

School
Nutrition
Association
Of Oklahoma

GOVERNING RULES

June 2022

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The [School Nutrition Association of Oklahoma](#) ~~School Food Service~~ Association's Governing Rules were adopted by the House of Delegates on October 18, 2002, in Stillwater, Oklahoma, revised on October 21, 2004 in Stillwater, Oklahoma, revised on June 17, 2005 in Tulsa, Oklahoma, revised on October 17, 2008 in ~~MidWest~~[Midwest](#) City, Oklahoma, revised on November, 2011 in City, Oklahoma, revised on June 4, 2015 in Norman, Oklahoma, revised on June 17, 2016 in Norman, Oklahoma, [revised on June 16, 2022, in Norman, Oklahoma.](#)

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ARTICLES

of

THE SCHOOL NUTRITION ASSOCIATION OF OKLAHOMA

This document shall constitute the Articles of the School Nutrition Association of Oklahoma, a not for profit 501-c6 organization.

ARTICLE I

NAME

The name of the organization is

THE SCHOOL NUTRITION ASSOCIATION OF OKLAHOMA.

ARTICLE II

PURPOSES

The objects and purposes for which this organization is formed are to act as an organization not for profit. Any subsequent amendments thereto and substitutions therefore, and in the course thereof, and subject thereto, to act as follows:

1. Promote the optimal health, nutrition and education of all children by supporting nutritionally adequate and educationally sound, financially accountable, nonprofit child nutrition and school community nutrition programs.
2. Promote high standards of child nutrition and school community programs with emphasis on nutritionally adequate meals that are appealing to children.
3. Promote united efforts between school personnel, 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 and provide appropriate educational programs, incentives and recognition for professional development of child nutrition personnel.
5. Promote research and development in child nutrition programs.
6. Promote the establishment of a state nutrition policy and legislation, which provides optimal nutrition and nutrition education for children.
7. Promote the involvement of students and the school community in child nutrition programs.
8. Promote membership and provide services to members.
9. Take any and all actions authorized to organizations not for profit under the laws of the State of

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Oklahoma and the Internal Revenue to carry out the foregoing objects and purposes.

ARTICLE III
TERM

This organization 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 organization itself or by any level of government dealing with such food and nutrition service programs; and those further persons upon whom the organization may confer honorary membership. Membership in this organization shall be further governed by criteria established within the Bylaws of the organization; the kinds and classes of members and rights and privileges of each shall be set forth in the Bylaws.

ARTICLE V

MANAGEMENT

The Organization shall be managed by an Executive Board, the members of which shall constitute the officers and standing committee chairs of this organization. The offices of the President, President-elect, Vice President, Secretary and Treasurer shall be elected by the membership of the organization as provided in the Bylaws of the organization. The other offices and standing committee chairs of the organization shall be appointed by the President as provided in the Bylaws of the organization.

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

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

ARTICLE VI

OFFICE

The address of the office of the organization is School Nutrition Association of Oklahoma, 412 South Broadway, Coweta, Oklahoma 74429-7434 S. Jamestown Avenue, Tulsa, Ok 74136. The name of the Executive Secretary of the organization at the office is Charlotte Smith Callie Farish, a resident of the State of Oklahoma and an initial Executive Secretary of the organization.

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ARTICLE VII - INITIAL EXECUTIVE SECRETARY/TREASURER

The name and address of the initial Executive Secretary/Treasurer of the organization is Charlotte Smith, School Nutrition Association of Oklahoma, 112 South Broadway, Coweta, Oklahoma 74429.

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ARTICLE VIII - TAX STATUS

The organization is not for profit and is not tax exempt.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to any member or officer of the organization, of any other private person, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered to or for the organization and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

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**ARTICLE IX - VIII
DISSOLUTION**

In the event of dissolution or final liquidation of the organization, all of the remaining assets and property of the organization shall, after paying or making provision for the payment of all of the liabilities and obligations of the organization and for necessary expenses thereof, be distributed to such organization or organizations organized and operated exclusively for such purposes as shall at the time qualify as a non profit organization or organizations the Executive Board shall determine. In no event shall any of such assets or property be distributed to any member, officer, or any private individual.

ARTICLE X - IX - LIMITATION OF LIABILITY

To the fullest extent permitted by the State of Oklahoma, as now in effect or as may hereafter be amended, no Officer of the Association shall be personally liable for damages in any proceeding brought by or in the right of the Association, or in connection with any claim, action, suit or proceeding to which he or she may be or is made a party by reason of being or having been an Officer of the Association.

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BYLAWS
School Nutrition Association of Oklahoma
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ARTICLE I
INDIVIDUAL MEMBERSHIP

SECTION A. Classes of Membership. Membership shall consist of three classes: School Foodservice and Nutrition, Associate, and Affiliate. ~~When local affiliates exist, school foodservice and nutrition, retired and student members shall also be members of the local affiliate Chapter/Affiliate.~~

1. School Foodservice and Nutrition Members. School foodservice and nutrition member categories consist of employees, managers, supervisors, directors and educators employed in eligible fields.
2. Associate Members. Associate member categories shall consist of retired members, students enrolled in post-secondary school foodservice programs, industry individuals, corporations, and others committed to furthering the goals of the Association.
3. ~~When local affiliates exist, school foodservice and nutrition, retired and student members shall also be members of the local affiliate.~~

SECTION B. Eligible Fields. Eligible fields for individual membership shall be defined as:

1. Persons employed at the preschool, school, school district, college, state or federal levels in a food and nutrition program, which serves meals.
2. Persons engaged in teaching or administration at the aforementioned levels.
3. Persons engaged in teaching present or potential school food service personnel.
4. Persons engaged in community nutrition programs.
5. Persons employed by the Association or a local affiliate.

