

**AMENDED
CERTIFICATE OF INCORPORATION
OF
IDAHO SCHOOL NUTRITION ASSOCIATION**

Pursuant to the Certificate of Incorporation of the Idaho School Nutrition Association as Heretofore amended, this instrument shall constitute the Amended Certificate of Incorporation of the aforementioned not for Profit Corporation.

ARTICLE I – NAME

The name of this organization shall be the “IDAHO SCHOOL NUTRITION ASSOCIATION”. Which is an incorporated association, (hereinafter referred to as the Association).

ARTICLE II – PURPOSES

The objects and purposes for which this Corporation is formed are to act as an organization not for profit and operated exclusively for purposes as described in Section 501 (c) 4 of the Internal Revenue Code of 1986 and any subsequent amendments thereto and substitutions therefore, and in the course thereof, and subject thereto, to act as follows:

1. Promote the optimal health, nutrition and education of all children by supporting nutritionally adequate and educationally sound, financially accountable, nonprofit child nutrition and school community nutrition programs. Students receive consistent nutrition messages throughout the school, classroom, cafeteria, home, community and media.
2. Promote high standards of child nutrition and school community programs with emphasis on nutritionally adequate meals that are appealing to children.
3. Promote united efforts between school personnel (to include but not limited to Superintendents, Building and Program Administrators, School Nurses, teachers, and support staff) allied organizations, industry, parents, and the general 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.
9. Take any and all actions authorized to corporations organized not for profit under the laws of the State of Idaho and the aforementioned section of the Internal Revenue Code to carry out the foregoing objects and purposes.

ARTICLE III – TERM

This Corporation shall have perpetual existence.

ARTICLE IV – MEMBERSHIP

Members shall comprise persons presently or previously employed in, teaching or administering food and nutrition service programs in schools, colleges, and universities at every level; persons employed by the Corporation itself or by any level of government dealing with such food and nutrition service programs. Membership in the corporation shall be further governed by criteria established within the Bylaws of the Corporation; the kinds and classes of members and rights and privileges of each shall be set forth in the Bylaws.

ARTICLE V – MANAGEMENT

The Corporation shall be managed by an Executive Board the members of which shall constitute the Directors of this Corporation. An Executive Director may be appointed by the membership as provided in the Bylaws of the Corporation.

The officers of the Corporation shall consist of those persons filling offices designated by the Bylaws of this Corporation and subject to the terms and conditions therein set forth.

The House of Delegates shall be the legislative and governing body of the Association. It shall formulate goals and policies under which the Executive Board manages the affairs of the Association. Membership of the House of Delegates shall be provided for in the bylaws.

ARTICLE VI – REGISTERED OFFICE AND AGENT

The address of the initial registered office of the Corporation is Idaho School Nutrition Association, P.O. Box 83720, Boise, Idaho 83720-0027. The name and initial registered agent of the Corporation is current President of Idaho School Nutrition Association.

ARTICLE VII – INITIAL DIRECTOR

The name and address of the President of the Corporation is the current President of Idaho School Nutrition Association, P.O. Box 83720, Boise, Idaho 83720-0027.

ARTICLE VIII– TAX-EXEMPT STATUS

Notwithstanding any other provision of these Articles of Incorporation, the Corporation shall not directly or indirectly carry on any activity which would prevent it from obtaining exemption from federal income taxation as a 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 Corporation shall inure to the benefit of, or be distributable to any member, director, or officer of the Corporation, of any other private person, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered to or for the Corporation and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

ARTICLE IX – DISSOLUTION

In the event of the dissolution or final liquidation of the Corporation, all of the remaining assets and property of the Corporation shall, after paying or making provision for the payment of all of the liabilities and obligations of the 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©(3) or 501©(4) of the Code as the Board of Directors shall determine. In no event shall any of such assets or property be distributed to any member, director, or officer, or any private individual.

