

**BYLAWS
of the
SCHOOL NUTRITION ASSOCIATION
OF
CONNECTICUT
("Association")**

**The Name of this Association shall be:
The School Nutrition Association of Connecticut (SNACT)**

**Our Mission:
Educating and supporting members to advance good nutrition in
Connecticut communities**

**Our Vision:
Well-nourished minds and bodies for Connecticut children to assure
lifelong health and success**

Approved March 2014

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Article I Membership

Section A. Classes of Membership: Membership shall consist of six classes: active, retired, sustaining, honorary, student and other. Eligibility criteria for honorary, sustaining, student and other shall be set exclusively by the Executive Board.

1. **Active Members:** Active members shall consist of persons employed in eligible fields.
2. **Retired Members:** An active member who retires from eligible employment becomes a retired member. Periodic employment less than six months within each school year will not alter retired status.
3. **Sustaining Members:** Sustaining members shall consist of individuals or organizations in industry who are committed to furthering the goals of the Association.
4. **Honorary Members:** Honorary members shall consist of persons recognized by the Board for outstanding service to the Association.
5. **Student Members:** Student members shall consist of persons enrolled in post-secondary institutions who are interested in advancing the goals of the Association.
6. **Other Members:** As defined by the Executive Board of the Association.

Section B. Eligible Fields: Eligible Fields shall be defined as:

1. Persons employed at a preschool, school, school district, college, state or federal level in a food and nutrition program which serves meals to children.
2. Persons engaged in teaching or administration at the aforementioned 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 state affiliate.

Section C. Rights and Privileges of Members: All active and retired members whose dues, if any, are currently paid, shall be entitled to vote for the election of officers for the coming year and to vote upon any matter submitted to the voting membership.

1. Active members who cease to be employed in an eligible field may continue as active members until their membership renewal date.
2. Retired members shall have the rights and privileges of active members, provided the member does not become employed in a non-eligible field. Retired members may not hold elected office.
3. The official publication of the Association shall be distributed to all members.

Section D. Dues:

1. Dues for each class of membership may be changed by a two-thirds (2/3) vote of the Executive Board.
2. Any person desiring membership in the Association for any given year may join at any time and renew membership twelve months from that date.
3. Dues for active, retired, sustaining and student members shall be the amount prescribed by the School Nutrition Association plus state dues.
4. The National office shall bill and collect dues.
5. Honorary members shall not be required to pay dues.
6. All rights and privileges of membership shall be terminated for nonpayment of dues.

Article II Officers

Section A. Elected Officers: The elected officers shall be: President, President-elect, Vice President, Secretary, Treasurer, Regional Representatives, and Industry Representative.

Section B. Eligibility and Terms of Office: All officers shall hold office until the end of the Annual National Conference. Candidates for State Office shall have held membership in the Association for at least three (3) years immediately preceding the nomination.

A school foodservice and nutrition candidate shall:

1. Have demonstrated leadership ability by serving as chapter officer, previous elected officer or on a SNACT committee or advisory board/ad hoc committee.
2. Be regularly employed in an eligible field but may not be employed by a for profit organization above the school district level.
3. Shall be a member in good standing of the School Nutrition Association.
4. Be elected for a specified term and shall maintain active membership 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.

(The Executive Committee may, by 2/3 vote, temporarily fill officer vacancies subject to majority approval of the Executive Board).

An industry member candidate shall:

1. Be an individual industry sponsor or a representative of a corporate industry sponsor.
2. Be elected for a specified term and shall maintain active industry sponsorship 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.

