



SCHOOL NUTRITION ASSOCIATION OF MICHIGAN

"Providing our members with the resources to advance good nutrition for Michigan's children"

Policy & Procedure Manual

2008-2009

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(This Revision Adopted April 14, 2007)

**ARTICLES OF INCORPORATION
and
BYLAWS
of the
SCHOOL NUTRITION ASSOCIATION OF MICHIGAN
Pursuant to the provisions of Act 162, Public Acts of 1982,
the undersigned corporation executes the following Articles:**

ARTICLES OF INCORPORATION

**ARTICLE I
NAME**

The name of this organization shall be:
THE SCHOOL NUTRITION ASSOCIATION OF MICHIGAN, hereinafter referred to as the
Association. It shall be affiliated with the School Nutrition Association.

**ARTICLE II
OBJECTS AND PURPOSES**

Mission: To provide our members with the resources to advance good nutrition for Michigan's
children.

The purpose or purposes for which the corporation is organized are:

1. Promote the optimal health, nutrition and education of all children; support nutritionally adequate and educationally sound, financially accountable, nonprofit child nutrition and school community nutrition programs.
2. Promote high standards for child nutrition and school community nutrition with emphasis on nutritionally adequate meals which are appealing to children.
3. Promote united efforts between school personnel, allied organizations, industry and the public to assure every child an opportunity to receive the benefits of the child nutrition and nutrition education programs.
4. Promote high standards, 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 nutritional 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. (Additions - Michigan Articles of Incorporation)

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; and those further persons upon whom the corporation may confer honorary membership. The Membership in this corporation shall be further governed by criteria established with the Bylaws of this corporation; the kinds and classes of members and the rights and privileges of each shall be set forth in the Bylaws.

ARTICLE V EXECUTIVE BOARD OFFICERS

1. **Executive Board** - The Association shall be managed by an Executive Board, the members of which shall constitute the Directors of this corporation.
2. **Officers** - 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.

ARTICLE VI AGENT

The current agent for service of process for the corporation shall be as designated from time to time by the Executive Board, the name and address of whom shall be filed with the Secretary of State of the State of Michigan.

ARTICLE VII SEAL

The Corporation hereby adopts a corporate seal consisting of The SNA Logo with the words “of Michigan” in red added at the bottom, an impression of which is made herein.



**BYLAWS
THE SCHOOL NUTRITION ASSOCIATION OF MICHIGAN**

**ARTICLE I
MEMBERSHIP**

Section A - Classes of Membership

There shall be five (5) classes of membership: active, retired, honorary, industry and student. Active, retired and student members are required to be both state and national members as the only option for membership in the association. Exclusively the Board shall set eligibility criteria for the honorary and industry membership.

1. **Active Members** - Membership shall be open to any person employed in school food service work or related nutrition or educational activities and to persons associated with school food service in an administrative or advisory capacity. An active member, who ceases to be employed in school food service work, may continue as an active member provided he/she does not accept employment in a non-eligible field. Eligible persons may become members by completing an application and paying dues.
2. **Retired Members** - A person once qualified as an active member of the Association, who ceases to be engaged in non-profit school food service work, may become a retired member provided he/she does not accept employment in a non-eligible field. Dues for retired members shall be the same as dues for active members employed less than four (4) hours daily.
3. **Honorary Members** - Individuals who have contributed to the advancement of school food service or have rendered outstanding service to the Association, may have conferred upon them, at any regular Association meeting or conference, the title of Honorary Member. The Executive Board shall establish the criteria for and approve such memberships. Honorary members shall not have the right to vote, hold elective or appointive office or to serve as delegates.
4. **Industry Members** - Industry members shall be individuals or organizations interested in furthering the program of the Association and shall meet membership qualifications established by the Executive Board.
5. **Student Members** - An individual not currently employed in school food service, who is enrolled in a post high school education program with curriculum emphasis on food service management, dietetics, nutrition or other related area of study, is eligible for student membership. Dues shall be the same as dues for active members employed less than four (4) hours daily.

Section B - Rights and Privileges of Members

1. **Active members** shall be entitled to cast one vote for the election of the slate of officers, may hold elective or appointive office, shall receive the official publication of the association and may attend the meeting of the Annual Meeting. 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 all the rights and privileges of active members except to hold elective office.
3. **Honorary members** shall not have the right to vote, to hold elective office or to serve as delegates.
4. **Industry members** shall have the right to identify their membership in their advertising and/or at the Association meetings. With the exception of the Industry Member Representative to the Executive Board, industry members shall not have the right to vote, to serve as delegates or to hold elective office.
5. **Student members** shall not have the right to vote, to hold elective office or to serve as delegates.

Section C - Dues

1. **Dues for active and retired members** may be changed by a majority of votes cast at the Annual Meeting. Dues for honorary and industry members shall be established by the Board. All rights and privileges of membership shall be terminated for nonpayment of dues.
2. **Collection Procedures**
 - a) Dues for the state and national Associations shall be paid to SNA directly according to current dues structure.
 - b) The Board may approve a discount of members' dues for the purpose of promoting membership, provided the objective criteria is established for discounting and a specific time period for discounting is established.

ARTICLE II ORGANIZATIONAL STRUCTURE

Section A - Executive Board

The Executive Board (“Board”) shall be the executive body of the Association.

1. Composition

- a) Elected members shall consist of the President, President Elect, Vice President, Secretary/Treasurer, Area Representatives and Chairs of Communications, Industry, Legislation, Member Services, Nutrition and Professional Development Standing Committees.
- b) Other voting members shall consist of the Industry Member Representative and current Association members who are serving on the School Nutrition Association’s Executive Board.
- c) The State Director of Child Nutrition Programs of the Michigan Department of Education or his/her representative shall be an ex-officio member of the Board without voting privileges.

2. Responsibilities

- a) Directs Association affairs in accordance with philosophies, general policies and goals adopted by the general membership.
- b) Considers general and specific recommendations made by the general membership.
- c) Contracts services as necessary.
- d) Appoints persons to act for the Association and defines their specific responsibilities.
- e) Adopts annual budget
- f) Manages and directs all financial affairs.
- g) Receives the audit and financial reports of the Association.
- h) Authorizes persons to sign checks, contracts and other documents for the Association.
- i) Approves organizational structure, job descriptions and salary ranges for employees.
- j) Approves all committee and advisory board appointments.
- k) Fills vacancies of unexpired terms of Board members.
- l) Reviews and approves the program for all state conferences, seminars and workshops.
- m) Adopts the Strategic Plan.
- n) Adopts a Plan of Action for the ensuing year.
- o) Recommends positions and policies to the general membership.
- p) Provides leadership in working with allied associations and groups which share a similar purpose.
- q) Considers and acts upon all questions of ethics affecting the Association.

3. **Quorum** - A majority of the voting members shall constitute a quorum.

4. **Voting** – The Executive Board may determine the method of voting by the Executive Board to include electronic communication means.

Section B - Executive Committee

1. **Composition** - Members shall consist of the President as chair; President Elect, Vice President, Secretary/Treasurer and Chair of the Area Representatives. The Executive Director shall be a non-voting member of the committee.
2. **Responsibilities**
 - a) Administers contracts for services.
 - b) Conducts the Association business consistent with the actions and policies established by the Board and the general membership and reports all actions to the Board.
 - c) Assists the Secretary/Treasurer with the development of the annual budget.
 - d) Analyzes reports.
 - e) Employs certified public accountants who shall annually, or as needed, review the Association's accounts.
 - f) Monitors the Strategic Plan and the Annual Plan of Action.

Section C - Affiliate Chapters

1. **New Affiliates**
 - a) **Membership** - Any group of persons, at least ten (10) of whom are active members of the Michigan Association, may become an affiliated chapter of the Association upon approval of their written application and payment of a charter fee.
 - b) **Application** - The Application for affiliation shall include:
 - 1) The chapter's chosen name preceding the title "_____ School Nutrition Association".
 - 2) Copy of the adopted Bylaws which are in harmony with those of the Association.
 - 3) A list of elected officers and appointed committee chairs. The president and president elect must be members of the SNA.
 - 4) A list of all chapter members which includes the address and membership number in the SNA.
 - c) **Action on Application** - Application for affiliation shall be sent to the chair of the Member Services Committee. Action shall be taken by the Committee on each application within thirty (30) days. Final approval shall be given by the Executive Board at the next scheduled Board meeting. Charters shall be presented at the following Annual State Conference.
2. **Affiliate Chapter Status** - To retain affiliate chapter status, each chapter must submit the following to their Area Representative and to the Member Services Committee Chair:
 - a) List of members which indicates SNA members must be submitted by December 1 of each year.

- b) List of officers and committee chairs with addresses must be submitted by June 1 of each year. The President and President Elect must be SNA members.
3. **Nonconformance** - The Association President shall give chapters which fail to meet the above requirements ninety (90) days notice before suspension. Suspended chapters must follow the procedure for new affiliates to regain affiliate status.

Section D - Areas

Each Area shall be entitled to one (1) Area Representative. A Chair of Area Representatives shall be appointed by the President. The State of Michigan shall be divided into thirteen (13) areas as follows:

- a) Wayne, Monroe
- b) Oakland
- c) Macomb, St. Clair, Sanilac
- d) Arenac, Bay, Clare, Gladwin, Gratiot, Huron, Isabella, Midland, Saginaw, Tuscola
- e) Clinton, Eaton, Genesee, Ingham, Lapeer, Shiawassee
- f) Allegan, Barry, Berrien, Cass, Kalamazoo, St. Joseph, VanBuren
- g) Ionia, Kent, Montcalm, Muskegon, Newaygo (southern), Ottawa
- h) Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau
- i) Alcona, Alpena, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, Roscommon
- j) Branch, Calhoun, Hillsdale, Jackson, Lenawee, Livingston, Washtenaw
- k) Lake, Manistee, Mason, Mecosta, Missaukee, Oceana, Newaygo (northern), Osceola, Wexford
- l) Chippewa, Luce, Mackinaw
- m) Alger, Baraga, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Marquette, Menominee, Ontonagon, Schoolcraft

Section E - Committees, Boards and Task Forces

- 1. **Chairs** - Individuals shall not chair more than one standing committee at the same time.
- 2. **Eligibility** – Members of a committee or board shall be members in good standing of the Association and have expertise or interest in the subject area of the committee or board on which they serve.

3. **Standing Committees** - The following Standing Committees are established to carry out the major responsibilities of the Association. Each committee shall consist of a chair elected for two years who shall be a voting member of the Board. Committees shall have committee members as needed, Committees with large responsibilities may form sub-committees. All Standing Committee Chairs report to the Board.
- a) **Communications Committee** - Committee consists of an elected chair with committee members as needed. Committee shall be responsible for developing a marketing plan promoting a professional image for the Association and school food service. Non-voting chairs of sub-committees of the Communications Committee shall include Publications, Web Site Management, Liaisons to other professional organizations, and Emporium. Sub committee chairs shall be recommended by the president and approved by the Board.
 - b) **Industry Committee** - Committee consists of an elected chair from regular membership, Executive Director, President Elect and an industry co-chair appointed by the Industry Committee from industry members on the committee. There shall be no more than 10 industry representatives. Each industry representative shall be appointed for a term of three (3) years. Appointments shall be made on a staggered replacement schedule and appointees shall be approved by the Board. Industry membership shall have a minimum of one (1) and a maximum of three (3) representatives from Michigan based food brokers, food distributors, equipment suppliers, manufacturers, service organizations and representatives at-large. This committee will elect from its industry members the Industry Representative to the Board. The responsibilities of this committee shall be to promote industry involvement in Association activities and plan industry related events.
 - c) **Legislative Committee** - Committee consists of an elected chair, a non-elected co-chair recommended by the President and approved by the Board, the President, President Elect and Area Representatives or their designee, Association members and industry representatives. The responsibility of this committee shall be to monitor state and federal legislative activities pertaining to school food service and provide recommendations to the Board for the Association's position on legislative issues. The chair of this committee shall coordinate the activities of the state's delegation to the Annual School Nutrition Association's Legislative Action Conference in Washington D.C. and shall represent the Association at the Association's expense. This committee shall also plan an annual state legislative activity.
 - d) **Member Services Committee** - Committee consisting of an elected chair, the Affiliations sub committee chair, and other committee members as needed. The

committee shall develop and implement a plan to promote growth and retention of Association membership among school food service employees, school districts, and industry partners. The committee shall also be responsible for assisting in the organization of new affiliate chapters and communication with the existing chapters. Affiliations shall be a sub committee with a non-voting chair.

- e) **Nutrition Committee** - Committee consists of an elected chair and committee members as needed and shall monitor child nutrition research and positions and develop recommendations to the Board for the Association's position on child nutrition related issues. The Nutrition Advisory Council shall be a sub-committee with a non-voting chair of the Nutrition Committee and shall promote formation of and activities with nutrition councils to involve students and parents in school meal programs. The Nutrition Committee chair also represents the Association as a member of the School Food Service Training Task Force.
- f) **Professional Development Committee** - Committee consists of an elected chair, an Area Representative and additional members as needed. The responsibilities of this committee shall be to provide over-sight for the professional development and certification activities of the Association, manage award and scholarship programs and make recommendations to the Board. Certification, Resources, School Food Service Training Task Force, and Scholarships and Awards shall be sub-committees with non-voting chairs.
 - 1) **School Food Service Training Task Force** - A sub-committee called the School Food Service Training Task Force (SFSTTF) shall be a part of the Professional Development Committee. The SFSTTF shall be composed of the following members: A Chairperson, appointed by the SNAM President for a three year term; Professional Development Chairperson; Nutrition Committee Chairperson; President – Elect; Michigan Intermediate School District Consultants with food service responsibilities; three Food Service Directors; Assistant Food Service Directors, Supervisors, or Managers, who are members of SNAM; appointed to staggered three (3) year terms by the SNAM executive board, a representative of Michigan School Business Officials (MSBO) Food Service Program and Research Committee; an at-large SNAM member and a representative from the Michigan Department of Education (MDE) Child Nutrition Program. The purpose of the SFSTTF is to design and deliver a professional development training program for school food service employees through a series of formal classes of varying length.

4. **Other Committees**

- a) **Bylaws, Resolutions, Policy and Procedures Committee** - Committee consists of the

Vice President as chair and committee members as needed. The responsibility of this committee shall be to provide the Board with recommendations and resolutions for bylaw amendments and policy and procedure changes to facilitate the operation of the Association. Changes to the Policy and Procedure Manual must be presented to the Board for approval. Bylaw changes are to be presented for approval of the Board before the required general membership approval.

- b) **Conference Committee** - Committee consists of the President Elect as chair, the Executive Director and additional sub-committee chairs and members whose combined responsibility shall be to plan the annual state conference. Sub-committee assignments may include, but not be limited to, program, entertainment, decorations, marketing, local arrangements, emporium, exhibits and registration.
 - c) **Nominating/Elections Committee** – Members of this committee shall be elected for a three year term of office. The Nominating Committee will provide names to fill the position of the person leaving the committee. Committee members shall elect the committee chair. Responsibilities of this committee shall be to solicit candidates for leadership positions and provide the Board with a slate of no more than two candidates for each elected position at each year’s January Board meeting. This committee shall oversee the Association’s election procedures and provide recommendations to the Board.
 - d) **Strategic Planning Committee** - Committee members shall consist of the Vice President as chair, the Executive Committee and Area Representatives in their second year of office. The responsibilities of this committee shall be to develop and update the Strategic Plan, work with the President on the Annual Plan of Action and to plan the direction, stability, vision and responsiveness to the changing environment of the Association.
5. **Special Committees and/or Advisory Boards** - Special committees and/or Advisory Boards with special purposes may be appointed by the President with the approval of the Board and may exist no longer than the term of the President making the appointment.

ARTICLE III ELECTED OFFICERS

Section A - General Qualifications of Elected Officers

1. **Term of Office** - All officers shall hold office from August 1 through July 31 following election.
2. **Eligibility** - To be eligible for any Association office,
 - a) A member shall have held membership for at least two (2) years immediately preceding nomination.
 - b) A member shall have demonstrated interest by serving as a chapter officer, or on an Association committee, or as a conference participant and shall have attended one (1) of the last three (3) Annual Association Meetings.
 - c) To be eligible for Vice President, a candidate must meet requirements in item a. above, be certified and/or credentialed in the SNA Certification Program and shall have served on the Executive Board of the Association. The member must 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.
 - d) Maintain membership at the time of nomination and election. If a change in professional status occurs they shall complete their term of office provided one year of their term has been completed.

Section B - Elections

Yearly election of Association Officers, Area Representatives, Standing Committee Chairs and the Nominating Committee member shall be by printed ballot, mailed to members eligible to vote not less than thirty (30) days prior to the Annual Meeting. All ballots must be individually returned via United States mail, electronic mail or another method determined by the executive board to the SNAM office thirty (30) days from the day of mailing.

1. **Slate** - Presented by the Nominating Committee to the Board no later than the first meeting after January first each year.
2. **Tellers** - Three (3) tellers shall be appointed by the President to validate and count ballots and provide the President with the official results of the election.
3. **Determination of Outcome** - A majority vote of the ballots cast shall constitute an election.

Section C - Elected Positions

1. **President** - The President shall be the chief elected officer and shall serve one (1) year.
Responsibilities:

- a) Represents the Association in policy matters.
- b) Serves as Chair of the Board, Executive Committee and Annual Meeting.
- c) Prepares agendas for Board, Executive Committee and Annual Meeting and presides at each.
- d) Serves as ex-officio member of all committees and advisory boards, except the Nominating Committee.
- e) Appoints, with the approval of the Board, Chairs for Standing Committees until the appropriate election, Special Committees, a Chair of Area Representatives, an historian and a parliamentarian.
- f) Implements action taken by the general membership and the Board
- g) Proposes and implements the Plan of Action.
- h) Directs the Secretary/Treasurer to notify Special Committee Chairs and or members when to attend Board meetings.
- i) Appoints an Arrangements chair, two Credential Officers, two Minute Monitors, three Tellers and Two Time Keepers that are non-delegate Association members to attend the Annual Meeting to approve minutes of same within fifteen (15) days of that session. Notifies nominees for office of the results of the election.
- j) Serves as a voting delegate to the House of Delegates at the Annual Meeting of SNA, at the expense of the Association.
- k) Represents the Association at the Annual SNA Legislative Action Conference in Washington D.C. at the expense of the Association.

2. **President Elect** - The President-Elect shall serve for one (1) year. Responsibilities:

- a) Studies the duties and responsibilities of the President, other members of the Board, committees, advisory boards and affiliate chapters.
- b) Assists the President to develop a Plan of Action and performs other duties as assigned by the President.
- c) Serves as Chair of the Annual Conference.
- d) Serves as a voting delegate to the House of Delegates at the Annual Meeting of SNA, at the expense of the Association.
- e) Serves as a member of the Legislative Committee and represents the Association at the Annual SNA Legislative Action Conference in Washington D.C. at the expense of the Association.
- f) Represents the Association at the Annual SNA Leadership Conference at the expense of the Association.
- g) Serves as the Chair of the Strategic Planning Committee.
- h) Succeed to the Office of President at the end of the term as President Elect or in the event of the President's death, resignation or removal from office.

3. **Vice President** - The Vice President shall serve for one (1) year. Responsibilities:

- a) Studies the duties and responsibilities of the President, President Elect, other members of the Board committees and affiliate chapters.
- b) Serves as the first alternate voting delegate in the absence of the to the House of Delegates at the Annual Meeting of SNA, at the expense of the Association.

- c) Represents the Association at the Annual SNA Leadership Conference, at the expense of the Association.
 - d) Serves as the first alternate, in the absence of the President or President Elect, to represent the Association at the Annual SNA Legislative Action Conference in Washington D.C., at the expense of the Association.
 - e) Succeeds to the Office of President Elect at the end of the term as Vice President or in the event of the President Elect's death, resignation or removal from office.
 - f) Serves as the Chair of the Bylaws, Resolutions, Policy and Procedures Committee.
 - g) Maintains and updates the Policies and Procedures Manual with the assistance of the SNAM office staff.
4. **Secretary/Treasurer** - The Secretary/Treasurer shall be elected and serve for two (2) years. Responsibilities:
- a) Accurately records all minutes of the Annual Meeting, the Board and Executive Committee.
 - b) Sends and posts on the Association web site the meeting notices to Executive Board members and others as directed by the President 10 days before a Board meeting.
 - c) Sends and posts on the Association web site the Executive Board minutes to members of the Board, Special Committee Chairs, and Mideast Regional Director within 10 days of a Board meeting.
 - d) Sends notices for and minutes of meetings of the Annual Meeting. Minutes of the Annual Meeting must be ready for review and approval by the President's appointees to the Annual Meeting within fifteen (15) days of the Annual Meeting.
 - e) Handles correspondence as directed by the President.
 - f) Supervises and monitors Association funds, investments and securities of the Association.
 - g) Acts as Chair of the Budget Committee.
 - h) Submits budget to the Board for adoption.
 - i) Reports expenditures against budget at each Annual meeting.
 - j) Submits Association's financial records to a certified public accountant for a review within thirty (30) days after the close of the fiscal year at the end of his/her term of office.
 - k) Serves as second alternate delegate in the absence of the President, President Elect or Vice President to the House of Delegates at the Annual Meeting of SNA, at the expense of the Association.

