

Wyoming School Nutrition Association (WY-SNA)

By-Laws

(Revised 1.22.2018)

Article I

Name

The name of this organization shall be the Wyoming School Nutrition Association (WY-SNA)

Article II

Objectives and Purposes

The objectives and purposes of this organization are as follows:

Section 1

To maintain and improve Child Health through nutritionally healthy and educationally sound, non-profit school food service programs.

Section 2

To maintain and develop high standards for personnel and food service programs.

Section 3

To create and promote through co-operative efforts public interest in the cause of nutritionally healthy school food service for every child, regardless of race, color or creed.

Section 4

To further the professional growth of members through state conferences and meetings.

Section 5

To encourage and promote interest in the training of all school food service personnel.

Article III

Membership

Members shall comprise of persons presently or previously employed in, food and nutrition programs in schools, colleges and universities or any program or establishment where child nutrition is incorporated.

Section 1

Classes of membership shall include the following:

- a. School Foodservice and Nutrition Members – School foodservice and nutrition member categories shall consist of employees, managers, supervisors, directors and educators employed in eligible fields.
- b. Associate Members – Associate member categories shall consist of retired members, students enrolled in post-secondary school foodservice programs, industry individuals, corporations, international child nutrition individuals and others committed to furthering the goals of the Association.
- c. Affiliate Members – Affiliate member categories shall consist of:
 - School foodservice employees working less than four hours per day who choose the option of being non-voting supporter members.
 - Retired members who choose the option of being non-voting supporter members.

Section 2

A membership fee shall be paid annually on the following basis:

- a. The School Nutrition Association shall set annual national membership dues for all persons.
- b. State dues shall be \$5.00 unless otherwise designated by the executive board.

Section 3

Continuing membership and collection of dues.

- a. Letters will be sent by School Nutrition Association informing members of membership renewal. Money should be paid directly to School Nutrition Association.

Article IV ***Officers***

Section 1

The officers of the Association shall consist of a President, President-Elect, Vice-President (if possible) Secretary, Treasurer and Regional Representatives from each of the four regions, (North East, North West, South East, and South West)

Section 2

The executive Board shall be the governing body of the Association. Those other officers with a voting voice shall be immediate past president, legislative, membership, and vendor show chair. These persons shall serve as consultants to the executive board.

Section 3

The nominating committee to consist of past presidents of Wyoming School Nutrition Association.

Standing committees: the chairman of which shall be appointed by the president; other committee members to be selected by the chairman of the committee or by members of the executive Board.

- Special projects: shall be responsible for carrying out one project each year as decided by the executive board. Shall keep membership informed of said activity.
- Legislative: shall keep the Association acquainted with all school lunch legislation before the state and federal legislative bodies; shall report each meeting on the progress of any and all bills from the legislature; shall make recommendations regarding bills before the legislative bodies; shall be responsible for the distribution of copies of any bill necessary to reach the membership.
- Membership: the chairman shall arrange for announcements regarding membership in the Association at the shall send out notices and announcements about the association to prospective members.

Article V

Duties of Officers

Section 1. Officers

The officers shall be the president, president-elect, vice president, secretary and treasurer.

A. President

The President shall:

1. Provide leadership to ensure the strategic direction and values of the association are maintained.
2. Represent the association before the public as the official representative of the association
3. Preside over all meetings of the board and the membership
4. Will exercise general and administrative control over the management of the association
5. Will appoint standing and special committees after installation at the summer meeting.
6. Will appoint qualified members to fill unexpired terms of any vacancies and special and or standing committees within the association.
7. He / She shall chair the WY SNA annual state conference.

8. He / She shall attend the Annual National Conference the year their term expires, contingent upon sufficient funds.
9. The president is not a voting member of the board unless the board votes in a tie, the president will then become the tie-breaking vote.

B. President-Elect

The president-elect shall:

1. Perform the duties of the president in case of temporary absence or inability to serve.
2. Will attend the Annual National Conference and the National Leadership Conference contingent upon sufficient funds.
3. Will give a report of the NLC at the meeting following his/her return.
4. Will be installed as president at the summer conference.
5. The president elect will find an independent auditing firm to perform an audit of funds for the association every two years with written record, to be stored in portable file document (pdf) and housed at the Wyoming Department of Education.