ARTICLE X – LIMITATION OF LIABILITY

To the fullest extent permitted by the Idaho Non-stock Corporation Act, as now in effect or as may hereafter be amended, no Officer or Director of the Corporation shall be personally liable for damages in any proceeding brought by or in the right of the 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 Director of the Corporation.

BY-LAWS Of THE IDAHO SCHOOL NUTRITION ASSOCIATION (Hereinafter, within SECTION II, referred to as “Association” and/or ISNA) ARTICLE I MEMBERSHIP

SECTION A: CLASSES OF MEMBERSHIP: Membership shall consist of three classes: School Foodservice and Nutrition, Affiliate and Associate.

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.

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

3. **Affiliate Members.** Affiliate member categories shall consist of: School foodservice employees working less than four hours per day. Retired or *Student* 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. Person engaged in teaching or administration at the afore-mentioned levels.
3. Persons engaged in teaching present or potential school food service personnel.
4. Persons engaged in community nutrition programs.
5. Persons employed by the Association or a chapter affiliate.
6. Persons engaged in consulting to school foodservice related fields.

SECTION C: RIGHTS AND PRIVILEGES OF MEMBERS.

All school foodservice nutrition members and associate retired members, whose dues are currently paid, shall be entitled to vote for the election of officers and to vote by mail upon any matter submitted to the voting membership.

1. Members who cease to be employed in an eligible field may continue their membership until renewal date.
2. Retired members shall be eligible for nomination to the state elective office of Area Representative only.
3. Affiliate members shall be voting members for state elections.
4. All members shall be eligible to attend the meetings of the House of Delegates as observers.

SECTION D: DUES:

1. Dues for school foodservice and nutrition members and associated retired members shall be established by a two-thirds vote of the delegates voting in the House of Delegates.
2. Dues for associate and affiliate members, with the exception of associate retired members, shall be established by the Board.

SECTION E: CHAPTER AFFILIATES: Each Chapter shall have one school food nutrition association chartered by the Board which shall constitute the chapter affiliate. Each Chapter shall be entitled to representation in the house, provided the following conditions are met:

1. A Chapter may establish separate membership dues so long as such dues do not exceed a sum equal to the national dues for such member's class of membership.
2. Chapter affiliate Articles of Incorporation, and/or constitution and/or Bylaws shall not conflict with the State or National Articles of Incorporation, Bylaws, or Standing Rules.
3. Only active members regularly employed in an eligible field, and life members for whom no conflict of interest exists, shall be eligible to serve as officers of Chapter affiliates.
4. Each Chapter affiliate shall adopt a Plan of Action consistent with the State Plan of Action.

ARTICLE II OFFICERS

SECTION A: OFFICERS: The officers shall be: President, President-Elect, Vice President, Secretary, Treasurer, and Area Representatives.

SECTION B: ELIGIBILITY AND TERMS OF OFFICE: All officers shall hold office until the end of the Annual National Conference. Candidates for any State office shall have held membership in the Association for at least three years immediately preceding the nomination. A school foodservice and nutrition member candidate shall:

1. Have demonstrated leadership ability by serving on the Executive Board of a chapter affiliate or by serving on a committee or advisory board.
2. Be regularly employed in an eligible field but may not be employed as a supervisor, regional manager or corporate officer of a for-profit organization.
3. Be elected for a specified term and shall maintain membership at the time of nomination and election. If a change in status occurs they shall complete their term of office provided one half of their term has been completed.
4. Shall be SNA members.
 - a. **President.** The President shall be the chief elected officer and shall serve one year.
 - b. **President-Elect.** The President-Elect shall serve for one year.
 - c. **Vice President.** The Vice President shall be elected annually and serve for one year. *The second year moves up to President-Elect and then to President.*
 - d. **Secretary.** The Secretary shall be elected in even numbered years and shall serve for two years.
 - e. **Treasurer.** The Treasurer shall be elected in odd numbered years and shall serve for two years.
 - f. **Area Representatives.** Area Representatives shall be elected for a two-year term; their place of employment shall be in the respective region at the time of nomination and election. If a change in status occurs they shall complete their term of office provided one year of their term has been completed. Election shall be on the following schedule:

Odd Years Even Years

Area 1 Area 2

Area 3 Area 4

Area 5 Area 6

Area 7 Area 8

SECTION C: ELECTION: Election of Association officers: Vice President, Secretary, Treasurer, and Area Representatives shall be conducted in a cost effective and efficient manner. The Board shall determine the methodology and time lines for balloting procedures and notification of candidates.

