Journal.
- Encourages Managers to submit entries for the Louise Sublette Award.
- May serve as representative to the SNA House of Delegates.
- Shall keep a current file to be handed to a successor containing copies of materials handed down by the preceding officer, copies of all current reports, materials acquired during the term of office, etc.

10. Supervisors' Representative

- Acts as a liaison between the Board and Directors/Supervisors.
- Presents a written report at each Executive Board Meeting and have three (3) copies available for the Secretary.
- Encourages Directors/Supervisors to submit news articles for the Journal.
- Recruits membership from the Director/Supervisor level.
- May serve as representative to the SNA House of Delegates.
- Shall keep a current file to be handed to a successor containing copies of materials handed down by the preceding officer, copies of all current reports, materials acquired during the term of office, etc.

11. Support Personnel Representative

- Presents a written report at each Executive Board Meeting and have three (3) copies available for the Secretary.
- Recruits membership.
- Encourages support personnel to submit articles for the Journal.
- Shall keep a current file to be handed to a successor containing copies of materials handed down by the preceding officer, copies of all current reports, materials acquired during the term of office, etc.

12. **State Agency Personnel Representative.** The State Agency Personnel Representative shall serve two (2) years.

Duties. The State Agency Personnel Representative shall:

a. Serve as a member of the Education Committee and Audit Committee.

b. Bring special needs or interests of the State Agency Personnel before the Executive Board.

c. At the request of the President, conduct polls seeking information from the State Agency Personnel.

Section B. Elections

1. Elections to the office of Vice-President shall be conducted annually and for Secretary, Treasurer, Regional Chairmen, and Section Representatives bi-annually, as herein provided.

2. The slate shall contain two nominees for each office plus an alternate and shall be prepared by the Nominating Committee as provided herein.

3. Eligibility

- All nominees shall be engaged in non-profit school food service classified as active members, and have demonstrated superior leadership and outstanding ability by effectively serving a local or state school food service association as an officer, on a committee, or as convention participant.

- To be eligible for the office of Vice-President, Secretary or Treasurer, a member must have held membership in both School Nutrition Association of Louisiana and School Nutrition Association for at least two (2) years immediately preceding the election. A member shall be eligible for the office of Vice-President following termination of his/her office as a member of a SNA of Louisiana Committee or member of the SNA of Louisiana Executive Board.

- To be eligible for nomination for the office of Regional Chairman or Section Representative, the member shall be employed in the said region or section respectively. They must have held membership in the Association for at least one (1) year immediately preceding the nomination.

- No member of the Nominating Committee shall be eligible for nomination during his/her term or office.

12. State Agency Personnel Representative

- Represents the views and concerns of the members in this category.
- Recruits new members.
- Presents a written report at each Board meeting and have three (3) copies available for the Secretary.
- May serve as a representative to the SNA House of Delegates.
- Encourages State personnel to submit news articles for the Journal.
- Keeps the Board abreast of State Agency news.
- Shall keep a current file to be handed to a successor containing copies of materials handed down by the preceding officer, copies of all current reports, materials acquired during the term of office, etc.

4. Ballots

- Ballots shall contain nominations for Vice-President each year, for Secretary in even years, and for Treasurer in odd years.

- Regional Chairmen shall be elected for a two-year term, with the Regional Chairman for the Northeast, Southwest, and South Central regions in odd years and the Northwest and Southeast regions in even years.

- One Managers' Representative and one State Department of Education Personnel Representative shall be elected for a two-year term in odd years.

- One Supervisors' Representative, one Technicians' Representative and one Support Personnel Representative shall be elected for a two-year term in even years.

- Voting for the Section Representative and Regional Chairmen shall be limited to the membership of the Section or Region.

- Ballots shall be counted by the Tellers' Committee or the Chairman (Secretary) shall be officially notified in writing by the company hired to conduct the election. The Secretary shall notify the President and all candidates of the results in writing.

ARTICLE VI -- MEETINGS

Section A. (Annual Meeting)

There shall be an annual meeting of the Association conducted at the Annual State Conference for the purpose of considering the reports of the Association officers, governing bodies and committees, the results of elections and the transaction of such other business as may properly come before the meeting. However, the Executive Board shall have the authority to cancel the meeting. The day and hour of the meeting shall be sent to each member of the Association not less than thirty days prior to the date of said meeting. All members of the Association attending the annual meeting shall pay a registration fee in such amount as may be determined by the Executive Board, notice of which shall be included in the call for the annual meeting. See Article IV: i. Time and Site Committee for conference schedule.