5. **Area Representatives** - Area representatives shall serve for two (2) years. Representatives serving in even number areas shall be elected in even numbered years. Representatives from odd number areas shall be elected in odd numbered years. Responsibilities:
 - a) Promotes the Association's Annual Plan of Action.
 - b) Expresses views of his/her area.
 - c) Provides leadership, support, technical assistance, resource lists and/or materials to affiliate chapters.
 - d) Promotes membership.
 - e) Provides recommendations to the President and Standing Committee Chairs on appointments to committees and advisory boards.
 - f) Provides recommendations to the Nominating Committee.
 - g) Serves on the Legislative Committee.
 - h) One (1) Area Representative will serve on the Professional Development Committee.
 - i) Serves on the Strategic Planning Committee during their second year of office.

6. **Standing Committee Chairs** - Standing Committee Chairs shall serve for two (2) years. Communications, Industry and Nutrition Committee Chairs shall be elected in even numbered years. Member Services, Legislation and Professional Development Committee Chairs shall be elected in odd numbered years. All standing committee chairs should submit the names of their sub committee chairs and vice chairs to the President before the September executive board meeting so that the President can present the appointments at the meeting for approval by the Board.

ARTICLE IV PROFESSIONAL STAFF

The Association, through the approval of the Executive Board, may contract for professional management services to assist with the administration and implementation of the Objectives and Purposes of the Association.

1. **Bidding Procedure** - When changing the management services provider, management services shall be secured through an open bidding procedure in answer to a Request for Proposal by the Executive Board.

2. **Evaluation of Services** - Professional management services shall be evaluated annually under the direction of the Executive Committee with an instrument mutually agreed upon by both parties.

3. **Services Provided** - Items to be included in a management services agreement shall be designated in the Policies and Procedures Manual approved by the Executive Board with specific responsibilities designated annually based on the Annual Plan of Action.

ARTICLE V

MEETINGS

Section A - Types of Meetings

1. **State Conference** - There shall be an Annual State Conference. The date and place shall be determined by the Board. Notice shall be sent to each member through publication in the newsletter no less than 30 days prior to the conference.
2. **House of Delegates** - There shall be an Annual Meeting.
3. **Executive Board** - The Executive Board shall meet no less than four (4) times a year with one (1) meeting held immediately preceding the Annual Meeting and one (1) following the Annual SNA Leadership Conference.
4. **Executive Committee** - The Executive Committee shall meet at least four (4) times per year and at other times at the request of the President or four (4) members of the Executive Committee.
5. **Leadership Training Workshop** - A Leadership Training Workshop shall be held annually following the installation of Association and Affiliate Chapter officers. The date and location to be approved by the Board. Association Officers, Standing Committee Chairs, Area Representatives, Affiliate Chapter Officers, the Executive Director and other Association leaders shall be invited to attend. The purpose of the workshop is to develop leadership and present the Association's Plan of Action for the ensuing year.
6. **Area Workshops** - Area workshops shall be held annually in each area. The date and place to be planned by the Area Representative. The purpose of the workshop is to provide training for affiliate chapter members.
7. **Special Meetings** - Special meetings and seminars may be called or approved by the Board.

Section B - Expenses

1. **Compensation** - Members of the Association serving in elected or appointed capacities shall receive no salaries for their services.
2. **Reimbursement** - The Board shall set limits within budgetary restraints for reimbursement of, procedures for and expenditures by Association members who travel on official Association business.

Section C - Absences

Unexcused absence of a voting member from two (2) consecutive meetings of the Executive Board shall constitute a resignation, unless the absence is considered valid by a majority vote of the Board.

ARTICLE VI PUBLICATIONS

Section A - *The First Hand News*

The First Hand News shall be the official journal of the Association.

Section B - Distribution

Each member of the Association shall receive a copy of the journal.

Section C - Other Publications

The Board shall authorize and establish procedures for publications as needed.

ARTICLE VII PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order, Newly Revised* governs this Association in all parliamentary situations that are not otherwise provided for in the law, the Articles of Incorporation, Bylaws or adopted Policies and Procedures Handbook.

ARTICLE VIII RESOLUTIONS AND AMENDMENTS

Section A - Method of Proposal

Amendments to these Bylaws may be proposed in writing no later than thirty (30) days prior to any Executive Board meeting in any one of the following ways:

1. At the official request of an Affiliate Chapter.
2. By majority vote of the Board.
3. At the official request of Association committees or advisory boards.
4. By written petition of ten (10) members.

Section B - Procedures for Bylaws Amendments

Amendments may be adopted by general majority mail vote returned via United States or electronic mail.

1. Provided copies of the proposed amendments have been mailed to all members through publication in the journal or by direct mail at least thirty (30) days prior to the deadline for casting a mail vote.

Section C - Procedures for Resolutions

1. All resolutions to be considered by the general membership shall be submitted to the Chair of the Bylaws, Resolutions, Policies and Procedures Committee in writing.
2. Proposed resolutions submitted by the deadline shall be mailed to all members thirty (30) days prior to the deadline for casting a vote.
3. Adoption of proposed resolutions shall require a simple majority vote returned.
4. Resolutions which are in conflict with the Bylaws will not be presented.

ARTICLE IX DEFINITION

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

Section A - Nonvoting Member

Individuals without voting privileges.

Section B - Affiliate Chapter

School Food Service Chapters organized within Michigan and chartered by the Board.

Section C - Eligible Field

Any field listed below:

1. Persons employed at the preschool, school, school district, college, state or federal levels in a food and nutrition program which serves meals.
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.

Section D - Non Eligible Field

Any field other than those defined in Section C.

Section E - 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 Section 501 (c) (6) Internal Revenue Code of 1954, as amended.

Section F - Standing Committees

Groups of individuals recommended by the elected Committee Chair, submitted by the President and approved by the Board, charged with the responsibility of planning and implementing activities to promote their particular area of emphasis in the Association's Annual Plan of Action.

Section G - Advisory Boards

Groups of individuals appointed by the President and approved by the Board, charged with the responsibility of responding to issues in the areas assigned to them in the Bylaws or assigned by the Board.

Section H - Additional Membership Information

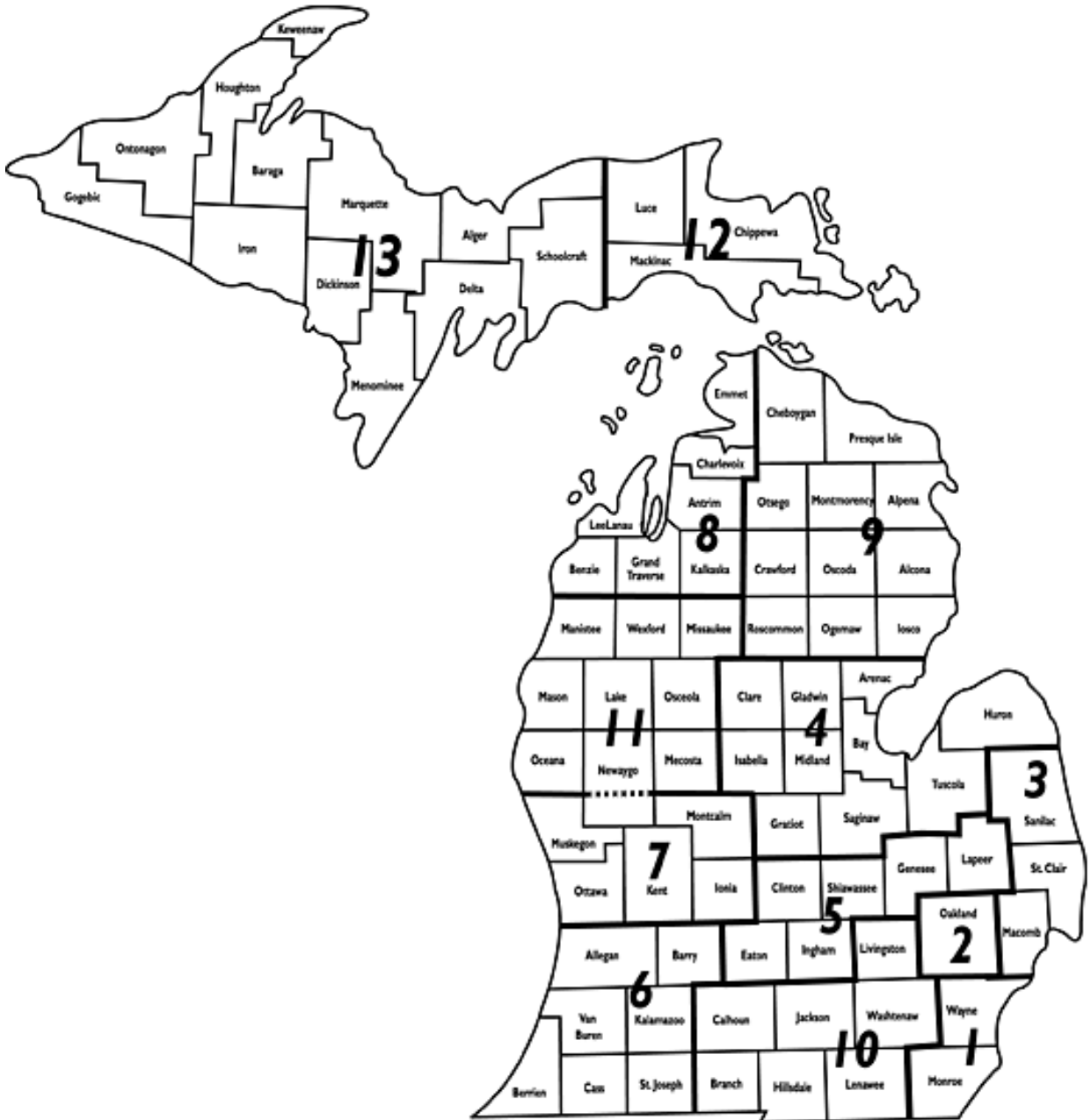
1. **Single Unit Personnel** shall be composed of school food service and/or nutrition personnel assigned to one school; and/or school food service personnel who have responsibilities in a central kitchen that serves more than one school; and/or school food service personnel who have responsibility in more than one school, but who are not employed on a system-wide basis.
2. **District Directors and Supervisors** shall be composed of school food and/or nutrition personnel who are responsible for administration and/or supervision of food and nutrition programs in more than one school within the city, county or district.
3. **State Directors, Supervisors and Specialists** shall be composed of state level administrative supervisory personnel, including persons engaged in both school food and/or nutrition service and/or food distribution. State directors, supervisors or specialists may act independently on matters relating to federal and state policy and establish regulations affecting administration of state school food service and nutrition education programs; such policies or actions of this group may be implemented directly without action of the Board.

4. **College Personnel** shall be composed of nutrition, dietetics and food service related faculty in vocational-technical schools, community colleges, four year colleges or universities, or internship programs or those who are responsible for college food service programs.

ARTICLE X DISSOLUTION

In the event of 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 the liabilities and the obligations of the Corporation and for the necessary expenses thereof, be distributed to such organizations organized and operated exclusively for purposes as shall at the time qualify as an exempt organization or organization under Section 501 (c) (3) or 501 (c) (4) of the Code as the Executive Board shall determine. In no event shall any of the assets or property be distributed to any member, officer or any private individual.

School Nutrition Association of Michigan Affiliate Chapter Area Map



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Executive Board Policies

Annual Conference:

An Annual Conference open to all SNAM members shall be held each year. No expenses will be paid for members without prior authorization by the executive board.

Leadership Meetings:

An Annual Affiliate Chapter Leadership Workshop will be held each year in late June or early August for all Affiliate Chapter officers, executive board members and sub-committee chairs for the purpose of leadership training in their respective positions, insight into the yearly SNA/SNAM Plan of Action and preparation of a meeting and workshop calendar and plan of action for each Area Representative and Affiliate Chapter. No expenses will be paid for members without prior authorization by the executive board.

An Annual Industry Professional Development Seminar organized by the Industry Committee and generally held in February. No expenses will be paid for members without prior authorization by the executive board.

An Annual Legislative Training Seminar and/or training for or visits to Michigan Legislators coordinated with the March executive board meeting or when it can be organized to be the most effective. In lieu of visitations or a training seminar for members and/or legislators, the Legislative Chair may also plan another method of communicating with Legislators such as Invite Your Legislator to Breakfast or Lunch. No additional expenses beyond the executive board meeting will be paid for members without prior authorization by the executive board.

Executive Board Meetings:

Number of Meetings: The Executive Board meets six times each year: August, October/November, January, March, May, and at the annual conference.

Who Should Attend: The Executive Board shall consist of the voting members as provided in the Bylaws and includes the President, President Elect, Vice President, Secretary/ Treasurer, Parliamentarian, Area Representatives, Standing Committee Chairs, Industry Representative, Historian, SNA Regional Representative, and Ex Officio members including MDE Liaison, Executive Director and Associate Director. The Standing Committee Chairs will invite Sub-Committee Chairs when that person has been asked to give a special report or as requested by the president.

Who and What Will be Paid: With the exception of the SNA Representative, whose expenses are paid by SNA, mileage and meal expenses will be paid for executive board members and invited sub committee chairs and lodging expenses for Area Reps as listed below.

All current officers, sub committee chairs, newly elected officers and new sub committee appointees will be encouraged to attend the May meeting so that new board members will have an opportunity to observe a meeting before taking part in one. The May meeting is also an opportunity to transfer files for each position and to ask questions about responsibilities of the respective positions. Mileage and meals will be paid for all attendees.

Lodging for Meetings: Representatives traveling 140 miles (one way) will be allowed one nights lodging not to exceed \$85.00 when attending executive board meetings. Representatives from these areas will share rooms whenever possible.

Meeting Locations: The meeting just before the annual conference is usually held in the hotel or center where the conference is taking place. All other meetings are held at a site designated by the President.

Meeting Notices: The Executive Director, at the direction of the President, sends out reminder notices (including a map and an agenda) at least two weeks before each meeting (see sample meeting notice in Section 5).

Length of Meetings: Meetings start promptly at 9:30 a.m. and last until approximately 3:00 p.m.

Transportation to Meetings: The gas mileage reimbursement shall be set at the first Executive Board meeting of the fiscal year for Board member transportation for each meeting except for the one held in conjunction with the annual conference. Board members are asked to share rides whenever possible.

Seating Arrangements: Each Executive Board member has a place around the square of tables marked with a sign giving one's office and name. Room will be provided for Sub Committee Chairs and others who have been asked to attend and make a report, as well as guests (see the Executive Board Seating Chart on page 5-3).

Progress Reports: Each Board member is required to bring 30 copies of a progress report to the Executive Board meetings. Or members may e-mail their report to the SNAM office at least ten (10) days before a board meeting and the Executive Director will prepare and bring copies to the meeting. All members who are not present at the meeting will receive a copy of the minutes, attachments, and reports (See page 5-4 for the required report format and page 5-5 for the report numbering system.)

Parliamentary Procedures: The current edition of *Robert's Rules of Order, Newly Revised*, governs this Association in all parliamentary situations that are not otherwise provided for in the law, the Articles of Incorporation, Bylaws or adopted Policies and Procedures Handbook. General guidelines for parliamentary procedures may be found in Section 5.

Meeting Attendance: Board members should make an effort to attend all Board meetings. When possible, members will notify the SNAM office when unable to attend.

Prior notification will constitute an excused absence. Absence of a Board member from two (2) consecutive Board meetings shall constitute a resignation, unless the absence is considered valid by a majority vote of the Board. Secretary needs to inform President when 2 consecutive absences are met.

Addressing Board Members: It is appropriate to use first names during Board meetings.

Appropriate Dress: It is appropriate to dress in comfortable clothes such as those that are worn to work.

Items to Bring to Meetings: Board members should always bring the Executive Board Policies and Procedures notebook, minutes of the last meeting, and copies of their report for distribution if not sent on the listserv. The agenda and copies of the reports can be printed from the listserv. The report packet will be posted on the SNAM website within five (5) business days of any Executive Board meeting.

Order of Business: A specific order of business is followed for each Board meeting.

Association Letterhead:

The Association has printed letterhead for use for all Association business that includes the SNAM office address and telephone and fax numbers. Each Board member should use this letterhead and include their personal address and telephone number below their signature. Association letterhead and envelopes can be obtained by calling or writing the SNAM office.

Ways to Vote:

Voting must follow Parliamentary procedure determined by the Executive Board.

SNAM Travel Guidelines

General Information:

1. All travel must be approved by the SNAM Executive Board.
2. Requests for payment must be made using a SNAM expense voucher and must be accompanied by receipts.
3. The expense vouchers and receipts must be submitted to the committee chair for a signature and then sent to the SNAM office for approval and payment.

4. When more than one member attends a conference or meeting, transportation costs should be shared whenever possible.
5. Travel expenses that exceed budgeted amounts for specific meetings and conferences must be approved in advance by the SNAM Board.
6. When SNAM pays for meeting or conference attendance, members are expected to actively and fully participate in the program.

Transportation: Transportation costs will be paid based on the most economical method available, air or ground, providing ground travel does not necessitate additional lodging and meal costs in excess of transportation costs. To determine the most economical method of transportation, the following procedures should be followed:

Ground Cost: The gas mileage reimbursement shall be set at the first Executive Board meeting of the fiscal year for Board member transportation for each meeting except for the one held in conjunction with the annual conference. Board members are asked to share rides whenever possible.

Air Cost: includes lowest plane fare (coach) available plus mileage from home or office to the airport and return, plus transportation to meeting location or hotel and return, plus airport parking (Note: if first class air travel is preferred, the member must pay the difference between the lowest rate and the first class rate). Car rentals must be approved in advance. Use of public transportation is encouraged. Taxies should be used with discretion and should be shared whenever possible.

Meals: The maximum allowable reimbursement for meals is breakfast - \$7, Lunch - \$8, and dinner - \$20. The daily allowance may not be exceeded except for official meeting or conference functions that exceed the individual meal rate. Meal allowance includes food and non-alcoholic beverages only.

Meal allowances will be paid for meals associated with approved meeting and conference attendance. The allowance is prorated when meetings and conferences are less than a full day.

When meals are included as part of a meeting or conference fee, the daily meal allowance is reduced by the amount allowed for that meal. For instance, when lunch is included in registration fees, the daily meal allowance is reduced by \$8.

Official functions, not included in the registration fees, will be paid at the actual rate and must be accompanied by a receipt.

Lodging: Lodging costs will be paid at the specific conference rate. Members representing SNAM should share accommodations with the exception of the President's Suite at the Annual Conference. The President will have the prerogative whether or not to share the room with another person. The single lodging rate will be paid only when one member represents SNAM or when it is not appropriate for two or more members to share accommodations (Note: when a spouse, friend, or family member attends a conference or executive ad meeting and prohibits the member from sharing a room, one half of the cost of the room will be paid.)

Registration: Registration shall be paid when it is listed as a required event for an officer.

SNAM Travel and Reimbursement Guidelines

Honorarium, Lodging, and Meals for Speakers at SNAM Sponsored Conferences, Seminars, and Workshops

Costs for outside speakers will be specified in an SNAM speaker contract agreement. Costs may include travel, lodging, meals, and an honorarium. SNAM may also pay for copying handout materials and for renting audio-visual equipment, but these items must be specified in the contract. When members within the Association participate on panels or as speakers, they will cover their own costs for travel, lodging, meals, and registration unless otherwise approved by the Executive Board. Members will not receive an honorarium, but may have the Association copy handout materials and rent audio-visual equipment. Copying and audio-visual needs must be specified in advance of the event on the request form supplied.

Responsibilities of Officers

President

The President shall serve for one year and shall hold office from August 1 through July 31.

Responsibilities:

1. Serves as chief executive officer of the Association, Chair of the Executive Board, and an ex-officio member of all committees, except Nominating.
2. Develops the program of work for the Association, considering the purposes, needs of the membership, ways of accomplishing goals through people participation, development of leadership, short and long range goals, and new projects.
3. Establishes a calendar of state, regional, and national deadlines.