SECTION D: RESPONSIBILITIES OF ELECTED OFFICERS:

1. President:

- a. Represents the Association in policy matters and is the chief.
- b. Serves as Chair of the Board and Executive Committee.
- c. Presides at meetings.
- d. Serves as an ex-officio member of all committees and advisory boards, except the Nominating Committee.
- e. Prepares the agenda for Board and Executive Committee meetings.
- f. Appoints and may remove, with the approval of the Board, members of committees and advisory boards.
- g. Appoints, with the approval of the Board, consultants to committees where needed.
- h. Appoints and may remove, with the approval of the Board, the chairs of all committees and advisory boards.
- i. Initiates response to action taken by the House and the Board.
- j. Establishes time schedules for meetings.
- k. Initiates and directs the implementation of the Plan of Action.
- l. Coordinates activities of the Board with the Association.
- m. Shall appoint a House of Delegates parliamentarian with approval of the Board.
- n. Shall write a brief report of all events for the year, including plan of action accomplishments and pass it on to the incoming President. They shall present the report to all members at the annual state conference.

2. President-Elect:

- a. Studies the duties and responsibilities of the President, other members of the Board, Committees, Advisory Boards, and Chapter Affiliates.
- b. Presides at the House of Delegates.
- c. Chairs the committee, approved by the Board, to prepare a Plan of Action for the ensuing year. This Plan of Action will be consistent with the Strategic Plan.
- d. Presents the approved Plan of Action to state affiliates at Leadership Seminar prior to year as President.
- e. Represents the Association at the request of the President.
- f. Performs the duties of the President in the President's absence.
- g. Succeeds to the office of President:
 1. At the end of the Annual National Conference following elections; or
 2. the event of the President's death, resignation, or removal from office.
- h. Recommends, for the approval of the Board, members and chairs of committees and advisory boards.

3. Vice President:

- a. Succeeds to the office of President-elect.
 1. At the end of the Annual National Conference following elections; or
 2. In the event of the President-Elect's death, resignation, or removal from office.
- b. Performs the duties of the President-Elect in the President-Elect's absence.

- c. Coordinates all activities of standing committees and advisory boards, except the Nominating Committee.
 - d. Performs other duties as assigned.
 - e. Coordinates revisions and updates of Policy and Procedures manual.
4. **Secretary:**
- a. Accurately records all minutes of the House, the Board and Executive Committee.
 - b. Send appropriate notices and copies of the minutes of the Board to Board Members.
5. **Treasurer:**
- a. Supervises and monitors Association funds, investments, and securities.
 - b. Submits a financial report at Annual State Conference.
 - c. Drafts a proposed annual budget in cooperation with the President, President-Elect, and Vice President and submits the budget to the Board for approval and adoption.
 - d. Reports expenditures against budget.
6. **Area Representatives:**
- a. Promotes the Association's Plan of Action.
 - b. Expresses the views of the Chapter affiliates.
 - c. Provides liaison between Chapter affiliates and Board.
 - d. Communicates with and assists Chapter affiliates.
 - e. Promotes membership and professional growth.
 - f. Coordinates plans for Leadership Seminar(s) with the President-Elect and host Chapter when required.
 - g. Maintains a current file of Chapter officers and notifies the State President of changes.
 - h. Reviews current Bylaws from Chapter affiliates in the area to be sure they are not in conflict with the Association Bylaws.
 - i. Attends a meeting of each chapter affiliates within your area **at** least once during term of office.
 - j. Provides leadership, support, technical assistance, and resource lists and/or lists and/or materials to members.
 - k. Provides recommendations to the President-Elect for appointments to committees and advisory boards.
 - l. Surveys areas and provides recommendations to Nominating Committee.
 - m. Publish and distribute regional newsletters after the Board meetings.
7. **Committee Chairs:**
- a. Promote the Association's Plan of Action.
 - b. Initiate, implement, evaluate, and/or coordinate appropriate studies or projects with the Association.
 - c. Express the views of their Committee.
 - d. Provide leadership support, technical assistance, and resource lists and/or material to members.
 - e. Promote membership.
 - f. Provide recommendation to the President-Elect for appointments to committees and advisory boards.