C. Vice President

The vice president shall:

1. Perform the duties of the president-elect in the president-elect's temporary absence or inability to serve.
2. Perform other duties incident to the office of vice president as assigned by the president, the board or association governing documents.
3. Will be installed as president-elect at the summer conference.
4. He/She shall attend the NLC contingent upon sufficient funds.

D. Secretary

The secretary shall:

1. Conduct general correspondence of the WY SNA
2. Arrange the minutes of all meetings of the executive board and of annual meetings to be recorded in pdf format and placed on the WY SNA website for public viewing. Minutes shall also be kept in an electronic file to be distributed as needed.
3. Will submit a report at each meeting or at the request of the president.
4. Will send a list of officers to the organization affiliation chairman of the School Nutrition Association within 15 days after the election.
5. Will keep the WY SNA website current.
6. Will produce a bi-annual E-newsletter for WY SNA membership and include on website. Newsletter should, at a minimum, contain articles from each regional representative and the president.

E. Treasurer

The Treasurer shall:

1. Receive and have custody of all funds of the WY SNA and deposit the same in the name and to the credit of the association.

2. Keep full and accurate account of the receipts and disbursements on books belonging to the WY SNA.
3. Provide copies of the bank statement at all board meetings.
4. Make travel arrangements for officers.
5. Will conduct an internal audit at the summer conference every year with two members of the board, with one being the president elect.
6. There shall be a second signer on all association disbursement checks.
 - a. The second signer should be the current president. In the event the treasurer and president are located in the same district the president-elect will be the second signer.
7. All original past fiscal documents are to be electronically scanned in a portable file document (pdf) and housed at the WDE

F. Regional Representatives

There shall be four regional representatives: SW, SE, NW, NE

The regional representative shall:

1. Be available to the area members in their districts.
2. Submit an article for each issue of the newsletter containing information about the districts in their regions,
3. Be voted on by state membership at summer conference. In the event there are not enough candidates for a vote (2 or more) he or she shall be appointed by the president within his/her own area every two years.
4. Be a voting voice on the executive board.
5. Be considered for NLC contingent upon sufficient funds

The officers of the association will hold office for two years or until their successors shall be duly elected and qualified. The president's term is to run from one summer meeting to the next summer meeting. The person elected as president-elect serves one year as president-elect and the following year as president. The person serving as vice president serves one year as vice president, the following as president-elect. If any office becomes vacant for any reason the past president committee along with the president shall appoint a successor for the unexpired term.

Section 2. Committee Chairmen and responsibilities

A. Membership Chairman

The membership chairman shall:

1. Promote the WY SNA and advertise to gain more members statewide.
2. Keep track of membership through the School Nutrition Association site for membership in all categories: new, active, renewing, expired and members who have certifications.
3. Help prepare and advertise for state conference.
4. Participate in all board meetings and give updates to board members.
5. Attend the NLC contingent upon sufficient funds
6. Be considered a voting voice on the executive board.

B. Legislative Chairman

The legislative chairman shall:

1. Receive and distribute information regarding political happenings that affect our program.
2. Attend the Annual Legislative Conference in Washington D.C. as a representative of Wyoming School Nutrition Professionals.
3. While in Washington D.C. will visit with legislators, inform them of current laws and how they affect our profession in Wyoming.
4. Ask those legislators to support proposed legislation that will benefit our programs or not support items that may be detrimental to our programs.
5. Provide legislators with information regarding our state as requested.
6. Be considered a voting voice on the executive board.

C. Vendor Show Chairman

The Vendor Show Chairman shall:

1. Be the point of contact for all vendors desiring to partake in the WY SNA Conference vendor show
2. Seek out new relevant vendors or booths for each conference
3. Represent the vendors and declare their needs to the board
4. Represent the board and declare their needs to the vendors
5. Coordinate with the venue and the vendors for a successful show
6. Participate in monthly board meetings and give updates to board members
7. Be considered a voting voice on the executive board

Article VI

Scheduling Meetings

Section 1

Board meetings shall be held via conference call with the current president as the host. Meetings shall be held at least monthly or when necessary as determined by the executive board.

Section 2

The calendar for the year shall be constructed by the president prior to the September board meeting following the summer meeting and distributed to all members.

Section 3

The summer meeting shall be scheduled by the state President.