Terms of Office shall be:

- a. **President:** The President shall be the chief elected officer and shall serve one (1) year.
- b. **President-Elect:** The President-elect shall serve one (1) year.
- c. **Vice President:** The Vice President shall be elected annually and serve for one (1) year.
To be eligible for this office, a candidate shall:
 - 1) Have had previous service on the Board, having served on a standing or advisory board/ad hoc committee within the past three years.
 - 2) Have attended three of the last five State Association meetings.
- d. **Secretary:** The Secretary shall be on the ballot in January of even numbered years and shall serve for two (2) years beginning in August of that year.
- e. **Treasurer:** The Treasurer shall be on the ballot in January of odd numbered years and shall serve for two (2) years beginning in August of that year.
- f. **Regional Representatives:** Regional Representatives shall serve a two (2) year term. Their principal place of employment shall be in the respective region. If a change in region of employment occurs they shall complete their term of office provided one year of their term has been completed. Elections shall be held on the following schedule:
Even Years: (term begins in the summer of an even numbered year)
Nutmeg Chapter, Minute Maid Chapter and Naugatuck Chapter
Odd Years: (term begins in the summer of an odd numbered year)
Yankee Chapter, Mohegan Chapter and Charter Oak Chapter
- g. **Industry Representatives:** The Industry Representative shall be on the ballot in January of even numbered years and shall serve for two (2) years beginning in August of that year.

Section C. Election: Election of Officers and Regional Representatives shall be by electronic/web ballot. The Nominating Chair shall present the ballot to the Board in November. No later than December 31, voting instructions will be distributed to all voting members. February 1st shall be the voting deadline. A simple majority vote shall be required for election. Results shall be made public at the February meeting of the

Executive Board. All candidates shall be notified of the results by the President.

Section D. Responsibilities of Elected Officers:

1. President:

- a. Represents the Association's ideals and policies at the National, Regional and State conferences, meetings and seminars.
- b. Provides the moral leadership to further the goals and aspirations of the Association.
- c. Serves as chair of the Executive Board and Executive Committee.
- d. Serves on the SNA House of Delegates.
- e. Presides at all meetings of the Association.
- f. Serves as an ex-officio member of all committees and advisory boards, except the Nominating Committee.
- g. Prepares the agenda for the Executive Board meetings.
- h. Notifies all candidates of election results.

2. President-elect:

- a. Studies the duties and responsibilities of the President, Board Committees, Advisory Boards/Ad Hoc committee and Chapters.
- b. Performs the duties of the President and presides at Board meetings whenever the President is not available.
- c. Chairs the Committee, approved by the Board, to prepare a Plan of Action for the ensuing year. Plan of Action is to be consistent with the Strategic Plan.
- d. Prepares and distributes a Plan of Action which is in harmony with the SNA Plan of Action at the Leadership Conference prior to year as President.
- e. Represents the Association at the request of the President.
- f. Succeeds to the office of President.
 1. at the end of the second Annual National Conference following election: or
 2. in the event of the President's death, resignation or removal from office.
- g. Recommends, for the approval of the Board, members and Chairs of Committees and advisory board/ad hoc committees to serve when the President-Elect becomes President.
- h. Serves as a member of the Program Development Committee.
- i. Drafts a proposed annual budget for ensuing year in cooperation with Executive Committee.
- j. Submits budget to the Board for adoption.

3. Vice President:

- a. Succeeds to the office of President-elect.
 1. at the end of the first Annual National Conference following the election; 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. Attends a meeting of each Chapter at least once during term.
- d. Coordinates plans for Leadership Seminar with the President-elect.
- e. Surveys and provides recommendations to President-elect on appointments to committees and advisory boards.
- f. Surveys state and provides recommendations to Nominating Committee.
- g. Serves as a member of the Program Development Committee.
- h. Performs other duties as assigned.

4. Secretary:

- a. Accurately records all minutes of Executive Board and Committee meetings.
- b. Sends appropriate notices and copies of minutes to the Board.
- c. Assists Member Services Committee with SNACT scholarships.

- d. Compiles and updates the Directory of Officers, Boards and Committees.
- e. Maintains attendance records for all Executive Board members.

5. Treasurer:

- a. Supervises and monitors Association funds, investments and securities.
- b. Prepares and submits a current financial report at each Executive Board meeting.
- c. Submits a financial report at the Annual Meeting.
- d. Notifies officers and the chair of each committee and advisory board of budgeted funds on a quarterly basis.
- e. Reports expenditures against budget.