- g. Provide recommendations to Nominating Committee.
- 8. **Industry Representative:**
 - a. Promote the Association's Plan of Action.
 - b. Initiates, implements, evaluates, and/or coordinates appropriate studies or projects with the Association.
 - c. Express the views of Industry.
 - d. Provides leadership, support, technical assistance, and resource lists and/or materials to members.
 - e. Promotes membership.
 - f. Provides recommendations to the President-Elect for appointments to committees and advisory boards.
 - g. Surveys industry and provides recommendations to the Nominating Committee.
 - h. Chairs vendor/trade show at Annual State/Mini Conferences

SECTION F: ELECTION: Election of Association Officers and Area Representatives shall be by ballot. A plurality vote shall be required for election. Persons elected and the Executive Board shall be notified of the election within two weeks of the election.

SECTION G: REMOVAL FROM OFFICE:

Any officer who is found in violation of conditions required for election, a breach of fundamental principles or rules of the Association, or failing to work under the framework of the Association may be removed from office. The Board, upon receipt of charges, shall investigate the charges, hold a hearing, and render a decision.

**ARTICLE III
MEETINGS**

SECTION A: TYPE OF MEETINGS:

1. **State Conference.** There shall be an annual meeting of the Association, the date and place of which shall be determined by the Board. Notice of State Conference, including date, place, and time shall be sent to each member of the Association through publication in the official Association publication no less than forty-five (45) days prior to the Conference. President-Elect will make arrangements to hold State Installations when Mini-Conferences are held.
2. **House of Delegates.** There shall be a meeting of the House of Delegates held at the time of the Annual State Conference, called by the Chairman of the House of Delegates who shall be the President-Elect of the Association.
3. **Executive Board.** The Executive Board shall meet at the call of the President, or upon the request of a majority of members of the Board.
4. **Executive Committee.** The Executive Committee shall meet at the call of the President or at the request of four members of the Executive Committee. The Executive Committee may convene prior to any Board meeting to review matters and make recommendations.
5. **Area Leadership Seminars.** Area Leadership Seminars shall be held annually. The dates, number of meetings and locations shall be approved by the Executive Board. Chapter Presidents, President-Elects and other chapter leaders shall be

invited to attend. The purpose of the seminar is to develop leadership and present the Association's Plan of Action for the ensuing year.

6. **Special Meeting.** Special meetings and seminars of the Association may be called or approved by the Executive Board.

SECTION B: EXPENSES: The Association shall set limits within budgetary restraints for reimbursements of, and procedures for, expenditures by the Association staff and members who travel on official business.