Section B. Meetings of the Executive Board

The Executive Board shall meet upon the request of the President or upon request of two-thirds voting members of the Executive Board.

Section C. Expense and Fees

The expenses for meals, lodging and travel incurred by the Executive Board in attending Leadership Conferences and all meetings of the Executive Board other than those at the time of the Annual Meeting will be defrayed by the Association, as set up by the Budget Committee subject to the approval of the Executive Board.

ARTICLE VII -- FISCAL YEAR

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

ARTICLE VIII -- TAX EXEMPT STATUS AND DISSOLUTION

Section A. Tax Exempt Status

Notwithstanding any other provisions of these By-Laws, the Association and/or Corporation shall not directly or indirectly carry on any activity which would prevent it from obtaining exemption from federal income taxation as an Association and/or Corporation described in Section 501 (C) (4) of the code, or cause it to lose such exempt status. No part of the net earnings of the Association and/or Corporation shall inure to the benefit of, or be distributable to any member, director or officer of the Association and/or Corporation, or any other private person, except that the Association and/or Corporation shall be authorized and empowered to pay reasonable compensation for services rendered to or for the Association and/or Corporation and to make payments and distribution in furtherance of the purposes set forth in ARTICLE II hereof.

Section B. Dissolution

In the event of dissolution or final liquidation's of the Association and/or Corporation all of the remaining assets and property of the Association and/or Corporation shall, after paying or making provision for the payment of all of the liabilities and obligations of the Association and/or Corporation and for necessary expenses thereof, be distributed to such organization or organizations organized and operated exclusively for such purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (C) (3) or 501 (C) (4) of the code as the Executive Committee shall determine. In no event shall any of such assets or property be distributed to any member, Executive Committee member or officer, or any private individual.

ARTICLE IX -- LIMITATION OF LIABILITY

To the fullest extent permitted by the Louisiana State Nonstock Corporation Act, is now in effect or may hereafter be amended, no officer or member of the Executive Board of the Association and/or Corporation shall be personally liable for damages in any proceeding brought by or in the right of the Association and/or Corporation, or in connection with any claim, action, suit or proceeding to which he or she may be or is made a party by reason of being or having been an officer or member of the Executive Board of the Association and/or Corporation.

ARTICLE X -- RESOLUTIONS AND BY-LAW AMENDMENTS

Section A. Method of Proposal

Resolutions and amendments to these By-Laws may be proposed by email, fax transmission, or in writing no later than March 15th. By-Laws may be proposed in any one of the following ways:

1. At the official request of a local affiliate.
2. By majority vote of the Executive Board.
3. At the official request of Association Committees.
4. By written petition signed by 10 members of the Association.

Section B. Procedure - By-Laws Amendments

Amendments to these By-Laws may be adopted by a two-thirds (2/3) vote of the members at the annual meeting of the House of Delegates or by a two-thirds (2/3) affirmative mail vote returned.

1. Provided the Chairman of the Resolutions and By-Laws Committee receives the amendments by email, fax transmission, or in writing by March 15th.
2. Provided copies of the proposed amendments have been emailed, faxed or mailed to all Delegates by direct mail at least fifteen (15) days prior to the House of Delegates meeting or deadline for casting a mail vote.

Section C. Procedure - Resolutions

1. All proposed resolutions to be considered at the House of Delegates shall be submitted to the Chairman of the Resolutions and By-Laws Committee by email, fax transmission, or in writing by March 15th. Upon unanimous consent of the delegates a written resolution may be submitted from the floor of the House of Delegates.
2. Proposed resolutions to be considered by the Delegates shall be mailed to all members of the House of Delegates fifteen (15) days prior to the House of Delegates Meeting.
3. Adoption of proposed resolutions shall require a simple majority vote of the House of Delegates with the exception of resolutions dealing with changes in membership dues, the removal of an officer, and changes in the location of the Association office, which will require a two-thirds (2/3) vote.
4. Resolutions which are in conflict with the By-Laws of the Association will not be presented to the House of Delegates.

Section D. Resubmission of By-Laws Amendments

A resolution or amendment that has been the subject of a resolution or amendment to these By-Laws presented to the House of Delegates for a vote in any two consecutive years and is defeated shall not be placed on the agenda for the House of Delegates until the second meeting following the last meeting in which the same issue was defeated.

ARTICLE XI -- PROCEDURE

The most recent edition of *Robert's Rules of Order* shall be the parliamentary authority for the conduct of all meetings of the Association.