4. Makes arrangements for time, location, and conditions of Executive Board meetings.
5. Chairs Executive Board meetings:
 - a. Instructs the Executive Director to send meeting notices with a memo of business items to Board members and others expected to participate in the meeting at least two weeks prior to meeting.
 - b. Prepares a meeting agenda, following order of business, for distribution at meeting.
 - c. Follows parliamentary procedures.
6. Chairs the Annual meeting:
 - a. Appoints a Annual Arrangements Committee.
 - b. Requests annual reports, in quantities needed, from all officers and committee chairs prior to the meeting.
 - c. Prepares an agenda for the meeting following the order of business.
7. Appoints, subject to Executive Board approval, standing and special committee chair vacancies.
8. Appoints one Association member to the SFSTTF who will serve for three (3) years.
9. Approves committee members appointed by each committee chair.
10. Guides and approves the work of all officers and committee chairs in keeping with the purposes of the Association, the program of work, and the calendar. Accepts the progress reports of officers and committee chairs for inclusion in the President s file.
11. Executes all orders, recommendations, and resolutions of the Executive Board and the Annual meeting.
12. Submits a Presidents Message to the Publications Chair for each issue of the First Hand News.
13. Acts as official representative of the Association.
14. Appoints three tellers to validate and count ballots for the election of the slate of officers.
15. Distributes to all newly elected officers:

- a. Policy and Procedure Manual, Bylaws and Section 2 -5, as needed when corrections are made, as prepared by the SNAM office;
 - b. Invitation to attend the last Executive Board meeting of the Association year;
 - d. Instructions for any workshop sessions which would be appropriate to attend for orientation and orderly transfer of Association files; and
 - e. Sends a memo offering to write a letter to member s Superintendent, Principal, and/or Supervisor indicating that the member is serving on the Executive Board of SNAM should he/she wish to have it done.
16. Notifies all nominees on the slate of officers of the election results.
17. Writes to new Affiliate Chapters, acknowledging approval by the Executive Board, and giving instructions for Annual meeting representation and presentation of charter and gavel.
18. Prepares Certificates of Appreciation for outgoing Executive Board members and others as appropriate and presents them at a general session or other appropriate time during the annual conference. Instructs the Executive Director to purchase a gavel to be presented to the President Elect.
19. Sends copies of all official correspondence to the President-Elect and Vice President; sends copies of correspondence pertaining to a committee’s activities to that committee chair.
20. Serves as official representative of the Association to the School Nutrition Association at the expense of SNAM:
- a. Serves as a voting delegate in SNA’s House of Delegates;
 - b. With the assistance of the Executive Director, submits reports, list of newly elected officers and committee chairs, Bylaw revisions, and other policy changes to the appropriate SNA representative by the established deadlines; and
 - c. Acknowledges all communications when appropriate, filing copy of communication and disposition of same.
21. Prepares and submits an annual report to the SNAM Annual meeting.
22. Maintains files for the office of President and has files in order for successor at the close of term of office.

President-Elect

The President-Elect shall serve for one year from August 1 through July 31 and automatically becomes President of the Association.

Responsibilities:

1. Performs as President in the President's absence.
2. Succeeds to the Office of President, should a vacancy occur in that office, and serves until the end of the term to which he/she was initially elected.
3. Serves as a voting member of both the Executive Board and the Annual meeting
4. Becomes acquainted with the responsibilities of the President, other members of the Executive Board, Committees, and Affiliate Chapters.
5. Consults with President on potential officer candidates and committee appointees.
6. Consults with Standing Committee Chairs on their recommendation for Co-Chair and Sub-Committee Chairs to serve during his/her term as President and presents these to the Executive Board for approval no later than the May Executive Board meeting.
7. Presents for Executive Board approval, no later than the May Executive Board meeting, his/her choice for Parliamentarian and Historian to serve during tenure as President.
8. Assists the President in developing a Plan of Action and performs other duties as assigned by the President.
9. Serves as a member of the Budget Committee.
10. Visits as many of the Affiliate Chapters as possible to become familiar with the membership at large.
11. Directs Executive Director to order Past President's pin and Past President's plaque to present to outgoing President at the installation of officers.
12. At the expense of the Association, serves as a representative of the Association to the SNA Annual National Conference and a voting delegate to the SNA House of Delegates and prepares a report of same for the executive board.
13. Represents SNAM at the SNA Leadership Seminar and submits a report to Executive Board.
14. Submits a copy of an annual report to the SNA office prior to the House of Delegates meeting; including list of approved appointments.
15. Maintains files for the office of President-Elect, and has in order for successor at

close of term of office.

16. Studies the duties and responsibilities of the President, other members of the Board, committees, advisory boards, and affiliate chapters.

17. Serves as a member of the Legislative Committee and represents the Association at the Legislative Action Conference in Washing D.C. at the expense of the Association.

18. Represents the Association at the Annual SNA Leadership Conference at the expense of the Association.

19. Serves as the Chair of the Strategic Planning Committee.

20. Serves as a member of the School Food Service Training Task Force.

21. Serves as Chairperson for the Annual Conference

22. Performs other duties as requested.

Vice President

The Vice President shall serve for one year and automatically becomes President-Elect of the Association.

Responsibilities:

1. Studies the duties and responsibilities of the President-Elect and President, other members of the Board, committees, and affiliate chapters.

2. Serves as a voting delegate in the absence of the President or President Elect to the House of Delegates at the SNA Annual Meeting, at the expense of the Association.

3. Succeeds to the Office of President-Elect: (1) At the end of the term as Vice President. (2) In the event of the President-Elect's death, resignation or removal from office.

4. Serves as the Chair of the Bylaws, Resolutions, Policy and Procedures Committee.
a. Presents proposed Bylaw changes and resolutions at the Annual Meeting.
b. With the assistance of the SNAM office, notifies Chapters when they have to change their Bylaws because of a change in SNAM's Bylaws.
c. Checks any Bylaw amendments or revisions received to assure that they are in harmony with SNAM's Bylaw.

5. Maintains and updates the Policies and Procedures manual with the assistance of the

SNAM office staff.

6. Performs other duties as required.

Secretary/Treasurer

The Secretary/Treasurer, shall be elected and serve for two years.

Responsibilities:

1. Accurately records all minutes of the Annual meeting, the Board and the Executive Committee.
 - a. Minutes shall include first and last names.
 - b. Minutes shall include a record of all who attend Executive Board meetings.
 - c. Two copies of all board minutes including written reports and any reports and/or correspondence presented at the board meetings. Keep past records for future reference for 7 years. (According to www.irs.gov, this is more than the IRS recommended time.)
2. With the assistance of the SNAM office, posts minutes on the Association web site and sends copies to Executive Board members, Sub Committee Chairs, SNA Mideast Director and Affiliate Chapter Presidents within 10 days of a meeting.
3. Sends notices for and minutes of meetings of the Annual meeting. Minutes of the Annual meeting must be ready for review and approval by the President's appointees to the Annual meeting within 15 days after the Annual meeting.
4. Handles correspondence as directed by the President.
5. Supervises and monitors Association funds, investments, and securities of the Association.
6. Acts as Chair of the Budget Committee. Budget Committee includes all members of the Executive Committee.
7. Submits budget to the Board for adoption.
8. Reports expenditures against budget at each Annual House of Delegates meeting.
9. Submits Association's financial records to a certified public accountant for a review within thirty (30) days after the close of the fiscal year at the end of his/her term of office.
10. Serves as second alternate delegate in the absence of the President, President-Elect, or Vice President to the House of Delegates at the Annual Meeting of SNA, at the expense of the Association.

11. Reports to board meetings 30 minutes early to set-up meeting room.
12. Submits a copy of an annual report to the SNAM office prior to the Annual meeting. This report is a list of motions passed at each Executive Board meeting held that year.
13. Prepares report of actions taken at Annual meeting for publication in *First Hand News*.
14. With the assistance of the Executive Director, supervises and monitors Association funds, investments and securities of the Association.
15. Keeps past records for future information.

Area Representatives

Each Area Representative shall serve for two years. Representatives of even numbered areas are elected in even numbered years. Representatives of odd numbered areas are elected in odd numbered years.

Responsibilities:

1. Promotes the Association's Annual Plan of Action.
2. Represents the membership of his/her area by serving as a voting member of the Executive Board and the Annual meeting.
3. Expresses views of his/her area.
 - a. Presents a written report at each Executive Board meeting.
 - b. Submits articles on Area activities to the *First Hand New*.
4. Provides leadership, support, technical assistance, resource lists and/or materials to chapters.
 - a. Plans and organizes educational activities for the Area including an annual workshop.
 - b. Attends at least one meeting of each Affiliate each year;
 - c. Encourages the use of the Affiliate Chapter Handbook;
 - d. Aids in distributing and collecting forms necessary for affiliates to retain status.
 - e. Encourages the formation of new Affiliate Chapters.
5. Promotes membership. Aids the Membership Chair by making arrangements for a membership desk and/or presentation at any appropriate activity held within the area. Keep supply of membership forms on hand

6. Provides recommendations to the nominating committee.
7. Serves on the Legislative Committee.
8. One Area Representative will serve on the Professional Development Committee.
9. Serves on the Strategic Planning Committee during their second year in office.
10. Maintains files for Area Representative position and/or Affiliate Chapter with Area. Has files and supplies in order for successor at the close of term of office.
Files should contain:
 - a. Bylaws, handbooks, Executive Board meeting notices, agendas, and reports, area membership lists, area workshop records and correspondence.
 - b. Affiliate Chapter files should contain copy of Charter, Bylaws, Bylaw amendments, lists of past and present officers and committee chairs, membership lists, program flyers or lists of activities.

Chair of Area Representatives

The Chair of Area Reps is appointed by the President to serve during that President's term of office.

Responsibilities:

1. Serves on the Executive Committee and the Budget Committee.
2. Acts as liaison with other Area Representatives to keep them apprized of Executive Committee activities and requests for assistance.

Parliamentarian

The Parliamentarian is appointed by the President to serve during his/her term of office.

Responsibilities:

1. Acts in an advisory role to officers and committees on matters of parliamentary procedure.
2. Is or becomes acquainted with *Robert's Rules of Order, Newly Revised* as applied to the Association, the Bylaws, and any Standing or Special Rules adopted.
3. Attends both Executive Board and Annual meetings, is seated beside the President, and advises the President on parliamentary questions.
4. Is available, prior to and during recesses in meetings, to confer with the President in anticipation of problems so as to avoid too frequent consultations during meetings.

5. May be asked to advise or serve on committees whose duties involve parliamentary procedure, such as Annual meeting, Arrangements, or Bylaw Revision.

Historian

The Historian is appointed by the President to serve during his/her term of office.

Responsibilities:

1. Advise the President and Advisory Board on the consolidation and storage of the historical records of the Association;
2. Prepares historical displays as directed by the President; and
3. Works cooperatively with the Publications Chair to prepare articles for *First Hand News*.

General Responsibilities of All Committee and Sub Committee Chairpersons

Responsibilities:

Committee Budget Needs: The committee or subcommittee chair will plan budget needs for the upcoming year and send that information to the Treasurer or the SNAM office before the budget planning meeting each year. Since this input is required and since the budget is examined and adopted at the September Board meeting each year, committee chairs will be expected to familiarize themselves with their budget limits. All expenditures that exceed the budget will require authorization by the Board.

Meals for Committee Meetings: When committee meetings must be held through meal times, meal expenses may be allowed within the approved committee budget.

Lodging for Committee Meetings: When committee meetings must be scheduled to include lodging expense, the lodging expenses may be allowed within the approved committee budget.

Gifts to Committee Members: Many committee chairpersons wish to express their appreciation to committee members at the end of a project or when committee members are leaving their posts. As an Association it is appropriate for us to let these hard working people know how much we value their time and energy. Chairpersons are encouraged to write thank you notes, letters or certificates, but money for gifts to committee members has not been included in the budget. If a committee chair wished to give a gift as a token of her/his appreciation, she/he would personally bear the expense instead of charging it to the Association.

Executive Board Meetings: All committee chairs will prepare a written report for all Executive Board meetings and submit it to the listserv or bring thirty (30) copies to the Executive Board meeting. Sub committee chairs will present reports when appropriate.

Annual Reports: All committee and sub committee chairs will submit a written Annual report to the SNAM office when requested for inclusion in the annual report.

Standing Committees

Communications Committee

The Chair shall be elected in even numbered years for two years and serve as a voting member of the Executive Board.

This committee shall consist of a Chair, Co-Chair, Sub Committee Chairs (Publication, Web Management, Emporium, and Liaisons to Other Professional Organizations), and members as needed to perform the work of the Committee.

Responsibilities:

1. Develop a marketing plan promoting a professional image for the Association and school food service with the help of the executive director.
2. Exhibits at various conferences throughout the state in order to promote professional involvement in the Association based on the marketing plan and direction of the Executive Board.
3. Monitors the publishing of the *First Hand News* through the Chair of Publications Sub Committee.
4. Assists the Web Page Management Sub Committee Chair with continuous development and enhancement of the Association s web page.
5. Coordinates with the SNAM office, information to be shared with local newspaper news releases.
6. Monitors, with the Emporium Sub Committee Chair, items for resale at the Annual SNAM Conference and other exhibits.

Publications Sub Committee

The Publications Sub Committee shall consist of an appointed Chair and Co-Chair, at least three proofreaders, Area News Editor, and other members as needed. The Chair of the Publications Sub-Committee shall serve as Editor of the *First Hand News*, the official

association journal, and the Co-Chair shall serve as Area News Editor and coordinate Area and Affiliate Chapter news articles.

Responsibilities:

1. Publishes and distributes no less than four issues of the *First Hand News* beginning with the Fall Issue (# 2) and ending with the publication of the Summer Issue (# 1).
2. Publishes other materials as directed by the Executive Board.
3. Conducts a brainstorming session at both the May Executive Board meeting and at the Leadership Workshop for the purpose of soliciting ideas and authors for *FHN* articles. It is recommended follow-up on ideas be done immediately so a file of articles can be created for future use.
4. Solicits all articles for *First Hand News* using the listing of suggested topics per issue as a guide (See 5-32).
5. Submits to the SNAM Office properly typed articles (See 5-30) on or before the due date. It is preferred that articles be submitted on computer disk using Microsoft Word along with a hard copy of each article. They may also be E-mailed to the following address: snam@michigansna.org.
6. Selects featured article, event, and/or topic to be highlighted by each *FHN* issue.
7. Writes a brief column for each *FHN* emphasizing the feature highlighted in #6.
8. Submits by the Editor Copy Date (See Sample 5-29) a suggestion, idea or picture for the cover that supports the selected feature in #6.
9. With the assistance of the President-Elect, appoints three (3) proofreaders whose job it will be to proof each issue prior to production. Approximately one week after the deadline for receipt of copy, proof- readers plus the chair and co-chair of the committee, and the SNAM President will be sent by overnight mail a copy of the next issues listing of contents, articles, and photo sheets for proofreading.
10. With the assistance of the President-Elect, appoints a Professional Profile writer to interview one SNAM member and write an article based on that interview for each issue of *FHN*. Editor should be careful to select a variety of people from all size school systems and positions.
11. With the assistance of the President-Elect, appoints an Area News Editor who will gather and collect articles on Affiliate Chapter news. It is recommended that news be as current as possible.
12. With the assistance of the President-Elect, appoints an Industry Profile writer to interview one Industry, Corporate or Affiliate member and write an article based on

that interview for each issue of *FHN*.

13. Maintains a file of suggested *FHN* articles with possible authors to submit to the incoming chair. Copies of articles submitted and not used for publication, but still appropriate for future use, will be made available at the SNAM office.

14. Distributes to all Publication Committee members, SNAM officers, committee chairs, potential authors, and Affiliate Chapter Presidents the guidelines for submitting articles, deadline dates for such, and a copy of the photograph sheet explaining how to submit photographs (See 5-32 to 5-35).

15. Submits expenses directly related to the publication of *First Hand News*, i.e. computer disks, postage, phone calls, to the SNAM Office attaching receipts to the SNAM expense form.

SNAM Web Management Sub Committee

The President-Elect shall appoint, with Executive Board approval, a person to serve as the Sub Committee Chair whose responsibility is to manage the information and links found on the SNAM web page. The Chair will work closely with the SNAM Executive Director to keep the site vital and up-to-date.

Responsibilities:

1. Collects ideas and areas of interest from all members. Researches these areas and recommends publication to the Executive Director.
2. Works with Executive Director to improve and update overall design of web page. Executive Director is responsible for making all programming changes.
3. Solicits sponsorship of the web site from industry members.
4. Works cooperatively with the Communications Committee and the Publications Sub Committee to develop a total plan for membership communication.

Emporium Sub Committee

The Emporium Sub Committee shall, with approval from the Communications Committee chairperson, purchase items for resale at the Annual SNAM Conference and other exhibits to promote SNAM.

Liaison with Other Professional Organizations

MDE Liaison

The Supervisor of the Child Nutrition Section of the Michigan Department of Education or his/her representative fills the MDE Liaison position.

Responsibilities:

1. Advises the President and Executive Board on activities of the Michigan Department of Education in the child nutrition area.

2. Promotes cooperative efforts and activities in the child nutrition area between the Michigan Department of Education and the School Nutrition Association of Michigan.

MSBO Liaison(s)

The MSBO Liaison(s) is/are appointed for three years to serve as liaison with MSBO Food Service Committee and liaison with the School Food Service Training Task Force when term of office expires, a new liaison is appointed by MSBO.

Responsibilities:

1. Advises the President and Executive Board on activities of the Michigan School Business Officials that impact child nutrition.
2. Promotes cooperative efforts and activities in the child nutrition area between the Michigan School Business Officials and the School Nutrition Association of Michigan.

Industry Committee

The Chair of the Industry Committee is elected on even numbered years to serve as a voting member of the Executive Board for two years.

The Committee consists of Chair, Vice-Chair (from regular membership), and Industry Chair (appointed by the Industry Committee from industry members on the committee), Executive Director, President-Elect, Immediate Past Chair, and ten (10) Industry Representatives in the following categories:

1. Industry Committee membership shall have a minimum of one (1) and a maximum of three (3) representatives from Michigan based brokers, food distributors, equipment suppliers, manufacturers, service organizations, and representatives at large.
2. Members from industry shall serve for three years with staggered appointments so that no more than three members (four in the last cycle) are appointed each year.
3. Members may be appointed to fill the unexpired term of a member wishing to leave the committee, provided the appointee meets but does not exceed the appointment schedule listed above.

Responsibilities of the chair

1. Chairs the Industry Committee.
2. Communicates with the Executive Director, the membership status of members.
3. Promotes membership.
4. Informs the Association about Industry members through articles in the *First Hand News*.
5. Coordinates activities of the Committee with the assistance of the SNAM office.

Industry Professional Development Seminar

- a) Arrange date and location of event
- b) Make meeting room and meal arrangements
- c) Prepare flyers to be distributed at MDE Fall Conference
- d) Solicit funds from industry member for scholarships to assist member attendance
- e) Prepare informational and registration flyer to be mailed to all members
- f) Handle pre-registration and registration on the day of the event
- g) Prepare an appropriate evaluation form
- h) Prepare an attendance and financial report for the executive board
- i) Do whatever is necessary to Make it Work

Summer Social

- a) Arrange date and location of event
- b) Make meeting/dining room and meal arrangements
- c) Prepare flyers to be placed in Annual Conference registration packets
- d) Prepare informational and registration flyer to be mailed to all members
- e) Handle pre-registration and registration on the day of the event
- f) Set-up contests and arrange for prizes
- g) Arrange for Sponsors and signage as needed
- h) Prepare an attendance and financial report for the executive board

Legislative Committee

The Chair of the Legislative Committee is elected in odd numbered years to serve as a voting member of the Executive Board for two years.

The Legislative Committee shall consist of the Chair, Non Elected Co-Chair, President, President Elect, Vice President, Area Representatives and other members as needed.

Responsibilities of the Chair:

1. Monitors federal and state legislation affecting Child Nutrition Programs and Association goals.
2. Advises the Executive Board and the membership of legislative actions.
3. Maintains a communications network for legislative actions
4. With the assistance of the Executive Board, prepare a Michigan Legislative Issue Paper to be used at the SNA Legislative Action Conference and with the Michigan Legislative Initiative.
5. Organizes the committee members attending LAC and, with their assistance, makes appointments with legislators.
6. Works with the Co-Chair, whose responsibility it will be to organize an Annual

Michigan Legislative Initiative, such as a Legislative Action Conference, or training workshop for executive board members, or training session for legislators and aides, or some initiative to bring legislators together with food service directors and children, such as Invite your Legislator to School for Breakfast or Lunch.

7. At the expense of the Association, represents the Association at the annual SNA Legislative Action Conference in Washington, DC.

8. Organizes 50/50 Raffles at the Annual SNAM Conference and at other meetings throughout the year or another money making activity to help support legislative activities.

Member Services Committee

The Chair of the Member Services Committee is elected in odd numbered years to serve for two years as a voting member of the Executive Board. Affiliations shall be a sub committee of Member Services.

This Committee shall consist of a Chair the Affiliations Sub Committee Chair and one (1) committee member from each Association Area.

Responsibilities:

1. Develops and implements membership campaigns approved by the Board.
2. Promotes membership through Affiliate Chapter Membership Chairs.

Affiliations Sub-Committee

This sub-committee consists of an appointed Chair and members as needed.