Article VII
Affiliated Associations

Section 1

- a. In order to form an affiliate local chapter, a group of five or more people engaged in nutritionally adequate, educationally sound, and nonprofit school food service or related activities may become an affiliate of the Wyoming School Nutrition Association.
- b. Local chapters may organize by districts, city or county or by work classifications such as supervisors, cooks, managers, or combined.
- c. All officers of affiliated chapters must be members of the Wyoming School Nutrition Association.
- d. There must be at least five Wyoming School Nutrition Association members in a chapter before it can affiliate.
- e. The group will be numbered as they form a chapter that number will be their affiliate in the Wyoming School Food Service Association.

Section 2

How to affiliate:

- a. The group will make written application to the president of the Wyoming School Nutrition Association.

The request may be at any executive board meeting or by mail and must be accompanied with:

1. Affiliation fee-\$50.00
 2. Copy of the chapter members
 3. List of officers
 4. Copy of chapter bylaws
- b. Chapter bylaws must be in harmony with those of the Wyoming School Nutrition Association.
 - c. Chapter program of work
 1. Each chapter shall establish its own program, as far as it is in harmony with the Wyoming School Nutrition Association.
 2. The chapter shall have in their program of activities a plan pointing toward increasing membership in the Wyoming School Nutrition Association and the School Nutrition Association.
 3. Chapters will be asked to give a report in their activities at the summer workshop.
 - d. Duties of chapter officers
 1. The president of a chapter shall send a written report of the year's activities to the Wyoming School Nutrition Association President one month prior to the annual state meeting in June. The president of any affiliated chapter, President-elect, or person designated by the President, will be invited and urged to attend all executive board meetings. The local chapter may assume

the responsibility of the expenses of all representatives attending association meetings.

2. Secretary of the chapter shall send to the state President three copies of a list of the new chapter officers together with their mailing addresses by May 31 of each year. The Secretary shall be responsible for sending news of the chapters activities to Wyoming School Nutrition Association Secretary every September and March for inclusion in the bi-annual newsletter.
3. Chapters may appoint any other officers or committees they feel pertain to their organization.

Article VIII

Elections

Section 1

The President, President-Elect and Vice President shall:

- a. Secure suggestions for candidates from the executive board members, Chapter Presidents, state and county supervisors, etc.
- b. Check names suggested for the ballot against membership list to verify eligibility. To be eligible for nomination, member must have held membership in the state association for at least two years immediately preceding the nomination, shall be a member of School Nutrition Association, shall have attended the state convention at least once and shall be engaged in nonprofit school food service.
- c. Develop a ballot that will have capable candidates representing various areas and interest of the association. The slate shall contain at least two nominations for each office, but there is only one candidate on the ballot the executive board will make a determination whether to place the person in office or wait to see if other candidates are interested in the position. The position shall be filled as soon as possible.

Section 2

Election shall be held during the summer conference with ballots given to members. Elected officers will be installed at summer conference during the final day.

Section 3

Election to any office shall be by a majority of votes cast. Special appointments may be made by the president.

Article IX
Amendments

Section 1

This constitution may be amended by a two-thirds affirmative vote of members attending any duly constituted meeting provided members shall have received copies of the proposed amendments at least 30 days prior to the meeting or by a two-thirds vote at any duly constituted meeting provided the changes have been read at the previous meeting.

Article X
Anti-Discrimination and Anti-Harassment

Section 1

It is the policy and commitment of the Wyoming School Nutrition Association that it does not discriminate based on race, age, color, sex, national origin, physical or mental disability, or religion.

Section 2

Equal Employment Opportunity

The Wyoming School Nutrition Association is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.

Any employee, board member, volunteer or client who believes that s/he or any other affiliate of the Wyoming School Nutrition Association has been discriminated against is strongly encouraged to report this concern promptly to the president or president-elect.

Section 3

Discriminatory Harassment

Harassment or intimidation of a client, staff person or guest because of that person's race, age, color, sex, national origin, physical or mental disability, or religion is specifically prohibited and may be grounds for termination. Harassment and intimidation includes abusive, foul or threatening language or behavior. The Wyoming School Nutrition Association is committed to maintaining a place that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or agency clients.

Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to the President or President-Elect and, if substantiated, prompt action will be taken.