6. Regional Representatives:

- a. Promotes the Association's Plan of Action.
- b. Provides the Executive Board with a written report of all Chapter activities at each meeting including a current list of Chapter officers and notifies the Board of changes.
- c. Provides liaison between the Chapters and the Board.
- d. Assists in the organization and operations of affiliated Chapters.
- e. Submits articles on Chapter activities to the State Publication on a quarterly basis.
- f. Promotes membership and professional development.
- g. Reports state activities at each Chapter meeting.
- h. Surveys Chapter membership and provides recommendations to the President-elect on appointments to committees.
- i. Surveys Chapter membership and provides recommendation to the Nominating Committee.
- j. Serves as member of Nominating & Legislative Committees.

7. Industry Representative:

- a. Promotes the Association's Plan of Action.
- b. Represents the view of Industry.
- c. Supports other SNACT related events as needed.

Section E Contracted Employees/Services

1. **Executive Director:** The Executive Director shall oversee the implementation of policies of the Board and Executive Committee consistent with efficient and effective business practices. The Executive Director shall be employed under contract by the Board.

- a. Responsibilities of the Executive Director:
 1. Conducts Association affairs.
 2. Interprets and applies policies.
 3. Fulfills the duties set forth in the contract
 4. Gathers and collates all materials for the SNA State awards contest
 5. Coordinates all standing committee and advisory board/ad hoc committee activities, except the Nominating Committee.
 6. Serves as Chair of Tellers unless a candidate for office
 7. Records length of service of all committee and advisory board Chairs.
 8. Other duties as assigned.

Article III Meetings

Section A. Type of meeting:

1. **Annual Food Show/Conference.** The time and place of both meetings shall be determined by the

- Board. Notification shall be available to each member through the State Publication.
2. **Executive Board.** The Board shall meet at the call of the President or upon the request of a majority of members of the Board.
 3. **Leadership Seminars.** Leadership Seminars shall be held annually. The dates, number of meetings and locations shall be approved by the Board. Chapter Presidents, Presidents-elect, 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.
 4. **Special Meetings.** Special meetings and seminars may be called or approved by the Board.
 5. **Strategic Planning Meeting.** At least once every three years, the Association shall hold a strategic planning meeting. An Ad hoc committee will be formed as needed

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

Article IV Executive Board

The Executive Board ("Board") shall be the executive body of the Association. The Board shall formulate policies: adopt the annual budget; receive and/or act on reports; approve resolutions; conduct the business affairs and have all other powers 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 Articles of Incorporation or Bylaws.

1. Composition

- a. Elected members shall consist of the President, President-elect, Vice President, Secretary, Treasurer and Regional Representatives, and Industry Representative.
- b. Appointed voting members shall consist of standing committees chairs.
- c. Appointed non-voting members shall consist of advisory boards and Ad-Hoc committee chairs.
- d. The Executive Director shall be a nonvoting member.

2. Responsibilities

- a. Directs all business and activities in accordance with philosophies, general policies and goals adopted by the Association. No action shall be taken in conflict with the Bylaws or the general purposes of the School Nutrition Association.
- b. Appoints persons to act for the Association and defines their specific responsibilities.
- c. Adopts the annual budget for the Association.
- d. Manages and directs all financial affairs.
- e. Adopts the audit of Association books.
- f. Approves organizational structure, job descriptions, and salary ranges for employees.
- g. Approves all committee and advisory board appointments.
- h. Fills vacancies of unexpired terms of Board members, unless otherwise specified.
- i. Reviews and approves the program for all conferences, seminars and general meetings.
- 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 voting members shall constitute a quorum.

4. **Voting privileges** will be extended to those designated in Article VI and VII with the following expectations:

- a. The elected member or chair of each committee has the voting right and only one vote will be allowed per committee.

- b. In the event that a member chairs multiple committees or is an elected official and chair, only one vote is considered.
- c. In the event of Co-Chairs only one vote is considered.
- d. In the event of a chair's absence at a meeting a member of that committee may be designated as the voting member for that meeting.

Article V Executive Committee

Section A.