1. **Executive Board.** The expenses incurred by the Executive Board members in attending meetings of the Executive Board including pre and post-convention Board Meetings may be reimbursed by the Association at the current approved rates. No lodging or per diem expenses will be reimbursed for days during the Annual Conference.
2. **Committees.** The expenses incurred by Committee members in attending committee meetings, at times other than during the Annual Conference, shall be defrayed by the Association at current approved rates.
3. **Annual National Conference Program Participants - Members.** The transportation, lodging, or per diem costs shall not be reimbursed for any member of the Association except as herein provided in this section. Such members shall not be eligible for any honorariums or any other reimbursements.
4. **Annual State Convention Program Participants – Members.** The transportation, lodging, or per diem costs shall not be reimbursed for any member of the Association except as herein provided in this section. Such members shall not be eligible for any honorariums or any other reimbursements.
5. **National Convention.** Money shall be budgeted to defray expenses of the President, President-Elect, Vice President, or alternates to the National Convention.
6. **Leadership Conference.** Money shall be budgeted to defray expenses of the President-Elect, Vice President *and one area representative* to attend the Leadership Conference.
7. **Others – Non-Members.** Non-members, who, at the request of the President, are asked to report to the Executive Board, may have expenses reimbursed by the Association at current approved rates.
8. Any Idaho School Nutrition Association member who is elected to serve on the School Nutrition Association's Executive Board shall receive consideration in the budget unless his/her school district pays expenses to National Convention. Actual expenses by the least expensive air travel, lodging and per diem as approved by the Executive Board shall be budgeted.
9. Any Idaho School Nutrition Association member who is appointed to a National Committee shall receive consideration in the budget unless school district pays expenses to meetings not being reimbursed by National Association. Actual expenses by the least expensive air travel, lodging and per diem as approved by the Executive Board shall be budgeted.

ARTICLE IV HOUSE OF DELEGATES

The House of Delegates 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 Articles of Incorporation, Bylaws, and Standing Rules; and have all other powers and duties specifically provided to it by the Articles of Incorporation and Bylaws.

1. **Composition**
 - a. The voting delegates shall include the Board, past state presidents, standing committee chairs, elected chapter presidents and president-elects, or alternates.
 - b. Voting delegates of the House shall be active, members-at-large, life or retired.
 - c. The State Supervisor shall be a nonvoting member.
2. **Responsibilities**
 - a. Formulates the philosophies and goals.
 - b. Debates and reviews matters of professional interest.
 - c. Make general and specific recommendations to the Board.
 - d. Makes recommendations for the State Plan of Action.
 - e. Accepts reports of Board members.
 - f. Take action on proposed resolutions and amendments to the Bylaws.
3. **Voting** Each delegate is entitled to one vote.
4. **Quorum** One-third of the voting delegates shall constitute a quorum.
5. **Chapter Delegate Representation** Official membership data shall be to the Executive Board member, Chapter Presidents and President-Elects preceding the State Conference.

ARTICLE V EXECUTIVE BOARD

The Executive Board ("Board") shall be the policy making body of the Association, with full accountability and oversight for legal compliance, good name, and financial well-being of ISNA. The Board shall formulate policies between meetings of the House; adopt the annual budget; review reports and resolutions; conduct and manage the affairs and have all other power and duties specifically provided to it by the Articles of Incorporation and Bylaws which are necessary to achieve the objectives not specifically delegated to other agents or agencies by the Bylaws. The Board shall meet no less than three times a year to direct the business of the Association.

1. **Composition**
 - a. Members shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, Area Representatives and appointed members.
 - b. The State Supervisor of Food Services shall be a non-voting member.
2. **Responsibilities**
 - a. Directs Association affairs in accordance with the philosophies, general policies, and goals adopted by the House.
 - b. Considers general and specific recommendations made by the House.

- c. Adopts an annual budget for the Association.
 - d. Manages and directs all financial affairs.
 - e. Adopts the audit of Association books.
 - f. Authorizes persons to sign checks, contracts, and other documents for the Association.
 - g. Approves all committee and advisory board appointments.
 - h. Fills vacancies of unexpired terms of Board members, unless otherwise specified.
 - i. Reviews the program for all State Conferences and seminars.
 - j. Provides leadership in working with allied associations and groups which share a similar purpose.
 - k. Fills vacancies occurring in office by a majority vote.
3. **Quorum** A majority of the members shall constitute a quorum.