Responsibilities:

1. The Chair, or a member of the committee appointed as an alternate, represents the committee as a non-voting member of the Executive Board.
2. Presents written reports to the Member Services Chair for Executive Board meetings.
3. With the assistance of the SNAM office and committee members, keeps the Affiliate Chapter Handbook up-to-date; determines when one section or the entire Handbook needs rewriting and sees that it is accomplished.
4. An up-to-date Policy & Procedure handbook is provided by the SNAM Office for all executive board members, sub committee chairs and affiliate chapter officers at the Association s Annual Affiliate Chapter Leadership Workshop.
5. With the assistance of the SNAM office, sends out Affiliate Chapter Officer and Committee lists by May 1 to be returned by June 1 so newly elected chapter officers can be invited to Affiliate Chapter Leadership Workshop.
6. With the assistance of the SNAM office, sends Affiliate Chapter Membership List

to Affiliate Chapter presidents by September 1 to determine Affiliate Chapter status each year by December 1.

- a. Sends reminder and blank forms to Chapters who have not submitted required information by November 1.
 - b. Checks SNAM membership for each President and President-Elect from the Affiliate Chapter Officer and Committee Chair List.
 - c. Determines actual number of SNA members for each Chapter by checking everyone on the Affiliate Chapter Membership Lists against a list of members provided by the SNAM office.
 - d. Notifies the President (as soon as possible after December 1) of the Chapters who have not met the requirements. The President writes these Chapters informing them that they have 90 days to meet requirements before being suspended.
7. Acts on applications from new groups requesting affiliation or suspended groups reapplying (refer to Bylaw Article II.C.1).
- a. Checks all items required for application within 30 days.
 - b. Presents application for final approval at the next Executive Board Meeting.
 - c. Follows through on completion of Charter for presentation at the Annual meeting, and purchase of gavel for presentation during the conference, should the President request it.
8. With the assistance of the SNAM office, compiles a list of Affiliate Chapter Officers and Chapter members, indicating the total number of members and the number of SNA/SNAM members. Distributes list to Publications for the Newsletter, President for Annual meeting, and Nominations Committee.
9. Works with the president and the SNAM office to plan the Annual Affiliate Chapter Leadership Conference. At the Annual Conference, schedules a session to review the responsibilities of Affiliate Chapter officers.
10. Assists Affiliate Chapters and Area Representatives in any other way possible.
11. Maintains files for position and for each Affiliate Chapter. Have files in order for successor at end of term of office, including a file of the current Annual meeting report and a file for each Area with Affiliate Chapter folders. Folders should include a list of officers, a list of members and a copy of the Affiliate Chapter s Bylaws.

Nutrition Committee

The Chair of the Nutrition Committee is elected in even numbered years to serve for two years as a voting member of the Executive Board.

This committee shall consist of the chair and committee members as needed to perform the work of the committee.

Responsibilities of the Committee:

1. Evaluates and interprets nutrition trends and developments.
2. Provides the membership with nutrition information, trends, research and legislation via the *First Hand News*.
3. Organizes agency materials and literature about nutrition issues, especially nutrition integrity in schools, the Dietary Guidelines for Americans and child nutrition issues.
4. Provides assistance for nutrition course development in the Statewide Training Program.
5. Provides program suggestions and resource people for local chapter meetings.
6. Prepares an exhibit for the SNAM Annual Conference.
7. Provides support to all members requesting information about nutrition.

Responsibilities of the Chair:

1. Represents the Association on allied task forces (such as Team Nutrition) and with groups that support and promote child nutrition.
2. Develops liaisons with appropriate state and federal agencies, professional associations and organizations concerned with child nutrition.
3. Handles Association correspondence dealing with child nutrition issues.
4. Serves as a member of the School Food Service Training Task Force.
5. Works cooperatively with the School Food Service Training Task Force on the Nutrition I course development and continual update.
6. Works cooperatively with the Professional Development Chair to implement the plan of action.

Professional Development Committee

The chair of the Professional Development Committee shall be elected in odd numbered years and shall serve for two years as a voting member of the Executive Board.

The Professional Development Committee shall consist of the elected chair, one Area Representative and additional members as needed. Certification, Scholarship and Awards, Resources, and SFSSTF shall be sub committees with non-voting chairs. Sub committee chairs are members of the Professional Development Committee.

The Professional Development Committee shall provide oversight for the professional development and certification activities of the Association, manage scholarship and award programs, and make recommendations to the Executive Board.

Responsibilities of the Committee:

1. Develops ideas for professional growth for the membership subject to approval of the Board.
2. Provides current information to members on certification programs and procedures.
3. Identifies scholarship opportunities for members.
4. Makes recommendations to the Board for scholarships and awards.
5. Develops liaisons with appropriate state and federal agencies, professional associations, and organizations concerned with child nutrition.
6. Organizes Association and other educational materials and literature for the Education Room at the Annual Conference and the MDE Fall Conference. The committee will be responsible for obtaining materials, setting-up, finding people to man the exhibit and cleanup.
7. Provides articles for the *First Hand News*.

Responsibilities of the Chair:

1. Provides leadership on statewide committees involving professional development of food service members.
2. Serves as a member of the School Food Service Training Taskforce.
 - a. Serves as liaison between the Task Force and the Executive Board and prepares a written report of Task Force activities for Executive Board meetings.
 - b. Helps develop short and long-range plans for implementing the Statewide Training program.
 - c. Helps develop curriculum including helping to write, rewrite and edit materials
3. Serves on the Association's Conference Committee to organize the education exhibits and the education room.
4. Oversee the awards to be presented and works with Scholarship and Awards Chair on presentations.
5. Works with the Certification Chair to organize and coordinate all activities to recognize outstanding certified members.

6. Speaks at State and Affiliate Chapter meetings as requested.
7. Develops and requests printing for educational brochures needed for statewide distribution.
8. Presents an overview of the responsibilities and accomplishments of the Professional Development Committee at the Annual meeting.
9. Annually convenes two planning meetings with the Nutrition to ensure the coordination of all education and nutrition goals.
10. Meets with the Chairs of the sub committees and works cooperatively with the Nutrition Chairperson to implement the President's Annual Plan of Action.

Responsibilities of Sub-Committee Chairs:

Certification Sub-Committee Chair

Members shall include Certification and Professional Development Committee Chairs and the Executive Director. The Chair's main responsibility is to keep members informed of the process and procedures for Certification, including how members record attendance and credits earned by attending job-related programs or courses. The chair shall:

1. Distribute certification information via the *First Hand News* to inform members of certification procedures, costs and updates.
2. Provide information for workshops and chapter meetings as requested.
3. Provide assistance to all members requesting information about certification.
4. Develop, organize and coordinate a program to recognize outstanding certified members.
5. Provide technical assistance to members requesting information about certification or refer them to the SNA or SNAM offices for their personal certification record.
6. Submit an annual summary of activities to the Professional Development Chair for a combined report to be distributed at the Annual meeting.
7. With Assistance from other SNAM committee members, prepare an exhibit for the SNAM Annual Conference as well as help set-up, oversee and take down the Education resource Room.
8. Assists Professional Development Chair with other committee activities as agreed upon.

9. Submit a written report to the Professional Development Committee Chair prior to each Board meeting.

Scholarship and Awards Sub-Committee Chair

Members shall include the Chairs of the Scholarship/Awards and Professional Development Committee, the president, and the treasurer. The key function of the Scholarship Committee is to provide members with information about available financial assistance. The chair shall:

1. Provide information regarding scholarships and awards in the *First Hand News*, on the SNAM Web Page and at affiliate chapter meetings as requested.

2. Determine SNAM scholarship and award winners and provide articles for the *First Hand News* recognizing the winners.

3. Recommend SNAM scholarships and award winners to the Executive Board.

4. Receive and review Louise Sublette/Stars of Excellence applications and forward them to the president by March 1 so they can be sent to the SNA Regional Director by March 15 as the State of Michigan's entry.

5. Assist the Professional Development chair with the Education Resource Room at the Annual Conference and at the MDE Fall Conference.

6. Submit an annual summary of activities to the Professional Development Chair to be distributed at the Annual meeting.

7. Develop an exhibit for display in the Education Resource Room at the Annual Conference, honoring the award winners.

8. Present Scholarship and Award winners at the Annual Conference.

9. Assist Professional Development Chair with other committee activities as agreed upon.

10. Develop an activity such as the Silent auction to provide funds for the Michigan Scholarships.

Resources Sub-Committee Chair

Members shall include the Chairs of the Resource and Professional Development Committee plus two additional members selected by the Resources Chair to provide members with current child nutrition resources. The Chair shall:

1. Identify agencies, current literature, and multimedia materials available to enhance professional growth opportunities for members.

2. Submit pertinent information to the editor of the *First Hand News*.

3. Provide resources when requested and provide a written report of activities.

4. Assist the Professional Development Chair with the Education Resource Room at the Annual Conference.
5. Submit an annual summary of activities to the Professional Development Chair for a combined report to be distributed at the Annual meeting.
6. Assist Professional Development Chair with other committee activities as agreed upon.

SFSTTF Sub-Committee Chair

Members shall include: A Chairperson, appointed by the SNAM President for a three year term; Professional Development Chairperson; Nutrition Committee Chairperson; President Elect; Michigan Intermediate School District Consultants with food service responsibilities; three Food Service Directors; Assistant Food Service Directors, Supervisors, or Managers, who are members of SNA;(for staggered 3 year terms); a representative of Michigan School Business Officials (MSBO) Food Service Program and Research Committee; an at-large member, and a representative from the Michigan Department of Education (MDE) Child Nutrition Program. The purpose of the SFSTTF is to design and deliver a professional development training program for school food service employees through a series of formal classes of varying length. Responsibilities, activities and membership are governed by the *School Food Service Training Task Force Policy and Procedures Manual*, copies of which shall be made available to the President, President Elect and Vice President each year.

Other Committees

Bylaws, Resolutions, Policies and Procedures Committee

Committee consists of the Vice President as Chair and committee members as needed.

Responsibilities:

1. Provides the Board with recommendations, resolutions and Bylaw amendments.
2. Provides the Board with recommendations on Policy and Procedure changes.
3. Presents written reports when necessary for Executive Board meetings.
4. Submits a copy of an annual report to the SNAM office prior to the Annual meeting.
5. Sends information in September to Executive Board members, Affiliate Chapter Presidents, and Association Past Presidents on the purposes of resolutions, guidelines for writing them, and due dates.
6. Prepares above information for an article in the fall issue of *First Hand News* and sends to the Publications Chair by the due date.

7. Reviews Resolutions and Bylaw amendments that are submitted by the deadline which is thirty (30 days) prior to any Executive Board meeting.

- a. Writes resolutions and/or amendments in proper form for Chapters or members requesting same; rewrites other information submitted in proper form, if necessary.
- b. Discusses each item submitted and determines if the Committee recommends adoption.
- c. Presents resolutions and amendments, with the Committee's recommendations, to the Executive Board for discussion prior to the Annual meeting.
- d. Prepares copies of each item for the Publications Chair to include in the issue of the *First Hand News* preceding the Annual meeting.

8. Presents resolutions and amendments to the Executive Board.

- a. Those submitted to the Committee by the deadline, and presented with the Committee's recommendation to adopt, are considered as a motion made, seconded, and open for discussion.
- b. Those submitted to the Committee by the deadline, and presented without the Committee's recommendation to adopt, must have a second before being discussed.
- c. Those not submitted by the deadline are presented without a recommendation from the Committee only after unanimous consent of the delegates that they be placed on the floor.

9. a. All resolutions to be considered by the general membership shall be submitted to the Chair Of the Bylaws, Resolutions, in writing.

b. Mailed 30 days prior to the deadline for casting a vote.

c. Amendments may be adopted by general majority mail vote returned via United States or electronic mail.

d. Dues for active and regular members may be changed by a majority of votes cast at the Annual Meeting (not at any time during the year).

10. Maintains files for position and have in order for successor at close of term of office.

Conference Committee

This committee shall consist of the President-Elect as chair, the Executive Director, and additional sub-committee chairs and members as needed. Sub-committee assignments may include, but not be limited to, program, entertainment, decorations, marketing, local arrangements and emporium. The SNAM office is responsible for exhibits and registration.

Conference Responsibility:

Plan and execute the Annual Conference with approval of the Board.

Note: A Conference Planning Notebook, separate from this document, has been prepared for the use of this committee. While details are not listed here, all items in the Conference

Planning Notebook are a part of SNAM policies and procedures. However, inasmuch as each conference and conference site is different, the Conference Committee may change Committee responsibilities without executive board approval as needed to facilitate the annual conference. The SNAM office will update the Conference Planning Notebook each year.

Responsibilities of the Chair

Appoint sub-committee chairs for program, entertainment, decorations, marketing, local arrangements. The office will handle exhibits and registration.

The Chair shall convene committee meetings.

Nominating/Elections Committee - Each year one member of this committee shall be elected for a three-year term of office. The Nominating Committee will provide names to fill the position of the person leaving the committee. Committee members shall elect the committee chair.

Responsibilities:

1. Surveys the Board and Annual Meeting for potential candidates.
2. With the assistance of the President and the SNAM office, verifies the eligibility of candidates.
3. Selects no more than two candidates for each office to be filled to present to the Board at the first meeting after January 1 of each year.
4. Oversee the Associations election procedures and provide recommendations to the Board.
5. Assists the President and the SNAM office in counting ballots and certifying winners.

Positions to be filled:

Every year Vice President and one member of the nominating/elections committee who will serve for three (3) years.

Even numbered years Representatives from even numbered areas. Standing Committee Chairs of Communications, Industry and Nutrition.

Odd numbered years Representatives from odd numbered areas. Standing Committee Chairs of Member Services, Legislation and Professional Development.

Strategic Planning Committee

The committee consists of the Vice President as Chair and The Executive Committee and Area Representatives in their second year of office. When needed, Standing Committee chairs and other members may be invited by the committee chair to participate.

Responsibilities:

1. Facilitates the development of the mission, vision, and goals of the Association and prepares a Long Range Plan of Action.
2. Annually monitors and reports the progress on the goals and plan.
3. Reviews the Annual Plan of Action goals of the Board members, committees, advisory boards, and affiliate chapters.
4. Works with the President in the development of the Annual Plan of Action goals.

The SNAM Executive Director and Office Personnel

The SNAM Executive Director and his/her staff shall provide services in accordance with the contract with the Association. Most requests for services will come from members of the Executive Committee. However, the SNAM office will provide services to enable all Executive Board members and Sub Committee Chairs to complete specific jobs listed under the responsibilities of each position.

The Executive Director's employees will provide assistance as requested by any Executive Board member or Sub Committee Chair pursuing their responsibilities. The SNAM President should be consulted if a request for assistance is questionable or if the request would exceed line item budget.

Inasmuch as Executive Board and Sub Committee responsibilities may change to meet the current plan of action, only the major routine duties are listed. This listing should not be construed to mean these are the only services to be provided. The President has the responsibility to request additional services that are in the best interest of the Association.

1. Assisting the President:

- a. Mail meeting notice, map and agenda two weeks before meetings.
- b. Reproduce and bring to meetings any reports emailed to SNAM office.
- c. Keeps Bylaws and Policy and Procedure Manual up to date with any additions or corrections made at Executive Board meetings or the Annual Meeting.
- d. Prepares a Policy and Procedure Manual annually for all Executive Board members, sub committee chairs, newly elected officers and presidents of Affiliate Chapters. Distributes manuals immediately after SNAM election to newly elected officers and at Annual Affiliate Chapter Leadership workshop. Mails copy to all who cannot attend leadership workshop.

e. Annually prepares a leadership directory that will include items as requested by the President.

f. Assists the President with all aspects of the Annual meeting.

g. Purchases a gavel and president s pin to be presented to incoming president at the annual conference.

h. Makes travel and hotel arrangements if requested.

2. Assisting the President-Elect:

a. Orders Past President’s pin and plaque to be presented to outgoing President at the installation of officers.

b. The SNAM office will assist the President Elect with all aspects of the Annual SNAM Conference and will keep the Conference notebook up to date with accurate information and timelines. The Executive Director or his/her representative will attend meetings and provide minutes of same.

c. Makes travel and hotel arrangements if requested.

3. Assisting the Vice President:

a. Assists with revisions to Bylaws and Policy and Procedure Manual

b. Makes travel and hotel arrangements if requested.

4. Assisting the Secretary/Treasurer:

a. Posts notice of meetings on the SNAM web page and sends notices to Executive Board members two weeks before a scheduled Executive Board meeting.

b. Posts the minutes on the SNAM web page and mails minutes to all Executive Board members, Sub Committee Chairs, the SNA Mideast Director and Affiliate Chapter Presidents within 10 days of receiving them from the Secretary/Treasurer.

c. Keeps all Association financial records and prepares all necessary treasurer’s reports. Have copies of treasurer s reports available at all Executive Board meetings

d. Assists the Budget Committee in preparing the annual budget. Keeps the Secretary/Treasurer apprized of the status of the budget.

e. Consults with the Secretary/Treasurer on the status Association funds, investments and securities.

5. Assisting the Area Representatives:

a. When requested, provides lists and/or labels of members in the Area Representatives region.

b. Have available membership, certification and Statewide Training brochures to assist Area Representatives when meeting with Affiliate Chapters.

6. Assisting the SNAM President and Mideast Regional Director:

a. Send the Mideast Regional Director a copy of the directory, notices of all meetings, leadership seminars, industry committee outings and the Annual Conference.

b. Copies of all Association minutes should be sent to the Mideast Regional Director.

c. The Mideast Regional Director should receive invitations to all Michigan activities. Consult the President's leadership materials as to when the Association may invite the SNA President and Mideast Regional Director to attend the Annual Conference at the expense of SNA.

d. When the SNA President or the Mideast Regional Director attends the Association's Annual Conference, the protocol for treatment is the same as for the SNAM President. The hotel needs to be apprized of their status so appropriate measures can be taken by the hotel or the Association to treat them with the proper accord.

7. Assisting Standing and Sub Committee Chairs:

A. Communications Committee

1. Assists Communication committee with Marketing plan after determination of Strategic plan by the Board.

2. Prepares a list of the dates of all educational association conferences and requests exhibit information so the Chair can schedule SNAM displays and arrange for people to man the display as needed.

B. Publications Sub Committee

1. Assist the journal Editor and the Area News Editor with the schedule for and publication of the *First Hand News*.

2. Sends reminder announcements to Executive Board members and Affiliate Chapter presidents about the deadline for news articles.

3. Sends galleys of the journal to the editor and proofreaders for review before publication.

4. Sell advertisements for the Journal

C. Web Management Sub Committee

1. Continually update all information, especially meeting times, dates and places.

2. Executive Director/Staff is responsible for making all programming changes.

3. Assists in soliciting sponsorship of web site from industry members.

D. Industry Committee:

1. The Executive Director/Staff will attend meetings and provide minutes that will be available on the web page. Minutes will be mailed to anyone not having access to the Internet.
2. Assists the Committee with all aspects of the Industry Professional Development Seminar and the Annual Summer Social

E. Legislative Committee

1. Provides any assistance requested by the Chair with mailings to committee members or legislators.
2. Assists as needed with plans for the Michigan Initiative.

F. Membership Services Committee

1. Duplicates any materials needed for the annual membership drive.
2. Provides labels and mails flyers or other material used to solicit members.
3. Prepares a monthly membership report for the Chair and brings copies of the latest report to the Executive Board meetings.

G. Affiliations Sub Committee

1. Assist in keeping the Affiliate Chapter Handbook up to date.
2. As directed by Affiliation Sub committee chair or Membership chair, send a reminder regarding the Affiliate Chapter Officer and Committee member list to Affiliate Chapter by May 1, so they can meet the June 1 deadline for returning the information to the SNAM office.
3. As directed by Affiliation Sub committee chair or Membership chair, compiles a list of Affiliate Chapter Officers with a listing of Chapter members, indicating if they are SNA /SNAM members. Distributes list to Publications for Newsletter, President for the Annual meeting and to the Nominating Committee.
4. As directed by Affiliation Sub committee chair or Membership chair, sends reminders to Affiliate Chapter Presidents regarding chapter memberships by September 1, so that the Affiliations chair can determine membership status by December 1.
5. Provides Sub Committee Chair with membership lists from Affiliate Chapter and copy of state membership list so the Chair can authenticate Chapter status.

H. Certification Sub Committee

1. The Executive Director will keep the Chair informed of any changes SNA makes to certification.
2. A supply of certification informational brochures will be kept in the SNAM office and made available to all upon request.
3. When requested, supply a list showing totals of SNA and Michigan certified members by membership category. One set is needed for the Conference so that certified ribbons may be provided for all certified members.
4. Supply appropriate SNAM and SNA CEU reporting forms to all members who request approval of programs.
5. Keep a listing of all CEUs earned by Michigan certified SNA members and supply this information to members upon request.
6. Annually notify all Michigan Certified SNA members of their CEU status to assist them in their educational efforts.
7. Send a Certification Card to all members who become certified indicating the renewal date and the steps they need to maintain their certification.
8. Send certification sheets to School Nutrition Association for SNAM members.