1. **Composition**
 - a. Elected members shall consist of the President, as chair, President-elect, Vice-president, Secretary, Treasurer, Regional Representatives and Industry Representative.
 - b. The Executive Director shall be a nonvoting member.
2. **Responsibilities**
 - a. Acts in emergencies when time does not permit a meeting of the entire Executive Board. No action shall be taken without a quorum of the Executive Committee.
 - 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.
 - e. Reviews the financial status.
 - f. Analyzes reports.
 - g. Employs certified public accountants who shall annually audit the Association's accounts.
 - h. Publishes annually an audited financial statement.
 - i. Reports all actions taken to the Board.
3. **Quorum** A majority of the members shall constitute a quorum.

Article VI Committees

Section A. Standing Committees:

1. **Terms:** Members shall be appointed by the President, subject to Board approval, for a two-year term unless otherwise specified.
2. **Eligibility:** Members of a committee shall have expertise or interest in the subject area of the committee or advisory board on which they serve.
3. **Activities:**
 - a. The committees shall develop annual strategies to implement the Plan of Action.
 - b. All committees shall meet quarterly.
4. **Responsibilities:** All Standing Committees report to the Board. Chair attends and votes. In the event of a chair's absence at a meeting a member of that committee may be designated as the voting member for that meeting.
5. There shall be the following **Standing Committees:**
 - a. **State/National Public Policy and Legislation**
 1. **Term:** Appointed by incoming President in the spring of an odd numbered year.
 2. **Composition:** Chair plus Regional Representatives with at least one member from each of the five federal congressional districts.
 3. **Responsibilities:** State and National Issues.
 4. See Policy Handbook for extended committee description.

- c. **Member Services**
 - 1. **Term:** Appointed by incoming President in the spring of an odd numbered year.
 - 2. **Composition:** Chair plus at least 4 members including one at the kitchen manager or employee level.
 - 3. **Responsibilities:** Member Issues including Membership, Certification, Scholarship and Credentialing.
 - 4. See Policy Handbook for extended committee description.

- d. **Program Development**
 - 1. **Term:** Appointed by incoming President in the spring of an even numbered year.
 - 2. **Composition:** Chair and President-Elect plus at least 3 members PLUS an Industry member and the Executive Director.
 - 3. **Works cooperatively** with the Education Committee on the educational components of Association programs.
 - 4. **Responsibilities:** To develop and promote the SNACT Food show, Spring Awards Banquet, Summer Conference, other statewide programs and incorporate Ways and Means activities at these events.
 - 5. See Policy Handbook for extended committee description.

- e. **Education**
 - 1. **Term:** Appointed by incoming President in the spring of an odd numbered year.
 - 2. **Composition:** Chair plus at least 3 members PLUS an Industry member.
 - 3. **Works cooperatively** with the Program Development Committee and Chapter Representatives to coordinate educational components of Association programs.
 - 4. **Responsibilities:** To develop a network of trainers to provide and coordinate education opportunities for members.
 - 5. See Policy Handbook for extended committee description.

- f. **Nutrition & Wellness**
 - 1. **Term:** Appointed by incoming President in the spring of an even numbered year.
 - 2. **Composition:** Chair plus at least 2 members.
 - 3. **Responsibilities:** To act as a resource for members to support the promotion of optimal nutrition for the students we serve.
 - 4. See Policy Handbook for extended committee description.

- g. **Industry Council**
 - 1. **Term:** Chair is Industry Representative, elected in even numbered years, and shall serve for (2) years beginning in August of that year. The Industry Council shall in the spring of odd numbered years, recommend a Vice Chair to the President-Elect for appointment.
 - 2. **Composition:** Chair (elected Industry Representative), Vice Chair (a SNACT Director) and other Industry members.
 - 3. **Responsibilities:** To provide feedback to the SNACT board and help support SNACT among industry partners and at industry venues.
 - 4. See Policy Handbook for extended committee description.

- h. **Marketing**
 - 1. **Term:** Appointed by incoming President in the spring of an even numbered year.
 - 2. **Composition:** Chair plus at least 2 members.
 - 3. **Responsibilities:** Promotional efforts.
 - 4. See Policy Handbook for extended committee description.