ARTICLE VI EXECUTIVE COMMITTEE

- 1. **Composition**
 - a. Elected members shall consist of the President, as Chair, President-Elect, Vice President, Secretary, Treasurer, and Chairman of Area Representatives.
 - b. The State Supervisor of Food Services shall be a nonvoting member.
- 2. **Responsibilities**
 - a. Proposes to the Executive Board the administrative and management policies of Association business consistent with the actions and policies established by the House of Delegates.
 - b. Conducts all business referred to it by the Board.
 - c. Acts when time does not practically permit a meeting of the entire Board, as determined by the President.
 - d. Reviews the annual budget of the Association.
 - e. Reviews the financial status of the Association.
 - f. Analyzes reports submitted to the Board.
 - g. Employs a Certified Public Accountant(s) who shall annually, or as needed, audit the Association's accounts.
 - h. Publishes an annually audited financial statement in the Association's newsletter.
 - i. Report all actions taken to the Board.
 - j. Interprets the Bylaws in conjunction with the Parliamentarian and the Resolutions and Bylaws Committee and makes a recommendation to the Executive Board for action.
- 3. **Quorum** A majority of the members shall constitute a quorum.

ARTICLE VII LOCAL CHAPTER AFFILIATES

The local school food service association hereinafter referred to as Chapters, shall be eligible for affiliation with the Association on written application provided the following conditions are met:

- 1. A Chapter Affiliate of the Association may establish separate membership.

2. Each Chapter Affiliate shall adopt Bylaws which are not in conflict with the Bylaws of the Association.
3. Only active, retired and life members of the Association shall be eligible to serve as officers of Chapter Affiliates.
4. Each Chapter Affiliate may adopt a Plan of Action of the Association.

SECTION A.: AREAS: The State of Idaho shall be divided into areas as follows:

- Area 1 -** Counties of Boundary, Bonner, Kootenai, Benewah and Shoshone.
- Area 2 -** Counties of Latah, Nezperce, Lewis, Clearwater and Idaho.
- Area 3 -** Counties of Adams, Valley, Washington, Payette and Gem.
- Area 4 -** Counties of Ada, Boise, Canyon. Owyhee and Elmore.
- Area 5 -** (Open)
- Area 6 -** Counties of Twin Falls, Cassia, Jerome, Minidoka, Camas, Blaine, Gooding and Lincoln.
- Area 7 -** Counties of Power, Oneida, Bannock, Bear Lake, Franklin, Caribou, and the Southwestern tip of Bingham.
- Area 8 -** Counties of Jefferson, Fremont, Madison, Teton, Bonneville, Lemhi, Custer, Butte, Clark and all of Bingham except the Southwestern tip.

Each Area shall have a representative, elected as herein provided, who shall be a member of the Executive Board.

ARTICLE VIII APPOINTED REPRESENTATIVES

There may be, but not limited to, the following appointed Representatives: Nominating, Public Policy and Legislation, Nutrition, Resolutions and Bylaws, Membership, and Certification, Executive Assistant, Web Master, Vendor Chair, Vendor Chair Assistant. All appointed representatives report to the Board.

1. **Organization:** Members shall be appointed by the President, subject to Executive Board approval. An appointed Representative shall not serve in more than one area at the same time with the exception of the Nominating Representative. Representatives shall be appointed by the President to serve one (1) year with the exception of the Public Policy and Legislative Chair who will be appointed by the executive board and serve a term of three (3) years.
2. **Eligibility:** All appointed Representatives shall be members of the Association.
3. **Activities:** The activities of the Association shall be conducted by the Executive Board, the House of Delegates and the appointed Representatives.
4. **Appointed Representatives:** Shall have representation from the various geographical regions where possible. Any additional representatives shall be presented to and approved by the House of Delegates at the annual State meeting. There shall be the following appointed representatives:
 - a. **Nominating:** The nominating Representative shall be the immediate past President of the Association and shall assume office immediately following his/her term of office.
 1. **Responsibilities:** The Representative shall be responsible for preparing the ballot. Recommendations for candidates shall be made by the Executive Board, past Presidents, Chapter Presidents and Supervisors then forwarded to the Nomination Representative. The slate prepared,

shall have the names of one or more members. Write-in nominations shall be allowed. *No name shall be placed in nomination without the consent of the nominee. Names submitted shall be accompanied by a statement of qualification. *Verifies eligibility of candidates.