Annual Association Membership Dues

Dues for active and retired members may be changed by a majority of votes cast at the Annual meeting. Dues for honorary, industry and student members shall be established by the Board. All rights and privileges of membership shall be terminated for nonpayment of dues. The following rate schedule effective 8/1/01 was passed by the House of Delegates 4/28/01.

A. Individual Professional Membership Dues:

\$10.00 Part-time employees working less than 4 hours, students and retirees.

\$15.00 Single Unit Managers and staff working more than 4 hours per day and General Staff (principals, teachers, administrators, etc.).

\$35.00 District Director, Supervisor, or Specialist; Major City Director or Supervisors; State Director, Supervisor, or Specialist; College/University Food Service Director; College/University Faculty; and Others (not included in above categories).

B. Industry Member Dues:

\$175 Organizations.

\$25 Additional Individual Company Representatives.

C. Membership Policies Related to Dues:

A. The membership year for Industry Members shall be from one year of date of payment.

B. All membership dues shall be sent to the SNA office.

Exhibit Space Fees

The Executive Board establishes exhibit space fees.

\$850 Member Fee (first booth)

\$825 Any booth after the first has been purchased.

\$1025 Non-Member Fee

Fee includes pipe & drape, skirted table, two chairs, wastebasket and sign.

Fee Policies:

1. A 50% deposit is required with the Exhibit Application.
2. Balance of fee is due and payable 30 days prior to trade show.
3. No exhibit fees are refunded after three weeks prior to trade show.

First Hand News - Advertising Rates
Updated 3/25/05

The Executive Board establishes advertising rates for the *First Hand News* journal.

Advertising Rates:

Ad Size/Location	Measurements	Member	Non-Member
Full Page - B/W	7 1/2" x 10"	\$390*	\$450
Full Page - Spot Color	7 1/2" x 10"	+\$195	+\$195
Full Page - Four Color	7 1/2" x 10"	+\$650	+\$650
1/4 Page	3.625" x 5"	\$195*	\$225

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*5 percent reduction on space charges for commitment to four issues.

Rights and Responsibilities of Members

A member has the *RIGHT* to:

- a. Cast one vote for the election of the slate of officers;
- b. Receive the official publication of the Association;
- c. Have his/her views represented on the Executive Board and in the Annual Meeting;
and
- d. Hold elective or appointive office, if eligible.

A member has the *RESPONSIBILITY* to:

- a. Vote in the election of officers;
- b. Support the elected officers and the program of work;
- c. Participate in Association activities;
- d. Respect other members rights and opinions during meetings; and
- e. Serve in an elective or appointive office, if possible.

Planning and Organizing An Educational Area Workshop

Steps in Planning

A. Why - there should be a purpose or there is not any reason to have a workshop; purposes might be to offer an educational activity in an area where there are few, or to have a means to tell food service employees about SNAM, or to get members together to form an Affiliate Chapter.

B. Who - whole area or part of area; members only or members and non-members.

C. Where - location convenient for those attending, ample parking, kind of room or rooms available to accommodate the program and a school where the manager can fulfill the responsibilities.

D. What - program is suitable to those attending, perhaps planned on basis of survey; educational and able to be approved for certification credit.

E. When - date and day depends on the size of area and the best time for most members; can be any number of hours (educational time should be in one hour segments); can be after school, in the evening, both with dinner included, on a Saturday.)

F. How with careful planning and organizing and using as many members as possible.

Steps in Organizing

A. Program

1. Plan topics for program, decide on speakers
2. Contact speakers; find out needs for presentations, cost, etc.
3. Set up time blocks and organization of topics; example:
 - 1 1/4 - 1 1/2 hours - General Session (topic of interest to everyone);
Allow time for introductions, explanation of SNAM, thank you's;
 - 1 hour - Group Sessions (topics of interest to different categories of food service personnel); and
 - Always allow time for movement of people from one room to another.
4. Send program in for certification approval at least one month prior to the workshop.
5. Print a program.

B. Registration, Membership, and Certification

1. Send out notices to each member and/or district; include a registration form.
2. When planning charges, non-members should pay more than members. You could reduce the workshop fee for those who join.
3. Ask some people to help with actual registration; plan for several tables if group is large; have one table for SNA/SNAM membership.
4. Ask Chapter Certification Chair to help with certification.

C. Local Arrangements

1. Reserve use of the school, rooms and equipment needed.
2. Give supervisor or manager a list of speakers needs, and how registration and certification areas and all meeting rooms should be set up.
3. Make arrangements for refreshments during registration.

D. Follow up

1. Write Thank You notes to all speakers and people who assisted you.

SNA, SNAM, and AFFILIATE CHAPTERS

What are they? What Do They Do?

The School Nutrition Association

SNA is the national level of the professional association for everyone employed in school food service programs and related, non-profit organizations. It includes those in public school districts serving children in preschool through twelfth grade, private and parochial schools, colleges, school administration, and teaching.

SNA has an Executive Board, elected by the membership, who plan and carry out activities with the assistance of a paid staff located in the home office in Alexandria, Virginia. These activities include:

1. Publishing a magazine, the SCHOOL FOODSERVICE & NUTRITION JOURNAL;
2. Developing a theme and promotional materials for School Lunch and Breakfast Week each year;
3. Financing a lobbyist in Washington DC to work for federal legislation to benefit Child Nutrition Programs;
4. Sponsoring regional workshops on management, training, nutrition education, and other areas of importance in school food service;
5. Acquiring and developing educational materials for rental or purchase by the members;
6. Sponsoring a national conference each year, which includes educational meetings, commercial and educational exhibits, the business meeting of the Association called the House of Delegates, tours, and fun times;
7. Developing and implementing the Certification Program (recognition for participating in educational activities) that is carried out by the State Associations;
8. Offering scholarships at the undergraduate and graduate college level through the Foundation;

The School Nutrition Association of Michigan

SNAM is the state level of the professional association for individuals working in child nutrition programs. It is an Affiliate of the School Nutrition Association and is a part of SNA Mideast Region along with six other states.

SNAM has an Executive Board, elected by the membership, and a President who plan and implement Association activities with the help of many members. The state is divided into thirteen areas, which include one or more counties; these areas each elect an Area Representative to serve on the Executive Board.

SNAM's activities include:

1. Publishing a state journal, First Hand News, four times a year;
2. Sponsoring educational workshops, some in cooperation with the Food and Nutrition Department, Michigan Department of Education;
3. Sponsoring an annual conference each year, which includes educational meetings, industry exhibits, and the business meeting of the Association.
4. Implementing the SNA/Michigan Certification Program within the State;
5. Offering scholarships to members for college courses, workshops, and seminars;
6. Communicating both with legislators and members on current state and federal legislation.
7. Conducting training sessions for local, county, or city groups, known as Affiliate Chapters of SNAM.
8. Working cooperatively with the Michigan Department of Education to offer the statewide training program,
9. Promoting school food service to the community, parents, administrators, staff, and students.
10. Conducting the necessary business of the organization.
11. Conducting training sessions for affiliate officers.
12. Marketing Child Nutrition programs to allied associations, administrators, food service personnel, educators, parents, and the community.
13. Working cooperatively with industry members to create partnerships to improve the quality of school food service programs.

14. Providing peer review services as requested by local school districts.

15. Sponsoring an Industry Seminar annually in cooperation with industry members.

Affiliate Chapters

Affiliate Chapters are the local level of the professional association for those in school food service. A chapter must have at least ten local members who are state members; and can cover any logical geographic area - one city, part of a county, or one county.

Affiliate Chapters choose their own names, with School Nutrition Association, required as the last four words. Chapters elect officers from their membership who guides the planning of the year's program meetings.

Affiliate Chapters meet from three to nine times each school year, depending on the Bylaws of the Chapter. Programs are a combination of educational, money-raising and social.

Affiliate Chapters have a voice in the activities of SNAM both through their Area Representative, and through their attendance at the Annual meeting at the Annual Conference.

SCHOOL NUTRITION ASSOCIATION OF MICHIGAN
Section 4 - Affiliate Chapter Handbook

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PURPOSE OF AFFILIATE CHAPTER HANDBOOK

1. To provide procedures and guidelines for Affiliate Chapters.
2. To provide local chapter leaders a clearer picture of their duties and responsibilities.
3. To promote a sense of responsibility on the part of Affiliate leaders.
4. To further develop local leadership.
5. To provide a guide and support material to assist in the smooth operation of the Association and local chapter.
6. To strengthen the local chapter thus strengthening the state and national organizations.

SNA - Code of Ethics

Members of the School Nutrition Association are pledged at all times to the improvement of school, community, and national health through well-directed quality food service.

Worthy members fulfill an obligation to the association, the school, the community, related professional groups, and to themselves when they accept these responsibilities:

1. To guide their personal conduct by the Golden Rule. Their association is judged by the ethical standards upheld.
2. To place service for the good of others above personal gain.
3. To seek newer knowledge in their professional work and continually aim to apply this knowledge to improve the quality of their work.
4. To share their knowledge and skill by serving in community activities.
5. To cooperate with related professional groups to help achieve a common goal.
6. To help the association secure pertinent legislation and public support in recruitment, training and work benefits, in order to improve national health and the status of school food service personnel.

SNAM– Purpose

1. Promote the optimal health, nutrition, and education of all children supporting nutritionally adequate and educationally sound, financially accountable, nonprofit child nutrition and school community nutrition programs.
2. Promote high standards for child nutrition and school community nutrition programs with emphasis on nutritionally adequate meals which are appealing to children.

3. Promote united efforts between school personnel, allied organizations, industry, and the public to assure every child an opportunity to receive the benefits of the child nutrition education programs.
4. Promote high standards, 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 nutritional 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.

Importance of the Local Chapter

The local chapter is the most powerful force in the School Nutrition Association and School Nutrition Association of Michigan. It is the base on which the state and national organizations are built.

The local association is the cradle of democracy in professional organizations. It is close to the people and to the conditions that concern the schools. It is the training group of leadership; a laboratory for cooperative projects. State and national associations gain in strength as professional attitudes are built through the activities of local associations. Local, state, and national groups go forward together with common goals. The workings of the state association can be better understood by becoming involved at the local level.

The importance of strong representation from each affiliate chapter to the state conference is vital. The conference is planned with the total membership in mind. Conferences follow a general pattern which includes the Annual meeting, general sessions, career development sessions, and the installation of incoming State Officers.

Why We are Members at the Local Level:

1. To share knowledge and experiences with fellow workers.
2. To receive inspiration from community leaders.
3. To let our community know the goals of our professional group.
4. To perform worthy and charitable acts through combined efforts.
5. To uphold professional and ethical standards.

Why We are Members at the State Level:

1. To learn what other state chapters are doing.
2. To weave a closeness and loyalty within all state chapters.
3. To strengthen our bonds with other professional groups.
4. To have state goals that will serve to attain a unity of purpose.
5. To receive the state publication, *First Hand News*.

Why We are Members at the National Level:

1. To attain prestige of your national association with its organization throughout the nation.
2. To have representation in Washington, DC to work for legislation to benefit Child Nutrition Programs.
3. To gain recognition for participating in statewide training and the Certification Program.
4. To have access to scholarships at the undergraduate and graduate college levels through the Foundation.
5. To receive *The School Food Service & Nutrition* magazine.

ORGANIZING A LOCAL CHAPTER**Who May Affiliate**

Any group of persons, at least ten (10) of whom are active members of the State Association, may become an affiliated chapter of the Association upon submission of their written application and payment of a charter fee.

The Application for affiliation shall include:

1. The chapter's chosen name preceding the title "___School Nutrition Association or School Nutrition Association of ____.
2. Copy of adopted bylaws which are in harmony with those of the Association.
3. A list of elected officers and appointed committee chairs. The President and President-Elect shall be Association members.
4. Names and addresses of all chapter members, indicating Association members.
5. Payment of the five dollar (\$5.00) charter fee.

Program Planning

Programs Must Be:

1. Inspiring to cause one to reach for high goals, to improve oneself and to develop desirable attitudes.
2. Informing to give one a definite answer, to state a precise conclusion, or a specific procedure.
3. Interesting and relevant to the specific audience.
4. Inclusive so that all members may participate and contribute.

Factors Contributing to a Good Program:

1. Timing of program
 - a. Select a time that is acceptable to all members.
 - b. Plan a program that is not over an hour and a half long. Arrange a minute for audience to have a rest stand at an appropriate time.
 - c. Limit presentations that would cause the meeting to continue overtime, yet present a full program.
2. Places to meet
 - a. Be sure site is easily accessible to all.
 - b. Vary meeting places so that all members may have the experience of being a host.
 - c. Select places where needed facilities are available.
 - d. By varying meeting places, members may acquaint themselves with other schools, buildings, or places in community.
3. To Plan Program For the Year make a skeleton chart showing:
 - a. Number of meetings (dates and time).
 - b. Type of meeting (speaker, demonstration film, etc.).
 - c. Places for meetings (facilities available for programs).
 - d. Time allowed for each meeting.

RESPONSIBILITIES OF ELECTED OFFICERS

The Selection of Local Officers

The success of a local chapter depends upon its officers. The effectiveness of its program and its contribution to the state and national organization are in direct relationship to the chosen leaders. Officers should be chosen with care.

Elections should be conducted in a well organized manner. Perhaps the best plan is the use of a nominating committee appointed well in advance with opportunity for nominations from the floor in the general meeting.

Members have a responsibility to offer their services to the leaders. Potential leaders might be developed through leadership training for those interested and willing to serve.

The Gavel

The gavel is a symbol. It should be used wisely, courteously, and with justice for all. Always remember that the majority rules, but the minority has a right to be heard.

Be **G**racious always

Be **A**micable to all

Be **V**ersatile in ways of doings

Be **E**nthusiastic about plans and projects

Be **L**oyal, by knowing the laws and in speech and deed

What It Means To Be President

P Parliamentary procedure - a thorough knowledge makes a smoother business session.

R Restraint - and consideration for others is a must for all successful presidents.

E Effectiveness - in all undertakings helps establish a sound organization.

S Sincerity - is necessary in every aspect of any association.

I Initiative - energy and aptitude must be displayed frequently.

D Discipline - self discipline in the interest of achieving association goals is necessary.

E Enthusiasm - the success of the organization originates with the president.

N Negotiable - must conduct business and direct activities.

T Tireless - many long hours will be needed as you serve your term as president.

A good executive never does a thing he can get someone else to do equally well.

President

During the year as President-Elect, the incoming president has a chance to learn much about individual members, their talents, and their likes and dislikes. The term as president provides the opportunity to put these people to work in the field that they like best, and where they can do the best job. The best way to increase interest in the association is to give everyone a job to do. Some will have to be encouraged to take an assignment and some must even be convinced that they can do the job.

The responsibility of what happens within the association rests upon the shoulders of the president. That is why the president's job is considered such an important leadership position.

The president must know parliamentary procedure. The president must be able to think while acting. The president must be a leader continuously looking for ways to increase interest, to increase membership, and to develop long range plans for the association. The president must be aware of everything that goes on and take action when necessary.

As soon as one meeting is over, plans for the next one must begin - and sometimes sooner.

It is the duty of the president to:

1. Preside at all meetings. Begin on time; close on time.
2. Study the local, state and national constitutions.

3. Appoint all special committees.
4. Plan with other officers, a program of work for the year.
5. Advise with all committees in the planning of their work.
6. Supervise all elections.
7. Keep members informed on all organizational work at the local, state and national levels.
8. Report promptly to state and national officers when asked to do so.
9. Submit to the SNAM Office the annual report of chapter activities to be included with the Annual meeting Annual report (See page E-4 - Annual Report Format.), and a list of the delegates that will represent the Affiliate Chapter at the SNAM Annual meeting. The date due established by the SNAM Office dependant on the date of the Annual SNAM Conference.
10. Represent or appoint a delegate to represent the Affiliate Chapter at the SNAM Annual meeting.

The President shall:

1. serve for one year.
2. become President immediately following one term as President-Elect.
3. see that all officers and committees perform all duties assigned to them.
4. present a report written in the third person at the general meetings concerning decisions and actions of the Chapter Executive Board.
5. be an ex-officio member of all committees.
6. closely supervise and co-operate with the chairperson of the Publicity Committee to further good public relations through full and accurate reports of association activities.
7. appoint committee chairpersons. Standing committee chairpersons shall be appointed preceding the installation ceremony. Special committee chairpersons shall be appointed as needed.
8. learn parliamentary law so that correct language and procedure may be followed in conducting meetings.
9. call the meeting to order at the designated time, and ascertain whether a quorum is present.

10. preserve order throughout the meeting.
11. follow the accepted order of business, which is as follows:
 - a. Call to order
 - b. Reading and approval of minutes
 - c. Statement of Treasurer
 - d. Reading of communications
 - e. Report of Executive Board
 - f. Report of Standing committees
 - g. Report of Special committees
 - h. Unfinished business
 - i. New business
 - j. Announcements
 - k. Programs
 - l. Adjournment
12. decide all parliamentary questions, such as decisions, however, being subject to an appeal by any two members, whereupon the majority vote of the association decides the questions.
13. take no part in any discussion while presiding. Shall refrain from expressing personal opinion on questions before the house and shall avoid all personal bias when giving information to the association.
14. call upon the President-Elect to preside if he/she wishes to speak to a motion or to leave the chair. The President then has all the privileges of a member and may address the presiding officer in the same manner as any other member.
15. vote only when the vote is by ballot or in case of a tie.
16. recognize a member who has not previously spoken to the chair.
17. call a meeting of the incoming officers and committee chairpersons prior to the first general meeting of the school year for the purpose of briefing these new officers and committee chairpersons on their duties and responsibilities.

President-Elect

Serving as President-Elect is a most important job. This means that without a doubt you will serve as president. The year in this position is really a training period for the presidency.

1. The President-Elect should study the procedures used. Think whether or not improvements can be made and think about how the changes can best be implemented.
2. It is the President-Elect's responsibility to plan programs for the association. Think of things that will create the most interest. Be determined to have the best programs the association has

ever had. Contact new people to present new ideas. Be sure to write a thank-you note to each program participant.

3. The President-Elect must become acquainted with parliamentary procedure. Know it so well that you will not falter when you start presiding. This is necessary if you want to be a successful president.

4. It is a good practice to invite the Area Representative to one of your meetings. You may want to ask them to install your officers.

5. Become familiar with responsibilities and current activities of each officer and committee member.

6. Study the budget. Start thinking about next year's needs and adjustments.

7. Study the Constitution and Bylaws. Be familiar with all policies. Quite often due to changes at the state level local bylaws have to be amended. The President-Elect is the President's right-hand person. If the President is unable to attend a meeting the President-Elect presides in his place. The two of you should work very closely together consulting with each other concerning accomplishments of the association.

1. Expect and demand that committee members and officers do their jobs.

2. Look for new ways to increase interest and membership.

3. Be well briefed on local, state, and national legislation and see that members are kept informed.

The President-Elect shall:

1. be elected to serve for one year.

2. become President automatically after serving one year as President-Elect.

3. be a member of the Chapter Executive Board.

4. become familiar with all the duties of the President and other officers.

5. perform the functions of the office of President when the President is absent.

6. preside when the President wishes to speak to a motion or to leave the chair.

7. serve as program chairperson.

8. with the help of the committee, plan all meetings for the school year before the first scheduled meeting.

9. select the place, date, and time of each meeting.
10. work closely with the publicity chairperson so that the public may be informed of the activities of the association.
11. preside during that portion of each meeting which is devoted to the program.

The President-Elect should look forward to the coming year when the presidency will be assumed. During the year as President the responsibilities will include:

1. Presiding at all Meetings.
2. Studying the local, state, and national constitutions.
3. Appointing all special committees.
4. Planning a program of work (goals, etc.).
5. Advising all committees in planning their work.
6. Keeping members informed about School Food Service happenings at all levels.
7. Reporting PROMPTLY to state and national officers when asked to do so.
8. Opening and closing meetings on time.

The year you are installed as president be sure that a joint meeting of outgoing and incoming board members is planned so that all materials, files, etc. can be turned over to the new officers. Select the most effective date for this important event. In some localities it may be early fall just prior to opening of school - or it could be your first executive board meeting of the year sometime after installation. At any rate be sure this activity is included as it often determines the effectiveness of your officers!

Secretary/Treasurer

The Secretary/Treasurer shall:

1. serve for 2 years.
2. be a member of the Chapter Executive Board.
3. preserve and read minutes of all general and Executive Board meetings.
4. record all action but not the discussion.
5. record exact wording of every motion with the name of the person making the motion, but not the seconder, and whether the motion was carried or lost.

6. receive and answer all correspondence of the association.
7. read correspondence to the association when called upon by the President.
8. call the meeting to order in the absence of the President and President-Elect.
9. be the Chairperson of Tellers except when Secretary/Treasurer s name is on the ballot.