- i. **Nominating**
 - 1. **Term:** One year.
 - 2. **Composition:** Consists of the Past President (chair), the Regional Representatives and additional members as needed.
 - 3. **Responsibilities:** Develops ballot.
 - 4. See Policy Handbook for extended committee description.
- j. **Single Unit**
 - 1. **Term:** Appointed by incoming President in the spring of an even numbered year.
 - 2. **Composition:** Chair plus additional members as desired.
 - 3. **Responsibilities:** Represents individual school members.
 - 4. See Policy Handbook for extended committee description.

Article VII Advisory Boards/Ad Hoc Committees

- 1. **Terms:** Members shall be appointed by the President, subject to Board approval, for a one-year term unless otherwise specified.
- 2. **Eligibility:** Members of an Advisory Board/Ad Hoc Committee shall have expertise or interest in the subject area of the Advisory Board/Ad Hoc Committee on which they serve.
- 3. **Activities:** The advisory boards/ad hoc committees shall develop annual strategies to implement the Plan of Action.
- 4. **Responsibilities:** All Advisory Boards/Ad Hoc Committees report to the Board. Chair attends Board meetings when necessary but does not vote.

There shall be the following Advisory Boards/Ad Hoc Committees: Resolutions and By-Laws, Finance Advisory, Child Nutrition Representatives, USDA Representative, Strategic Planning, RCCI and Past Presidents (most recent Past President serves as Parliamentarian).

Article IX 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. The immediate Past President shall serve as Parliamentarian.

Article X Amendment

Section A. Method of Proposal: Amendments to these Bylaws may be proposed in writing in any of the following ways:

- 1. At the official request of a Chapter.
- 2. By majority vote of the Board.
- 3. By an official request of **any** Association committee or advisory board.
- 4. By written petition signed by 25 members.

Section B. Procedure for Amending Bylaws: Amendments may be adopted by a two-thirds vote at the annual meeting of the Association or by a two-thirds mail vote returned;

1. Provided the Chair of the Resolutions and Bylaws Committee received the amendments in writing postmarked 90 days prior to the Annual Meeting.
2. Provided copies of the proposed amendments have been mailed to all members through publication in the State publication or by direct mail at least thirty days prior to the Annual Meeting or deadline for casting a mail vote.

Section C. Procedure for Resolutions:

1. All proposed resolutions to be considered at the Annual Meeting shall be submitted to the Chair of the Resolutions and Bylaws Committee in writing, postmarked no later than 90 days prior to the Annual Meeting. Upon consent of a majority of the Board, a written resolution may be submitted from the floor.
2. Proposed resolutions submitted by March 1st shall be mailed to all members of the Association thirty days prior to the Annual Meeting.
3. Adoption of proposed resolutions shall require a simple majority vote.
4. Resolutions which are in conflict with the Bylaws will not be presented to membership.

Article XI Removal from Office

An elected 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 XII Dissolution

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

DEFINITIONS

As used in these Bylaws, definition of terms is as follows:

- A. **Nonvoting Member:** Individuals without voting privileges.
- B. **Noneligible Field:** Any field other than those defined in Article I, Section B.
- C. **Nonprofit:** Any school food and nutrition program maintained by a school food authority for the benefit of children, all of the income from which is used solely for the operation or improvement of such service and exempt from income tax under 501(c)(3) Internal Revenue Code of 1954, as amended.
- D. **Standing Committees:** Groups of individuals appointed by the President, with Board approval, charged with the responsibility of planning and implementing activities to promote their particular area of emphasis in the Association's Plan of Action.
- E. **Advisory Boards/Ad Hoc Committees:** Groups of individuals appointed by the President, with Board approval, charged with the responsibility of advising, planning and responding to issues in the areas assigned by the Board to promote their particular area of emphasis in the Association's Plan of Action.
- F. **Mail:** Any method of material, sent or carried, including electronic mail.
- G. **Additional Membership Information** - Single Unit personnel shall be composed of school food service and/or 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 responsibility in more than one school, but who are not employed on a system-wide basis.