b. **Public Policy and Legislation:**

1. Evaluates, interprets, recommends and responds to federal legislation and regulations.
2. Informs the membership of current legislation.
3. Develops legislative policy and positions for approval of the Executive Board and acts on behalf of the Association on legislative matters
4. Assists Chapter affiliates in the development of legislative strategies and plans of action.

c. **Nutrition Education:** Nutrition Representative shall be appointed by the President. **Responsibilities:**

1. Evaluates and interprets nutrition trends and developments.
2. Recommends nutrition standards for child nutrition programs.
3. Promotes nutrition education.
4. Informs and makes available to members an annual summary of developments relating to nutritional aspects of school food service program.

d. **Certification and Professional Growth:** Certification Representative shall be appointed by the President.

1. **Responsibilities:** The Chairman shall be responsible for recommending to the Executive Board standards, policies and procedures pertaining to implementation of the Association's certifications program, evaluating and interpreting Association certification efforts and serving as a clearinghouse for certification information. The Representative shall keep members informed and make available to members an annual summary of developments relating to school food service certification efforts, maintain liaison with appropriate state and federal agencies, professional association and organizations and work with certification chairmen of local chapters.

e. **Membership:** The Membership Representative shall be appointed by the President. **Responsibilities:**

1. Recommends to the Executive Board policies and procedures pertaining to the implementation of a membership program.
2. Promotes membership through Chapter membership chairmen and assists Chapters in developing membership drives.
3. Analyzes membership trends and recommends appropriate action.

f. **AD HOC:** These representatives, committees, designed to expedite the Association program of work, shall be named as needed by the president with the approval of the Executive Board. The tenure of each representative shall be at the discretion of the Executive Board.

ARTICLE IX PUBLICATIONS

Section A: The School Nutrition Yearbook shall be the official publication of the Association.

Section B: The School Nutrition Newsletter. The Association shall publish an annual newsletter using the Association's web site. ISNA website will be updated with current events regularly.

Section C: Other publications. The Executive Board shall authorize and establish procedures for other publication as needed.

ARTICLE X PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order governs this Association in all parliamentary situations that are not otherwise provided for in the law, the Articles of Incorporation, Bylaws or adopted rules.

ARTICLE XI AMENDMENTS

Section A: Method of Proposal. Amendments to these Bylaws and the Standing Rules shall be proposed in writing no later than March 1 in any of the following ways:

1. By an official request of a Chapter affiliate.
2. By majority vote of the Board.
3. By an official request of Association committees or advisory boards.
4. By written petition signed by one-percent (1%) of the members of the Association.

Section B: Procedures for amending Bylaws and Standing Rules. Amendments to Bylaws shall be adopted by a two-thirds vote at the annual meeting of the House or by a two-thirds mail vote returned, amendments to Standing Rules shall be adopted by a majority vote at the annual meeting of the House or a majority mail vote returned:

1. Provided the Chair of the Resolutions and Bylaws Committee receives the amendments in writing postmarked on or before May 1 to be considered at the next annual State Conference.
2. Provided copies of the proposed amendments have been mailed to all members of the House of Delegates by direct mail at least thirty (30) days prior to the Annual State Conference or deadline for casting a mail vote.

ARTICLE XII RESOLUTIONS

1. All proposed resolutions to be considered at the Annual State Conference shall be submitted to the Chairman of the Resolutions and Bylaws Committee in writing, postmarked no later than May 1 prior to the Annual State Conference.

Upon consent of a majority of the delegates a written resolutions may be submitted from the floor of the House.

2. Proposed resolutions submitted by May 1 shall be mailed to all members of the House thirty days prior to the Annual State Conference.
3. Adoption of proposed resolutions shall require a majority vote.
4. Resolutions which are in conflict with the Bylaws shall not be presented to the House.

ARTICLE XIII DISSOLUTION

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

Revised: June 14, 2005

Revised: August 8th, 2006

Revised: August 19th, 2014