Executive Board

1. The government of the Association shall be vested in the Chapter Executive Board.
2. Members of the Chapter executive Board with vote are:
 - a. Elected Officers - President, President-Elect, Secretary/Treasurer, Immediate Past President.
3. The Chapter Executive Board shall have the following specific responsibilities:
 - a. To determine the administrative policies and manage the property and business of the association.
 - b. To make and amend Rules of Procedure, consistent with the Constitution and Bylaws.
 - c. To elect a nominating committee as called for in local chapter bylaws.
 - d. To receive and pass the plans of each chairperson of the standing and special committees and authorize and direct the work of each committee.
4. The Chapter Executive Board shall meet upon the request of the President. Two-thirds of the members shall constitute a quorum, and no act of the members present shall be valid or binding unless passed by the affirmative vote of a majority of the members present.
5. The Chapter Executive Board shall have regularly scheduled meetings.

Eight Steps in Making and Carrying a Motion

1. The member addresses the Chair. (Mr. or Madam President)
2. The Chair recognizes him. (The member obtains the floor)
3. The member makes the motion: "I move that ". (It is incorrect to say "I make a motion).
4. The motion is seconded. In small groups one does not rise to address the Chair but simply, "I second the motion." In large meetings it is proper to rise.
5. The Chair states the motion: When the motion has been seconded the Chair repeats it clearly so everyone will understand exactly what is proposed.

6. The Chair calls for discussion: This step should never be omitted. Everyone should have an opportunity to express his opinion or ask questions.
7. The Chair puts the motion: When all sides of the question have been discussed the Chair says, Are you ready for the question? If no one speaks, the motion is voted on. (It is not considered good manners to say Question in response to the Chairperson). The Chairperson says, “All in favor of the motion say yes. All opposed say no.”
8. The Chair announces the results.

BYLAWS

Affiliate Chapter Bylaw Requirements

Bylaws are the governing rules of an organization and should consist of statements which are definite, clear, and concise. Bylaws should tell what but not how. Affiliate Chapter Bylaws must include certain items to be in harmony with the Bylaws of the School Nutrition Association of Michigan while the remaining sections allow flexibility for individual chapters needs and ideas.

The following guidelines list Articles to include in Bylaws, items which are required, and suggestions for others.

ARTICLE I - NAME

The name of this Association shall be the _____ School Nutrition Association of Michigan. It shall be affiliated with the School Nutrition Association of Michigan.

ARTICLE II – PURPOSES

Purposes listed should be general goals or aims of the Chapter. They must be in harmony with those of the School Nutrition Association of Michigan but do not have to be worded in the same way.

ARTICLE III - MEMBERSHIP or MEMBERS AND DUES (either title acceptable)

Include categories of membership (such as active, retired, life, and/or honorary), qualifications or eligibility for each category, rights of members, and how to apply for membership (which is usually paying dues by a specified date). Active member qualifications must mean the same as, SNAM’s but can be worded differently. Dues may be a separate article or may be included under Membership. The membership year must be June 1 to May 31; there can be a deadline for dues, but there doesn’t have to be. The amount of dues or the method of determining the amount should be stated. If a Chapter requires any or all of its members to pay SNAM, a statement may be included to that effect, but do not list the amount of the dues, or the Bylaws would have to be amended each time the dues are changed.

ARTICLE IV - OFFICERS or OFFICERS AND RESPONSIBILITIES or OFFICERS AND EXECUTIVE BOARD (either title acceptable)

Include those officers needed, length of terms, when terms begin (must be June 1 or installation just prior to June 1), brief statements of responsibilities or where responsibilities are listed, and

method of filling vacancies. The President and President-Elect must be members of SNA. Election procedures can be a part of this article or a separate one. Specify nominating committee, procedures, qualifications or eligibility of candidates, type of ballot, and whether a majority or plurality vote is necessary.

ARTICLE V - GOVERNMENT or EXECUTIVE BOARD (either title acceptable)

This can be a separate article or included under Officers. It should specify who will manage and conduct the affairs of the Chapter and should spell out information concerning the governing body: voting members, non-voting members, responsibilities, meeting, and number necessary for a quorum.

ARTICLE VI - COMMITTEES or ACTIVITIES (either title acceptable)

A general statement about committees or activities should be first, explaining purpose, how appointed, and responsibilities applying to all.

Standing Committees should be listed by name in the order of importance to the Chapter. These committees should have continuous functions.

Special Committees should be listed and a statement telling how they are established. Special Committees should be ones with a certain task of responsibility to fulfill, and should only exist for a short period of time.

For each Committee listed, standing or special, give:

- Name
- Composition
- Responsibilities

ARTICLE VII – MEETINGS

Include all the types of meetings which the Chapter might hold, such as business, regular or general membership, annual, special, or executive board (if not included in the article). Tell how many, when, and also quorums for those at which business is to be conducted. Be general; using specific days or dates might prove difficult to follow.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Specify the name of the authority which would be consulted on questions of procedure.

ARTICLE IX - AMENDMENT OF BYLAWS

Include procedure, advance notice, and a two-thirds vote.

EFFECTIVE DATE

This is a list of adoption dates, including the date of the original set, plus dates of amendments. The dates of amendments can be dropped when a revision is adopted. Example, for a new Chapter:

These Bylaws shall become effective November 2, 1993.

Amended Article III, March 4, 1994.

Amended Article VI, January 6, 1995.

Example, when the same group adopts a revision:

Original Bylaws adopted November 2, 1993.

This revision adopted May 8, 1994.

Amended Article IX, November 10, 1995.

Sample Bylaws

BYLAWS of the DOUGH HOOKERS SCHOOL NUTRITION ASSOCIATION

ARTICLE I – NAME

The name of this Association shall be the Dough Hookers School Nutrition Association. It shall be an Affiliate Chapter of the School Nutrition Association of Michigan.

ARTICLE II - PURPOSES

In accordance with the purposes of the School Nutrition Association of Michigan, this Chapter shall strive:

1. To improve the health and education of the students of this area through nutritionally sound and educationally oriented non-profit school food services activities;
2. To maintain and further develop the highest standards of performance for school food service programs;
3. To encourage and promote, between school personnel and the general public, such united efforts as will assure for every school child the opportunity to participate in an adequate school food service program; and
4. To encourage and develop the highest standards of performance for school food service personnel by sponsoring appropriate educational activities.

ARTICLE III - MEMBERSHIP AND DUES

Section 1. Categories, Qualifications, and Rights of Members

A. Active Members. Active membership shall be open to all persons employed in school food service and non-profit related field. Eligible persons shall become members by paying dues to the Chapter. Active members shall be entitled to vote on any issue brought before the membership, may hold elective or appointive office, and may serve as a Delegate to Michigan s House of Delegates.

B. Retired Members. A person who has been an active member of this Chapter for at least five years may become a retired member upon retirement. Retired members shall pay no dues. Retired members shall have all of the rights and privileges of active members except to hold elective office or serve as Delegates.

Section 2. Dues

- A. The Chapter membership year shall be June 1 through May 31.
- B. The dues for new active members shall be two dollars (\$2.00), payable to the Chapter Membership Chairperson any time during a membership year.
- C. The dues for renewing active member shall be one dollar (\$1.00), payable to the Chapter Membership Chairperson by November 15 of each year. Active members who do not renew will be considered new members after November 15.

ARTICLE IV – OFFICERS AND EXECUTIVE BOARD

Section 1. Officers. The elected officers of the Chapter shall be a President, President-Elect, Secretary/Treasurer. Responsibilities of officers shall be listed in the Chapter s Handbook.

Officers shall serve for two years from the time of their installation or May 31, whichever occurs first, until the installation of their successors.

The President-Elect shall automatically succeed to the office of President. Should a vacancy occur in the office of President prior to the end of the term, the President-Elect shall succeed to that office and serve both the term of the vacancy and his/her own term. If a vacancy occurs in any other office, the Executive Board shall elect a successor for the remainder of the unexpired term.

Section 2. Executive Board.

The Executive Board shall be the governing body of the Chapter.

A. Members. The voting members of the Executive Board shall be the President, President-Elect, Secretary/Treasurer, and the Immediate Past President.

B. Responsibilities. The Executive Board shall:

1. Transact all business referred by the membership;
2. Help plan and approve the program and meeting dates for the year;
3. Recommend changes in dues to the membership;
4. Approve the slate of nominees;
5. Appoint chapter members to audit the treasurer s books annually;
6. Recommend action to the membership;
7. Insure that all requirements for retaining status as an Affiliate

Chapter of the School Nutrition Association of Michigan are met.

ARTICLE V - DELEGATES

Section 1. Official Representation.

The first two official Delegates to the School Nutrition Association of Michigan's House of Delegates shall be the President and President-Elect. In the event that the President or President-Elect cannot attend, an eligible member shall be elected to serve as the Alternate Delegate.

Section 2. Third Delegate. If the Chapter has the required number of state/national members to be entitled to a third Delegate, the person who serves in that capacity shall be elected from the eligible membership.

ARTICLE VI- COMMITTEES

Section 1. Standing Committees. There shall be the following Standing Committees: Program, Membership, Legislative, and Publicity.

The chairperson of the program committee shall be the President-Elect; the chairperson of the other committees shall be appointed, with Executive Board approval, by the President-Elect to serve during his/her term of office as President.

Members of each committee shall be appointed by the Chairperson with approval of the President.

Section 2. Special Committees. Special Committees, needed for specific projects, shall be named as necessary by the President with approval of the Executive Board. The Chairperson and/or committee members report findings and/or results to the Executive Board; the committee is dissolved when the project is completed.

ARTICLE VII – ELECTIONS

Section 1. Committee. The Nominating Committee shall be appointed by the President, with the Past President as Chairperson.

Section 2. Slate. The Nomination Committee shall prepare a slate of officers with no more than three nominees for the offices of President-Elect, Secretary/Treasurer. The slate shall be submitted to the Executive Board for approval no later than the meeting prior to the election.

Section 3. Eligibility. All nominees for office shall be active members of the Chapter. Nominees for President-Elect must also be a State member.

Section 4. Procedure Election by written ballot shall be conducted at the next to last general membership meeting of the school year. The President shall appoint three tellers to count ballots. Results should be given to the President to announce the official results.

ARTICLE VIII – MEETINGS

Section 1. General Membership Meetings.

There shall be no less than four (4) general membership meetings each year. Dates, times, and places shall be determined by the Executive Board.

A quorum for conducting business shall be one-fourth of the paid membership.

Section 2. Executive Board Meetings. Meetings of the Executive Board shall be planned at the meetings of the outgoing and incoming Boards which shall be between the last general membership meeting and June 30.

A special meeting may be called upon the request of three Executive Board Members.

A majority of voting members shall constitute a quorum.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the Chapter in all cases where applicable and not in conflict with these Bylaws and any standing or special rules of order the Chapter may adopt.

ARTICLE X – AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the membership present at any general membership meeting, providing members have received the proposed changes in writing at least ten days prior to the meeting.

EFFECTIVE DATE

These Bylaws adopted May 5, 1992.

Refer to Section A of this Policies and Procedures Manual for current School Nutrition Association of Michigan Bylaws.

Officer Installation

Installations are important as they bring before the members the aims and ideals of the organization and challenge the new officers to lead the members toward these goals.

Suggested Procedures:

1. The outgoing President says a few words about the term and what has been accomplished, and thanks the outgoing Officers and Chairpersons, then introduces the Installing Officer.

The Installing Officer is selected and invited by the Incoming President to perform the installation ceremony. (Suggestions: Area Director; State Officer; Past President; etc.) The Installing Officer has previously instructed the incoming officers on when and where to stand and the general procedure to be followed.

2. The Installing Officer, in a few brief words, thanks the outgoing officers in a body and they rise for applause. The actual INSTALLATION is accomplished by the line of officers, ending with the President, with appropriate comments to each officer. Each answer that they accept the responsibilities. The Installing Officer then declares them duly installed.

If corsages are used in the installation ceremony, appoint someone to hand them to the Installing Officer. Corsages are NICE but not really NECESSARY!

3. The outgoing President MAY ask members to pledge support and loyalty. The outgoing President congratulates the incoming President.
4. The new President presents the Past President's Pin to the outgoing President. (It is a good idea to pin it on a small piece of ribbon or net. You can easily pin this on with a straight pin and save a lot of fumbling and time during the ceremony.)
5. The Past President presents the President's Pin to the new President.
6. The new President makes a BRIEF acceptance speech; announces committee appointments for the coming term; asks if there are any announcements; says "Is there any further business?" ADJOURNS THE MEETING.

Suggested seating chart - Head Table for Installations

Outgoing Officers	Guest Speaker	Presiding Officer	Installing Officer	Incoming Officers
-------------------	------------------	----------------------	-----------------------	----------------------

Lectern with Microphone

NOTE: If there is not room at the Head Table for the Incoming Officers, they are seated immediately in front of the head table and go forward in a body to be installed.

The Incoming Officers, after installation, either return to the assembly or take the places of the Outgoing Officers, who have quietly moved into the assembly as the Incoming Officers came forward.

Basic Installation Ceremony

Materials: Table with a floral arrangement and candles, if desired. Official gavel.

Installation Officer:

The _____ School Nutrition Association members are in regular session for the installation of the newly elected officers. It is with pleasure that I present to you the following officers who have been elected to serve the Association for the year 20 ____.

President _____

President-Elect _____

Secretary/Treasurer _____

As officers-elect, you may know that the highest honor of the Association is being placed upon you. The _____ School Nutrition Association members have faith and confidence in your ability to lead your association.

_____, as the retiring President of our Association, the National, State, and Local Organizations wish to commend you for the work you have completed. You have worked hard with the determination to make your term of office a successful one. The plans of your Executive Board led by you have demonstrated an unwavering determination to live up to the aims of your Association. As you turn over the gavel to the new President, and take your place on the new Executive Board as Immediate Past-President, I charge you to stand ready to serve with love and understanding. Your experience as Past-President can be valuable in the years ahead. Please continue your endeavor to promote the work for the good of the association and the children whom we serve. May you never lose sight that our leading purpose is to feed every child in our Nation.

_____, as the President of the _____ School Nutrition Association, you are Chief Executive Officer. This office is one of great responsibility because the success of this Association depends a great deal upon the attitudes and skills of the Presiding Officer. You shall preside at meetings of the Executive Board, exercise general administrative control over the Association and perform all other duties usually associated with the office of President. As you perform these duties, there will be many experiences and challenges that will STIR you to new heights in performing your duties and you can MIX the ideas and suggestions among the membership to challenge them to strengthen the Association. (Symbol: long spoon)

As President-Elect, you shall perform the duties and functions of the President whenever necessary in the absence of the President and also assist her whenever the need arises. These TONGS are a symbol of readiness, so you will be alert to PICKING-UP where the President leaves off in case the need arises. We encourage you to develop and maintain high standards for personnel and food service. I admonish you to study well the organization of your association as

the responsibility of the Chief Officer will be yours in due time. The knowledge you gain will be reflected in the success of your Association.

As Secretary/Treasurer of this Association you shall conduct general correspondence of the Association at the request of the President, and shall keep minutes of all meetings of the Association in a book to be kept for this purpose. Carrying out these duties of Secretary/Treasurer you will be in need of a writing utensil. This large PENCIL will be a useful aid in carrying out your duties. As Secretary/Treasurer, you shall receive and have custody of all funds of the Association and deposit same in the name and to the credit of the Association; you shall keep full and accurate accounts of the receipts and disbursements in books belonging to the Association.

The Treasurer SIFTS through the ledger, keeping the accounts current and balanced and evened off so we are a solvent association. This utensil symbolizes the duties of the Treasurer.

I invite you (Past-President) _____, to present the official gavel to the new President _____.

PLEDGE:

Will each newly installed officer raise her right hand and repeat the following pledge: I solemnly promise that I will, to the best of my ability, faithfully perform all the duties belonging to the office for which I have been elected.

Installing Officer

You have, by the democratic process, elected these officers to voice your wishes in matters relating to the functioning of your Association. Yours is the task of assisting in every way possible. No matter how small or large the individual contribution, it is the cooperation of each member that makes for success and causes us to become more professional in the work we strive to do.

TO THE NEW OFFICERS, I DARE YOU:

If you have a gift--bring it. We all have gifts that we can bring.
If you have a song--sing it. We all have songs that we can sing.
If you have a talent--use it. We all have kind words that we can say.
If you have love--diffuse it. We all have prayers that we can pray.
If you have sadness--bare it. We all have joy and love to give.
If you have gladness--share it. And what a joy life is to live.
If you have religion--live it. If we just scatter everywhere--
If you have a prayer--pray it. These things that God s given us to share.
If you have a kind word--say it.

Materials (props) needed:

long spoon, kitchen tongs, large pencil, flour sifter

Note: Other installation ceremonies are available from the SNA .

SCHOLARSHIPS AND AWARDS

SNA Grants and Scholarships:

The School Nutrition Association offers scholarships and/or grants to its members. The following scholarships/grants are available:

Hubert Humphrey Research Grant; Lincoln Food Service Research Grant:

Both of these grants are available for research in child nutrition programs, to SNA active members enrolled in graduate programs at accredited institutions. Minimum grant: \$2,500. Deadline: April 30.

Tony s Food Service Scholarships

Available to SNA active members or their children attending college or vocational/technical training institutions and pursuing a program designed to improve school food service. Up to \$1,000. Deadline: April 15.

Professional Growth Scholarship

Grant available to SNA active members enrolled in graduate studies at accredited institutions in the field of Food Service Management or Nutrition. Award amount varies. Deadline: April 15.

The scholarships will be awarded to members to be used during the upcoming academic year, June 1 - May 31. Research grants are available upon notification of award. These may be looked up on the SNA web site: www.schoolnutrition.org for more details and forms. Call the SNA office at (703) 739-3900 for applications and/or further information.

SNAM Scholarships

The School Nutrition Association of Michigan offers scholarships each year. These scholarships are made possible by holding a silent auction at the SNAM Conference or other money making activities. All applications for SNAM scholarships must be received by the scholarship chairperson by April 1 in order to be considered for an award for the current year. Notification of awards will be made immediately following the May Executive Board meeting. For an application form see page 5-25 and 5-26 or contact the SNAM State Office for more information.

Criteria for SNAM scholarship eligibility are as follows:

1. Applicant must be a member of SNA/SNAM for a minimum of one year prior to application.
2. Application must be submitted on an official application form with all pertinent information provided. Application must be signed by the applicant.
3. Application must be for a specific course or class which is relevant to improving school food service programs.
4. Maximum individual grant amount is established annually by the Scholarship Committee and approved by the Executive Board based on costs of various programs, money available, and the number of eligible applicants.

5. All scholarship applications must be received by the Scholarship Chair no later than April 1 in order to be considered for a grant for the current fiscal year. Approval and notification will be sent to applicants immediately following the May Executive Board meeting.

6. Scholarships will not be awarded more than once every three years to the same person.

7. If approved expenses exceed \$300, the SNAM Executive Board may pay up to 50% in advance. The remainder will be paid upon submission of proof of attendance and paid receipts.

SNA 100% Membership Awards

To qualify for the SNA 100% Membership Awards, all regular food service personnel in the system (for the system award) or the school (for the school award) must be SNA members as of December 31. The official SNA membership list for that date shall be used as proof of membership. This is a significant achievement and these school systems and schools will be recognized at the next SNAM Annual Conference. The application deadline for the NA 100% Membership Awards is February 1 each year. See pages 5-27 and 5-28 for application forms or contact the SNAM Office for additional information about the 100% Membership Award.

SNAM 100% Certification Award

To recognize the commitment of our members who become certified, SNAM is continuing the 100% Certification Award. Like the 100% Membership Award, the certification award will recognize those individual schools or systems that have 100% of their food service employees certified. This is a significant achievement and these schools and systems will be recognized at the SNAM Annual Conference. To qualify for the award, all food service personnel in the school must be SNAM certified as of December 31. The official SNA and SNAM Certification List for that date shall be used as proof of certification. Applications must be completed and returned by February 1 each year. See pages 5-29 and 5-30 for application forms, or contact the SNAM office for additional information about the 100% Certification Award.

Stars of Excellence and Louise Sublette Awards

This award recognizes the importance of those closest to the school food service program, the managers and food service assistants. The award is given to the person who has taken a special idea, developed it into a goal, and used it to improve their child nutrition program. The State Stars of Excellence winner is submitted to the regional level as a contender for the SNA Louise Sublette Award of Excellence. The regional winners then move into competition for the national Louise Sublette Award. The State winner's receive a plaque, the regional winners receive a plaque and \$100, and the national winner is awarded a plaque and an expense paid trip to next year's annual national SNA conference.

Criteria for the Stars of Excellence and Louise Sublette Awards are:

1. Must be an SNA/SNAM member.
2. Must be a single unit member.
3. Must be certified by the SNA Certification Program.
4. Must be employed in a child nutrition program as a manager or a food service assistant. The person may have responsibilities for more than one

- school but cannot be employed as a supervisor on a system-wide basis.
5. Work on the project must be done during the year it is submitted unless it is a two-year project.
 6. All Memoranda of Intent (See Sample Memoranda of Intent page 5-31) must be submitted to the Star of Excellence Chair prior to December 1.
 7. All applications must be received by February 1. Additional information and application forms can be received from the Star of Excellence Chair. (See Leadership Directory for name and address.)
 8. The total number of pages (8 1/2 x 11 only) may be less than but not more than twelve pages including the application.
 9. No video tapes, cassettes, slides, etc.
 10. Decorative covers will not be considered in judging.

RESOURCES: MAJOR SNA MATERIALS AND SERVICES

The following are some of the support materials and services available through the SNA headquarters office which you might find helpful as you pursue your Plan of Action strategies and action steps. Consult the SNA office at 703-739-3900 for the specific staff person you can speak to about these items.

SNA ON LINE

The SNA has an internet address where you can find information about school nutrition association, including classes to take and a section on Wellness. The address is: www.schoolnutrition.org.

SNA Certification

SNA's Master Plan for Education discusses the Association's official certification criteria, competencies, recommended functions and tasks, curriculum and implementation procedures. See the web page of SNA.

Emporium

Some Plan of Action steps may require conducting marketing and promotional activities. The SNA Emporium has for sale posters and other promotional items as well as books and professional development materials. See the web page for materials and ordering.

Keys to Excellence: Standards of Practice for Nutrition Integrity

This self-assessment tool helps schools and school districts evaluate their program in areas of administration, nutrition, operations, and communications. Over 800 manuals have been distributed nationwide. Copies of the manual are available by calling the SNA Emporium. These are also on line.

Legislative Information

To help members keep up to date on child nutrition legislation and regulatory issues. Contact SNA on the web page (www.schoolnutrition.org) for the most current information.

Louise Sublette Award of Excellence

Considered the highest honor in the school food service profession for single unit personnel, the Louise Sublette Award of Excellence recognizes the contributions of single unit personnel in promoting and strengthening child nutrition programs on the local level. Targeting projects to tie in with the Plan of Action is a good way single unit members can be involved in making SNA's Plan of Action successful. Guidelines are available for members who are interested on the web page.

Model Policy for Nutrition Integrity in Schools

This pamphlet outlines SNA's position on how to develop a nutrition integrity policy in the nation's schools. The core concepts contained within this model policy are consistent with the nutrition standards contained in Keys to Excellence. It is a terrific handout for school board and civic group presentations.

National School Lunch and National School Breakfast Week Promotions

Every year SNA sponsors the National School Lunch Week during the second full week in October and the National School Breakfast Week during the first full week in March. Through official menus and promotional materials, each of these events provides school food service operations with a terrific opportunity to promote their programs to students, the school community, and the public at large. This information is in the Journal and on the web page.

Scholarships and Grants

Administered through the School Food Service Foundation. SNA has available several scholarships and grants for members who desire to continue their education. Literature is available. See the SNA web page (www.schoolnutrition.org).

School Food Service Foundation The School Food Service Foundation focuses on professional development programs for SNA members, child nutrition research, and public education regarding child nutrition and school food service. Foundation programs now include educational manuals, videos, seminars, and scholarships. Literature is available. See the SNA web page (www.schoolnutrition.org).

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School Nutrition Association of Michigan

Executive Board Seating Chart

President Elect	Parliamentarian	President	Secretary/Treasurer
Vice President			Area I Representative
Area VIII Representative			Area II Representative
Area IX Representative			Area III Representative
Area X Representative			Area IV Representative
Area XI Representative			Area V Representative
Area XII Representative			Area VI Representative
Area XIII Representative			Area VII Representative
Legislation Committee Chair		Professional Dev. Committee Chair	
Communications Chair		Member Services Chair	
Publication Sub Co. Chair		Industry Committee Chair	
Nutrition Chair		Industry Member Representative	
MDE Liaison		MSBO Liaison	
SNA Board Member(s)		SNAM Associate Executive Director	
Special Committee Chairs	Guests	SNAM Executive Director	

Executive Board/Annual Report Format



SCHOOL NUTRITION ASSOCIATION OF MICHIGAN

"Providing our members with the resources to advance good nutrition for Michigan's children"

Report #

To: SNAM Executive Board

From:

Re: Meeting Report for Board Meeting or Annual Report

Date:

Mission

Providing our members with the resources to advance good nutrition for Michigan's children

Summary of Activities:

Goal 1: Increase Membership

SNAM will increase its membership by 5%. (Membership as of July 2007: 1644)

Summary of Activities:

Goal 2: Increase Participation in SNAM Events

40% of SNAM members will participate in at least one SNAM state event.

Summary of Activities:

Goal 3: Increase Legislative Activity

SNAM will provide a legislative voice, through written responses, to legislature affecting school food service. Participation in Michigan Legislative Action Conference will increase by 20%.

Summary of Activities:

Committee/Area Goal(s):

Summary of Activities:

Current Budget Status (include concerns or items for budget approval):

Items Requiring Discussion or Approval:

Special Notes:

- 1. Use number assigned to your position for Report #.*
- 2. Board reports should be sent via the Executive Board listserv at least 10 days prior to the Executive Board meeting. If you are unable to make this deadline, check with the SNAM office to see if copies should be brought to the meeting.*
- 3. Reports for Board meetings are distributed prior to or at the beginning of each meeting.*
- 4. Annual Reports should be sent to SNAM office once a year as requested; you will have at least 30 days notification to complete your Annual Report.*

School Nutrition Association of Michigan

Report ng System

Elected Officers:

1. President*
2. President-Elect*
 - 2a. Resources, Bylaws, Policy & Procedures
 - 2b. Strategic planning
3. Vice President*
 - 3a. Conference
4. Secretary
5. Treasurer*
6. Area I*
7. Area II Representative*
8. Area III Representative*
9. Area IV Representative*
10. Area V Representative*
11. Area VI Representative*
12. Area VII Representative*
13. Area VIII Representative*
14. Area IX Representative*
15. Area X Representative*
16. Area XI Representative*
17. Area XII Representative*
18. Area XIII Representative*
19. Chair of Area Reps

Committee Chairs

20. Legislation Committee*
21. Professional Development Committee*
 - 21a. Certification Sub Co.
 - 21b. Resource Sub Co.
 - 21c. Scholarship & Award Co.
 - 21d. SFSTTF Co.
22. Membership* Services
 - 22a. Affiliations Sub Co.
23. Communications Committee*
 - 23a. Publication Sub Committee
 - 23b. SNAM Web Management Sub Co.
 - 23c. MDE Liaison (Liaison with Prof Organizations)
 - 23d. MSBO Liaison (Liaison with Professional Organizations)
 - 23e. Emporium Sub. Co.

- 24. Industry*
 - 24a. Industry Rep to Board/Co Chair
- 25. Nutrition Committee*

Others:

- 26. Parliamentarian
- 27. SNA Representative(s)
- 28. Historian
- 29. SNAM Executive Director

Note: Other numbers may be assigned by the Executive Board during any one Association year.

- 30. _____
- 31. _____
- 32. _____
- 33. _____
- 34. _____

School Nutrition Association of Michigan
Sample Meeting Notice

To: SNAM Executive Board

From: Secretary

Date: (Month, Day, Year)

The next Executive Board meeting is schedule for:

(Month, Day, Year), 9:30 a.m.
Kellogg Center
East Lansing, Michigan
(a map is enclosed for new Board members)

Items on the agenda are:

Special Orders:

1. Report Dates

Unfinished Business:

1. Mideast Regional Conference
2. Conference Program

New Business

1. Scholarship Applications
2. Conference site for 20 ____

Remember to bring 30 copies of your report or send on the Exec. Board List-Serve.

School Nutrition Association of Michigan
Parliamentary Procedure

Parliamentary procedure is the set of rules for working together in groups. It is logic and common sense crystallized into rules of law. Parliamentary law is designed to expedite business, maintain order, and insure justice and equality. The fundamental principles are:

Courtesy to All
Justice to All
One Thing at a Time
Full and Free Debate

The Rule of the Majority
The Rights of the Minority
Partiality to None

A well-conducted meeting is appreciated by all. More is accomplished, time is saved, equality is attained, dictatorship is avoided, and the will of the majority prevails in comparative harmony.

Every member of a group should learn at least basic rules of procedure for meetings. For a presiding officer, this knowledge is essential. A presiding officer:

1. Raps the gavel once, lightly, to call meetings to order, to maintain order and to adjourn meetings.
2. Follows an agenda, calling only on those officers and committee chair who have reports.
3. Introduces guests that the audience does not know; presents guests that the audience does know.
4. Asks, Are there any corrections? after the Secretary/Treasurer reads the minutes; if there are none, states Hearing none, the minutes stand approved as read. If there are corrections, then after they have all been stated, says The minutes stand approved as corrected. ;
5. Asks for questions following the Treasurer s report; after the questions, or if there are none, states The report will be filed for review. ;
6. Accepts or receives officer and committee reports.
7. Knows the eight essential steps to obtain action on a main motion.

A member:

1. Addresses the Chair (Madame President or Mister President)
2. Receives Recognition from the Chair
3. Introduces the Motion (I move that ...)

Another Member:

1. Seconds the Motion (I second the motion) Without Rising.

The Chair (Presiding Officer):

1. States the Motion
2. Calls for Discussion
3. Takes the Vote
4. Announces the Results of the Vote
5. Refers to *Roberts Rules of Order* as necessary; and,
6. Has the Parliamentarian seated at his/her side at each meeting.

Ten Points For Meetings:

Probably not more than once in 20 years will any situation arise at a meeting which will not be covered by the 10 easily-understood rules explained here. Using these, anyone can participate intelligently in meetings of organizations.

The Motion:

You make a motion by raising your hand to get the chair's attention. After he/she has recognized you, you say, Mr. Chair, (or Madame President) I move that we , and state your motion. Your motion must then be put in writing to the Secretary/Treasurer.

You may make a motion when you want the group to take some action: to send a letter, to instruct a committee to investigate something, to accept a report, to hold a special meeting, to spend money for some special purpose, etc.

The Amendment:

Amendments are offered in the same way as motions. You may offer such an amendment when you agree substantially with the motion that has been made, but want to make some change before it is adopted. For example, a motion has been made to hold a special meeting, but no date has been specified. You want to be sure the meeting will be held at a time when all the members can attend.

You may then amend the motion by saying: Mr. Chair, I move to amend the motion to the effect that the special meeting shall be held two weeks from next Monday (or any other day and time) at 7:30 p.m. or you may want to limit the amount of money when an expenditure is being authorized, etc.. In all such cases you may amend a motion.

Amending The Amendment:

Just as a motion may be amended, an amendment may also be changed in the same way. As with the first amendment, the second amendment must relate to the motion and the amendment. It is in order only when it does. No more than two amendments may be made to one motion.

Substitute Motion:

The substitute motion is sometimes used when there is a motion and two amendments are on the floor, in order to save time. If there does not seem to be substantial disagreement with the motion and the two amendments, a substitute motion incorporating all three into one motion may be made and accepted by the chair. (*Comment: If you disagree with a*

motion or an amendment, you do not defeat it by trying to change the sense of the motion through amendment. You speak against the motion or the amendments, and urge the group to vote against them. If these are defeated, new motions calling for different action may be made and considered).

Speaking on Motions or Amendments:

When you want to speak at a meeting, you raise your hand until you are recognized by name (by the chair).

As soon as you are recognized by the chair, you may proceed to speak either for or against the motion or amendments that are being considered.

Within such time limits as may be established, you can speak for or against almost any motion. You may speak on motions or amendments only after they have been offered to or accepted by the chair and have been supported by someone in the group. The chair says, The motion is made by _____ and seconded by _____. Is there any discussion?

How To End Debate:

If you think there has been too much discussion of any issue being considered by the group, you may try to close the discussion. You do this by getting recognition from the chair after which you say, Mr. Chair, I call for the question.

When the chair puts this to a vote of the body, two-thirds of the members present and voting can vote to end debate.

If enough votes are cast for the previous question, debate on the issue ends and the chair must call for an immediate vote on the motion and the amendments.

Motion to Table:

If you wish to postpone or end debate on an issue, you may also make a motion to table. Such a motion is not debatable and if it is supported by one other member, must be put to an immediate vote by the chair.

Point of Information:

If at any time during the meeting you are confused about the business being discussed, or if you want the motion that is being considered more clearly explained, you may ask the chair for a point of information. After you are recognized, ask for the explanation that you desire. (with only a few limitations, a point of information is in order at almost any time during a meeting.)

Point of Order:

If you disagree with any of the chair's rulings or if you believe that the person who is speaking is not talking about the business being considered, you may raise a point of order and state your objection to the chair. The chair then is required to rule one way or another on your point of order, usually with the help of the Parliamentarian.

Appeal From The Chair:

If you disagree with a ruling of the chair on a point of order, you may appeal from the decision of the chair.

After you make such an appeal, it must be supported by at least one other member. During consideration of the appeal, the chair must turn the chair over to the next ranking officer attending the meeting.

You will then be given an opportunity to state your reasons for believing the chair should be overruled, after which the chair will have an opportunity to give his reasons for ruling against you. No one else may participate in this discussion.

Immediately after the chair has spoken, the President-Elect or whoever else temporarily is occupying the chair, will place your appeal before the group for a vote. The group will then, by majority vote, overrule your appeal and uphold the chair, or support your opinion by overruling the chair. *(Since appeals from the decision of the chair tend very greatly to delay meetings, they are used ordinarily only when the rulings of the chair are of such very great importance that the member cannot in good conscience allow them to stand.)*

Attend Meetings - Speak Up - Take Part in Activities

School Nutrition Association of Michigan

Sample-Order of Business

For

Executive Board Meeting

1. Call to Order
2. Roll Call and Introduction of Guests
3. Approval of Minutes
4. Reports of Elected Officers (in the order of the Report Numbering System)
5. Reports of Committee Chairs (in the order of the Report Numbering System)
6. Reports of Others (in the order of the Report Numbering System)
7. Special Orders
8. Unfinished Business
9. New Business
10. Announcements
11. Adjournment

School Nutrition Association of Michigan

Sample Activity and Event Schedule

20__ - 20__

September 1	Copy Deadline Fall Issue <i>First Hand News</i>
September 24	Industry & Conference Committee Meetings
September 25	Executive Board & Legislative Committee Meetings
October __	National School Lunch Week (Second full week in October)
November 19	Industry & Conference Committee Meetings
November 20	Executive Board & Legislative Committee Meetings
December 1	Copy Deadline Winter Issue <i>First Hand News</i>
December 1	Deadline for submitting Affiliate Chapter Member List to Area Rep and Affiliation Chair
January 18-20	SNA Industry Seminar Newport Beach, Florida
January 28	Industry & Conference Committee Meetings
January 29	Executive Board & Legislative Committee Meetings
February 6	SNAM Leadership Seminar
February 1	Application Deadline for 100% Membership, 100% Certification, and Stars of Excellence Awards
February __	Deadline for Resolutions and Bylaw Amendments
February 29- March 3	SNA-Legislative Conference - Washington, DC
March 1	Copy Deadline Spring Issue <i>First Hand News</i>
March 1	House of Delegate Report & Official Delegate List due at SNAM Office
April 1	Scholarship Application Deadline

April 16-18 SNAM Annual Conference M. Pleasant, MI
April 16 - Executive Board Meeting

April 17 - Annual Meeting

April 22-24 SNA Leadership Conference, Kansas City, MO

May 19 Industry Committee Meeting

May 20 Executive Board Meetings

June 1 Copy deadline Summer Issue *First Hand News*

June 1 Deadline for submitting Affiliate Chapter Officers to Area Rep and Affiliation Chair

July 24 SNA Conference Baltimore, Maryland

School Nutrition Association of Michigan
What Minutes Should Include

Minutes are the official records of the proceedings of an organization. They should contain what was DONE, NOT what was SAID. The Secretary/Treasurer should not include personal opinions.

Minutes should contain:

1. in the first paragraph
 - a. name of group
 - b. kind of meeting (regular, special, Executive Board, House of Delegates)
 - c. date and time
 - d. place
 - e. if the regular chair and/or Secretary/Treasurer were absent, include the names of the members who substituted for them
 - f. number of members present (verifies quorum)

2. in the body
 - a. a separate paragraph for each topic
 - b. whether the minutes of the previous meeting (give the date) were
 - (1) approved as read, or
 - (2) read and approved as corrected
 - c. a listing of all motions made, unless they were withdrawn, giving,
 - (1) exact wording of motion
 - (2) name of mover
 - (3) name of seconder if group wishes, but not necessary
 - (4) outcome (carried, defeated, etc.)
 - d. summaries of reports given by officers and committee chairs, if a written copy is not given to the Secretary/Treasurer to file

3. A last paragraph stating the hour of adjournment

4. The Secretary/Treasurer's name and position; Jane Doe, Secretary/Treasurer, or Jane Doe, Acting Secretary/Treasurer (Respectfully Submitted is NOT used)
Corrections to minutes (after they are read at the next meeting), should be inserted in the margin, with a line drawn around or through the part corrected.

School Nutrition Association of Michigan

**SNA Installation Ceremony
A Crown of Service**

The Installing Officer, with a rap of the gavel, says:

The _____ School Nutrition Association (insert name of Affiliate Chapter) is now in session for the installation of officers for the ensuing year.

May I express to the retiring officers and chair, appreciation from the membership for your untiring efforts. You have performed your duties and assignments with diligence and success. Though you are relieved of these more active responsibilities, your interest and desire for service will be a support and inspiration to the new leaders as your association moves forward.

The insignia of the School Nutrition Association and its affiliates is a shield upon which is pictured a hand holding a shock of wheat. The Latin inscription is Finis coronet Opus, which means The End Crowns the Work. The extended hand holding the wheat denotes our service to children by providing for their nutritional needs at school.

Royalty recognized the crown as a symbol of sovereign power. In our profession it is known as a crown of service. We believe that the end result of our effort to build strong bodies, crowns the work involved.

It is with pleasure that I present to the membership the following officers who have been elected to serve your association for the year_____.

_____ (Name) you have been chosen the **Secretary/Treasurer** of your association, not only because of your exacting attention to detail and accuracy, but also your ability to handle financial records. You are required to keep an itemized account of all receipts and expenditures and file vouchers for payment. You will work with the finance and budget committees and will co-sign all checks. You shall pay funds of the association only by order of the association or executive board.

_____, (Name) your association recognized in you the ability to translate words into meaning. As **Secretary/Treasurer**, the activities and action of the association are recorded in your minutes. Remember, you are keeping permanent records and your words shall be used as the history of the association. You are also required to take care of all association correspondence in such a manner as to reflect the high standards set forth.

_____, (Name) as **President-Elect**, it is your duty to bring to the association warmth and friendliness. In you, your association sees the same potential qualities as those of your president. You shall assist the president and preside in her absence. Also placed upon your shoulders is the responsibility of Program Chair. May success crown your efforts as you prepare to become president.

May I present your new president _____. (Name)
_____, (First Name) you have been chosen to fill the highest office in your association because they recognized in you the needed qualities of leadership. Your office not only brings a rare privilege but many responsibilities. It is not what is around us but what is in us; not what we have but what we are that makes us worthy. As presiding officer you will be fair, tactful, and just. Common sense will guide you as you journey through your year as President.

Officers, on behalf of the _____ (insert name of Affiliate Chapter) School Food Service Association, I now declare you duly installed for the year _____.

As officers of this association, you must realize that the members have faith and confidence in your ability to lead the association as you strive to achieve the Aims and Purposes.

Members you have by democratic process elected these officers as your representatives. While you have invested the responsibilities to them, never forget they are only your spokesmen and these offices exist to serve you. We are an organization that truly reflects services and dedication as we strive to uphold the Code of Ethics of our profession.



AFFILIATE CHAPTER OFFICER AND COMMITTEE CHAIR LIST

Name of Affiliate Chapter: _____ Area: _____

Four copies of this report should be **completed within thirty days of installation of officers, but no later than June 1**. One copy should be mailed to your Area Representative, one copy to the Affiliation Chair, one copy to the SNAM state office, and one copy is for your own files. If new officers are not elected by this date, please advise the Affiliation Chair accordingly. (See Leadership Directory for names and addresses.)

OFFICERS

President: _____	
(name)	(HOME street address)
_____	_____
(city)	(zip) (HOME telephone)

President Elect: _____	
(name)	(HOME street address)
_____	_____
(city)	(zip) (HOME telephone)

Secretary/Treasurer: _____	
(name)	(HOME street address)
_____	_____
(city)	(zip) (HOME telephone)

Treasurer: _____	
(name)	(HOME street address)
_____	_____
(city)	(zip) (HOME telephone)

Area _____
 Representative: _____

Affiliation Chair: _____

Does your Chapter have the following:	Yes	No
1. Affiliate Chapter Handbook?	___	___
2. Local Chapter Bylaws?	___	___
3. Current SNAM Bylaws?	___	___

Committee Chairs

Committee: _____	Chair: _____
Address: _____	

Committee: _____	Chair: _____
Address: _____	

Committee: _____	Chair: _____
Address: _____	

Committee: _____	Chair: _____
Address: _____	

Committee: _____	Chair: _____
Address: _____	

Meeting Schedule

Dates	Type of Meeting or Activity Scheduled
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Special Projects Planned for the Year

_____	_____
_____	_____
_____	_____
_____	_____

School Food Nutrition Association of Michigan

SCHOLARSHIP APPLICATION

All applications for scholarships must be received by the Scholarship Chairperson by April 1 in order to be considered for an award for the current year. Notification of awards will be made immediately following the May Executive Board meeting.

PERSONAL INFORMATION

NAME: _____
(first) (middle) (last)

HOME ADDRESS _____
(number or P.O. Box) (street)

(city) (state) (zip)

HOME PHONE: () _____

WORK PHONE: () _____

NAME OF SCHOOL DISTRICT _____

BUILDING _____

How many years have you been in school food service? _____

Last year completed in school? _____

What is your SNAM membership number? _____

How long have you been a member of SNAM ? _____

Are you a member of an affiliate chapter? Which one? _____

Please list your present position and indicate how long you have had this position

Who is your supervisor? _____

His/her phone number () _____

Please list the training, continuing education and workshops pertaining to school food service you have attended in the last year.

Date	Event	Where Held	Sponsor
------	-------	------------	---------

Scholarship or grant for which you are applying:

Name of Course _____

Dates and Time of Course _____

Educational Institution _____

Briefly describe the content of the course: _____

(please attach any literature regarding this course which might be helpful to the committee)

Scholarship Needs

Registration or Tuition \$ _____

Lab Fees \$ _____

Books \$ _____

Other \$ _____

Total Needs \$ _____

Signature of Applicant _____ **Date** _____

FOR COMMITTEE USE:

Date received: _____

Date reviewed by the committee: _____

Recommended amount of grant: _____

Presented to the Executive Board on: _____

Action taken by Executive Board: _____

Notification sent to applicant on: _____

Signature (Scholarship Chairperson) _____

Mail to: SNAM 884 E. Isabella Rd, Midland, MI 48140
(800) 677-8955 (989) 631-4541 Fax: (989) 631-4541

SCHOOL NUTRITION ASSOCIATION

100% MEMBERSHIP AWARD APPLICATION FOR INDIVIDUAL SCHOOL

Name of School System: _____

Chapter Number: _____

Address: _____

City/State/Zip: _____

Name of School Foodservice Director: _____

Number of School Foodservice employees in the system: _____

Name of School: _____

Name of Members, Membership Number, and address

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

(Please do a separate sheet for each school.)

Signed: _____

Director, School Foodservice Date

INSTRUCTIONS: To qualify for the SNA 100% Membership Award, all regular food service personnel in the school must be SNA members "as of" _____. See Procedure, Certificates of Achievement for 100% Membership, for date of any given year. The official SNA membership list for that date shall be used as proof of membership.

One application per SCHOOL FOODSERVICE SYSTEM shall be completed upon meeting this level of achievement and mailed to the State Membership representative named below:

NAME:

ADDRESS:

Check One: CERTIFICATE AND SEAL (if no previous award has been received or if new certificate is needed)

SEAL (to add to the certificate previously received)

**SCHOOL NUTRITION ASSOCIATION
SCHOOL FOOD DISTRICT**

100% MEMBERSHIP AWARD APPLICATION FOR DISTRICTS

Name of District: _____

Chapter Name: _____

Address: _____

City/State/Zip: _____

Name of School Foodservice Director: _____

Number of School Foodservice employees in the district: _____

Name of Members, Membership Numbers and addresses:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

(For additional names, list on separate sheet and attach.)

Signed: _____
Director, School Foodservice Date

INSTRUCTIONS: To qualify for the SNA 100% Membership Award, all regular food service personnel in the school must be SNA members "as of" _____. See Procedure, Certificates of Achievement for 100% Membership, for date of any given year. The official SNA membership list for that date shall be used as proof of membership.

One application per DISTRICT shall be completed upon meeting this level of achievement and mailed to the State Membership representative named below:

NAME: _____

ADDRESS: _____

Check One: CERTIFICATE AND SEAL (if no previous award has been received or if new certificate is needed)
 SEAL (to add to the certificate previously received)

**SCHOOL NUTRITION ASSOCIATION:
INDIVIDUAL SCHOOL/ADMINISTRATIVE OFFICE (SCHOOL)
100% CERTIFICATION AWARD APPLICATION**

Name of School: _____

Chapter Number/Name: _____

Address: _____

City/State/Zip: _____

Name of School Foodservice Manager: _____

Number of regular foodservice employees in the unit: _____

Names of Certified Members in School Address Zip Code

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

(For additional names, list on separate sheet and attach)

Signed: _____

(Manager, School Foodservice) (Date)

INSTRUCTIONS: To qualify for the SNAM 100% Certification Award, all regular foodservice personnel in the school must be SNAM certified as of **December 31**.

The official SNAM certification list for that date shall be used as proof of certification.

One application per school shall be completed upon meeting this level of achievement and mailed to the SNAM Certification chair no later than **February 1**. (See the Leadership Directory for name and address.)

Check One: _____ CERTIFICATE AND SEAL (no previous award received or new certificate needed)

_____ SEAL (to add to certificate previously received)

**SCHOOL NUTRITION ASSOCIATION:
SCHOOL FOOD SYSTEM/DISTRICT
100% CERTIFICATION AWARD APPLICATION**

Name of School: _____

Chapter Number/Name: _____

Address: _____

City/State/Zip: _____

Name of School Foodservice Manager: _____

Number of regular foodservice employees in the unit: _____

Names of Certified Members in School Address Zip Code

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

(For additional names, list on separate sheet and attach)

Signed: _____

(Manager, School Foodservice) (Date)

INSTRUCTIONS: To qualify for the SNAM 100% Certification Award, all regular foodservice personnel in the school must be SNAM certified as of **December 31**. The official SNAM certification list for that date shall be used as proof of certification. One application per school shall be completed upon meeting this level of achievement and mailed to the SNAM Certification chair no later than **February 1**. (See the Leadership Directory for name and address.)

Check One: _____ CERTIFICATE AND SEAL (no previous award received or new certificate needed)

_____ SEAL (to add to certificate previously received)

SCHOOL NUTRITION ASSOCIATION
Information for Members Services Chair

REQUEST FORM FOR 100% MEMBERSHIP CERTIFICATE AND SEAL

Please complete the following information for your 100% Membership Certificates and Seals and return to SNA headquarters at least forty-five (45) days prior to your state meeting.

STATE AFFILIATES MUST VERIFY MEMBERSHIP OF SCHOOL FOOD SERVICE EMPLOYEES IN SCHOOLS OR SYSTEMS/DISTRICTS APPLYING.

If your annual state conference occurs January 1 - June 30, use the official SNA state list "as of 12/31" to determine eligibility for awards. If your annual state conference occurs July 1 - December 31, use the official SNA state list "as of May 31" to determine eligibility for awards.

The information submitted by you will be compiled for recognition of each state's awards at the SNA Annual National Conference.

State: _____

Date of Meeting: _____

Name: _____

Mailing Address: _____

Telephone: () _____

Please list how many you need of each of the following:

Individual School certificates: _____

District certificates: _____

SNA Seals: _____

RETURN THIS FORM TO:
SCHOOL NUTRITION ASSOCIATION
Member Services & Marketing Department
700 South Washington Street, Suite 300
Alexandria, VA 22314 (703) 739-3900/(800) 877-8822

**STARS OF EXCELLENCE AWARD
LOUISE SUBLETTE AWARD OF EXCELLENCE
SAMPLE MEMORANDUM**

TO: School Nutrition Association of Michigan President

(Name of Current President - See Leadership Directory)

(Address - See Leadership Directory)

(Telephone - See Leadership Directory)

FROM: _____
(Name of Project Entrant)

(School)

(Address)

(Telephone)

SUBJECT: Stars of Excellence/Louise Sublette Award of Excellence
Notice of Intent to Enter Contest

DATE: _____

This is to advise you that I will be submitting an entry for the 20__ - 20__ Stars of Excellence Award. I have a copy of the forms (or I need a copy of the forms) and understand the complete application must be in your hands before February 1.

Note: The memorandum for the Stars of Excellence Award must be submitted to the Stars of Excellence Chair no later than December 1. Applications for the award are available from the Chair. See the Leadership Directory for name and address.

SAMPLE FIRST HAND NEWS ISSUE FEATURES

Regular Features in Every Issue:

- Editor s Keyboard
- President s Message
- Board Brief s
- Treasurer s Report
- Area News
- SNAM/SNA Calendar
- Committee Reports
- Executive Board Directory
- Industry Article
- Professional Profiles
- SNAM Member
- Industry Member
- Advertisers Index
- Membership Reports

Special Features in Specific Issues:

- Summer Issue – Back to School
- SNAM Summer Social Activity
- Stars of Excellence Program Information
- Scholarship Information

- Fall Issue - Directory Issue
- SNA Convention Report
- Keys of Excellence Program Information
- Membership Award Program Information
- Directory
- Nomination Form for SNAM Officer Elections
- Winter Issue - Pre-Conference Issue
- Conference Program and Registration Information
- Spring Issue - Post Conference Issue
- LAC Conference Report
- Conference Follow-Up Report
- Industry Seminar Report
- Scholarship Winners
- Election Results

SAMPLE - FIRST HAND NEWS TIME LINES AND TASKS

Summer Issue - Back to School Issue

June 1 Editor copy deadline: All articles and editorials due to Editor
June 7 Editor s cover feature due to SNAM office
June 21 Copy deadline: All articles, editorials and ad copy due to SNAM
office
July 7 Layout of Summer issue to printer
August 1 Summer issue mailed
August 14 Members receive Summer issue

Fall Issue - Directory Issue

Sept. 1 Editor copy deadline: All articles and editorials due to Editor
Sept. 7 Editor s cover feature due to SNAM office
Sept. 21 Copy deadline: All articles, editorials and ad copy due to
SNAM office
Oct. 7 Layout of Fall issue to printer
Nov. 1 Fall issue mailed
Nov. 14 Members receive Fall issue

Winter Issue - Pre Conference Issue

Dec. 1 Editor copy deadline: All articles and editorials due to Editor
Dec. 7 Editor s cover feature due to SNAM office
Dec. 21 Copy deadline: All articles, editorials and ad copy due to SNAM office
Jan. 7 Layout of Winter issue to printer
Feb. 1 Winter issue mailed
Feb. 14 Members receive Winter issue

Spring Issue - Post Conference Issue

March 1 Editor copy deadline: All articles and editorials due to Editor
March 7 Editor s cover feature due to SNAM office
March 21 Copy deadline: All articles, editorials and ad copy due to
SNAM office
April 7 Layout of Spring issue to printer
May 1 Spring issue mailed
May 14 Members receive Spring issue

First Hand News Typing Format

Name of Article or Report Submitted
Person submitting article - SNAM Position

Credentials (if appropriate)
(Phone Number of person submitting article)

Body of Article

1. Use one (1) inch margins.
2. Single space paragraphs with no indent.
3. Double space between paragraphs.
4. Insert comma before the word and in a related series of three or more.
5. Bold face or italicize special words you want highlighted; do not use all caps.
6. Use the same size and type of font for all parts of the article.
7. Limit use of CAPS to proper titles, beginning of sentences.
8. Tab or indent only in cases of lists, addresses, or items to be inset.
9. Numbers ten and below should be spelled out. If a two digit number and a single digit number are used in the same sentence, treat the same way.
Example: 8-12 or eight to twelve.
10. When listing examples in sentence format, precede with a colon (:) Example:
It includes merchandise for all occasions: birthdays, service anniversaries, retirements, and holidays.

File Name (if submitted on disc)

(Number of pictures included)

Note: Each picture should be submitted on a photo sheet (See E-35) identifying the article for which it is to be used, individuals in photo, and suggested photo caption. Photos cannot be returned. Often times they are cut and ganged in the production process.

PROGRAMS THAT WORK

Material taken from SNA Survey, 1999 Leadership Conference and ANC Session
With Edits by Kathryn Petersen

Most Popular Time For Meetings: 3:00-6:00 p.m. most common time.

Popular Meeting Places: School cafeterias, restaurants, community buildings such as libraries, parks, museums, church family centers, hospitals, county health and school regional service centers such as Community Mental Health, Intermediate School Districts (ISDs), Regional Education Service Agencies (RESAs) and Regional Educational Media Centers (REMCs).

Length of Program: 1-1½ hours most common, 2-3 hours next, followed by 3-4 hours and 5 hours on a Saturday morning.

Meeting Frequency: 4-5 times a year most common, 2-3 times and monthly tied in popularity and some biannual meetings.

Meeting Fees: Some chapters charge fees from \$1.00-\$5.00 per meeting or \$5.00 dues per year. Larger fees were charged to cover cost of some speakers, programs, formal training and special dinners.

Refreshments: Are a part of most meetings and range from snacks to full dinners. Potluck by members is the most popular with many theme dinners such as all desserts or all salads.

Successful Program Topics and Possible Presenters:

- Nutrition topics Adolescent Nutrition, Fad Diets, Weight Control, Nutrition & Learning, etc. Presented by a doctor, dietician or state and national Dairy Council representatives and training materials
- Food/Equipment Demonstrations Culinary Arts, Use of Herbs/Spices, Garnishing, Cake Decorating, etc. - Presented by Chefs, Food Distributor Representatives, Equipment Company Representatives, Utility Company Staff, National Restaurant Association and National School Foodservice Management Institute (NSFMI) tapes and training materials
- Food Trends, New Food Products for Schools, Mini-Food Shows, Product Testing-Can Cuttings and single product testing, such as learning about chicken products, french fries, fresh produce, etc. Presented by manufacturers and brokers representatives
- Restaurant Tours
- Food manufacturing plant field trips
- Educational Issues Conflict Resolution, Gangs, Graffiti, Crisis Management, Drugs/Alcohol Abuse, Cultural Diversity, etc. Contact ISD or RESA Professional Development or Communications Specialist for names of possible presenters
- Personnel Issues Payroll, Retirement Planning, etc. Most investment planners have speakers, ask business managers or contact MSBO office for the names of specialists
- Health/Fitness issues Stress Management, Fitness, Carpal Tunnel Syndrome (health educator), Women's Health, Breast Cancer/ Breast Self-Exam, Diabetes, Osteoporosis (doctor, nurse, health care clinic), foot care (podiatrist)
- HIV Awareness Doctor or HIV help group counselor
- Healthy Exercise discussion and training PE teacher or fitness center instructor
- Personal Safety Issues Self-Defense, Domestic Violence, Back Injuries, security tips for home - Police, Karate and other self-defense trainers
- Health Fairs

- Motivational Topics Successful Communication, Team Building, Self Esteem, Attitude (local mental health department and psychologists/counselors), Covey s 7 Habits series (on tape), there are also many good motivational tapes at libraries
- Safety Issues First Aid (burns, cuts, etc.), doctors, nurses, nurse educators, Red Cross
- Knife Use proper use and care of knives Chefs, college food service instructors
- CPR Training, Heimlich Maneuver Red Cross instructors
- Fire Safety Issues Use of fire extinguishers, fire safety plan Local fire department
- Food Safety/Sanitation, HACCP- Approved trainers in the state (health departments, MDE/SNAM statewide trainers)
- Financial Planning, Consumer Credit Counseling, Will/Estate Planning Lawyer, financial planner
- Legislative Process and Updates, Parliamentary Procedure Legislator, SNAM Legislative Chair, subscription to ASGSA Connection or have one member subscribe and keep other members apprized of issues
- Technology Training Use of Internet and chat rooms between members and districts, distance learning, satellite seminars Local school district s technology coordinators, community college consortium directors, NSFMI satellite seminars
- School Food Service Professional Growth Topics Marketing, merchandising (counter layout and decorating), Sign Making for the Serving Line (local sign company), Customer Service, Nutritional Advisory Council issues, Work Simplification, Leadership Training, Destination 10 (Chef Don s program on tape for improving and merchandising your program), Professional Dress, Uniform Style Shows, Travel Tips for SNA, ANC and LAC conferences Many of these issues can be handled by member panels and group discussions
- Catering Ask districts that do catering to share their experiences
- Cultural Diversity Ethnic dinners, if invite ethnic cooks to demonstrate menu ideas and techniques (someone from the Hispanic community demonstrating making tortillas, tamales, handling peppers, etc)
- Theme dinners (ethnic, seasonal, birthday parties, history themes such as Elizabethan) for the meeting with ideas that can be used in the school cafeteria
- Sponsor Statewide Training classes and use updates on sanitation and regulation changes as programs
- Use NSFMI tapes and overviews of training program materials an programs
- Keep copies of SNA, SNAM, and MDE Fall Conference Programs for topics, program ideas and presenters (or places to find presenters)
- Other ideas: Contact your county extension agent for program ideas, check with regional educational consultants for programs on speech therapy, sign language, autism, mental and physical handicaps, physical/occupational therapy, etc

Fund Raising Activities:

- Flea markets, silent auctions, basket auctions with an auctioneer, bake sales, 50/50 money and product raffles, cookbooks, pin sales, bingo and nutrition bingo, craft fairs, Tupperware parties, small equipment sales, catering competitions, pass the hat for spare change
- Bring a meal, buy a meal Make up a box or basket containing a full meal (spaghetti, spaghetti sauce, French bread, salad greens, dressing, and a dessert) and auction them off
- Sell leftover meeting refreshments cookies, cakes, etc.
- Free Cookbook Project Everyone brings a dish and the recipe The dish is auctioned off and the recipes are compiled and duplicated for each member attending the meeting
- Charging non-members for attending as a membership incentive and fund raiser Renaissance Faire/Ethnic Food Fair Provide theme foods and wear costumes Invite the community and charge a fee to attend or sell food at each booth
- Hot roll sales, Have people order your famous rolls by Wednesday and have them ready to pick up on Friday. Popular at holiday times
- Christmas cookie sales
- Thanksgiving pie sales
- Cake/dessert walks and competitions

Uses for Funds:

- Scholarships for members and family members attending food service classes or pursuing a food service career Money to be used for course fees, books, babysitters, travel, etc.
- Pay the way to conferences for chapter officers and members (the State of Georgia raises money to send over 100 members to ANC each year)
- Send chapter members to Legislative Action Conference to help lobby for child nutrition, ASFSA Leadership Conference, other state conferences, NSFMI programs, etc.
- ASFSA s Penny A Day state fund raising competitions to fund the SNA Foundation
- Nominate members for SNA and SNAM awards and sponsor the winners at awards ceremonies at SNAM and SNA conferences

Community Services:

- Sponsor a Gospel Concert, Keep Kids Warm coat Drives, scholarships for graduating seniors, holiday baskets for needy families
- Sponsor fund raising dinners for families facing astronomical medical costs for a child
- Sunshine Committee for food service employees in all districts especially for chapter members
- Set up a booth at school district and community events promoting school breakfast, lunch, and nutrition awareness
- Involvement with community organizations: United Way, March of Dimes, Habitat for Humanity, Food Banks, Relay for life, Food Banks, Community Kitchens, etc.
- Environmental Awareness Project A chapter helped students with a community garden, grew vegetables and helped prepare them for a meal
- Community Events Chapter sponsored a float featuring the food pyramid in a city parade. The float was pulled by a food service truck.

Other Great Ideas

- Attractive meeting notices that include program information
- Personal invitations to people you wish to invite to join.
- Have a regular meeting date and time (1st Wednesday, 4:00p.m., Blair Elementary)
- Have a planning meeting to set up all meeting for the year
- Send yearly meeting schedule and tentative program topics to all chapter members
- Holiday celebration meetings, recognition dinners, awards, retirement, etc.
- Craft shows, gift raffles, door prizes and refreshments planned for meetings
- Joint chapter meetings featuring a special speaker
- Family Fun Night at the beginning of the year to garner family support
- Movie/Popcorn night
- Administrator s night Invite administrators and board members to a meeting and have a speaker on nutrition and learning, profitable self-op programs, ideas for selling our program in the community, or use the time to make a stand on Nutritional Integrity Issues
- Mini-breakout sessions, round table discussions, combine chapter meetings with staff development days in your school district. Get you programs on the area-wide professional development calendar
- Become involved in your school district s education (school) improvement teams

Certification Program Approval Form

**Due 30 days prior to offering of course
All parts of application must be complete**

1. Program Sponsor _____
2. Address _____
3. Contact Person _____
4. Telephone (____) _____
5. Fax (____) _____
6. Email: _____
7. Program/Course Title _____
8. Subject Matter _____

9. Speaker/Instructor _____
10. Location of Program _____
11. Length of Course _____ CEUs Requested _____
12. Signature of Program/Course Sponsor _____
13. Program Date(s) _____
14. Attach the Following:
 Printed Program and/or outline of Program (include timing/subjects/registration/breaks/meals)

For Office Use Only	
Date Processed _____	Date Attendance Roster(s) Sent _____
Number of CEU's Requested _____	Number of CEU's approved _____
Approved By _____	Code # _____

Mail to: SNAM 884 E. Isabella Rd. Midland, MI 48640 Phone: 800-677-8955, Fax: 989-631-4541