SECTION C. Right and Privileges of Members. All school foodservice and nutrition members, whose dues are currently paid, shall be entitled to vote for the election of officers ~~and/or~~ to vote ~~by mail~~ upon any matter submitted to the voting membership.

1. ~~Members who cease to be employed in an eligible field may continue their membership until their renewal date.~~
2. Retired members shall not be eligible for nomination to state elective office.
3. Student members, industry individuals, corporation and associate members in the "other" category shall be nonvoting members.
4. Affiliate members shall be nonvoting members.
5. All members shall be eligible to attend the meetings of the House of Delegates as observers.
6. The ~~Surrey~~, the quarterly official publication of the School Nutrition Association of Oklahoma, shall be distributed to all members.

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SECTION D. Dues.

1. Dues for school foodservice and nutrition members and associate retired members shall be established by a two-thirds vote of the delegates voting in the House of Delegates.
2. Dues for associate and affiliate Chapter/Affiliate members, with the exception of associate retired members, shall be established by the Board.
3. Collection of state and national dues shall be the responsibility of National SNA. Dues renewal notices shall be sent from National SNA directly to individual members. Members shall return state and national dues with National SNA renewal notices to the National SNA Office

**ARTICLE II
REGIONS**

The State of Oklahoma shall be divided into regions to correspond with the Oklahoma Education Association districts of the state, subject to change when the Oklahoma State Board of Education approves a change. The Association's Executive Board shall approve such changes. Oklahoma shall be divided into regions as follows:

- 1- Northeast: Counties of Adair, Cherokee, Craig, Delaware, Mayes, Muskogee, Nowata, Osage, Ottawa, Pawnee, Rogers, Wagoner, and Washington.
- 2- Northwest: Counties of Alfalfa, Beaver, Blaine, Canadian, Cimarron, Custer, Dewey, Ellis, Garfield, Grant, Harper, Kay, Kingfisher, Lincoln, Logan, Major, Noble, Payne, Roger Mills, Texas, Woods, and Woodward.
- 3- Southeast: Counties of Atoka, Choctaw, Coal, Haskell, Hughes, Latimer, Leflore, McCurtain, McIntosh, Okfuskee, Okmulgee, Pittsburg, Pontotoc, Pottawatomie, Pushmataha, Seminole, and Sequoyah.
- 4- Southwest: Counties of Beckham, Bryan, Caddo, Carter, Cleveland (without Moore), Comanche, Cotton, Garvin, Grady, Greer, Harmon, Jackson, Jefferson, Johnston, Kiowa, Love, Marshall, McClain, Murray, Stephens, Tillman, and Washita.
- 5- Tulsa Metropolitan: Tulsa metropolitan area, and counties of Creek and Tulsa.
- 6- Oklahoma City Metropolitan: Oklahoma City metropolitan area, including Moore, and county of Oklahoma.

**ARTICLE III
SECTIONS**

The Association shall have program sections identified by the special type of food and/or nutrition activities in which members are engaged. Sections include Food Service Employees/Managers, District Directors/Supervisors, Regions, and State Agency.

**ARTICLE IV
CHAPTER/AFFILIATE MEMBERSHIP**

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The local school food service association with a minimum of two members in any community or county of the State of Oklahoma shall be eligible for affiliation with the Association on written application to the Board.

SECTION A. Membership Dues. Dues for the fiscal year shall be the same as prescribed for membership in the School Nutrition Association of Oklahoma plus additional dues as set by the local chapter/affiliate. No local dues shall be higher than the state dues. The fiscal year of such chapter/affiliate shall be the same as that of the state association.

SECTION B. Local Constitution. A constitution and/or bylaws in harmony with the **Governing Rules of SNA of Oklahoma** and the **Governing Rules of SNA** shall be adopted. Each chapter/Chapter/Affiliate shall submit a copy of its constitution and/or bylaws and amendments to the Executive Secretary/Treasurer, for transmittal to the Executive Board. Each chapter/affiliate shall adopt a Plan of Action consistent with the state Plan of Action.

SECTION C. Local Officers and Committee Requirements. Only active members of the State and National Association shall serve as officers, committee members, or delegates of a chapter/Chapter/Affiliate. The Secretary of the local Chapter/Affiliate shall send a list of newly elected officers and committee chairs to the Executive Secretary/Treasurer by September 1st of each year. Any group not meeting these requirements in ninety days shall be notified by the Executive Secretary/Treasurer that their chapter/Chapter/Affiliate shall be dropped from the current list of chapters/Chapter/Affiliates.

SECTION D. Local Association Per School District. There shall be only one local chapter/affiliate per school district.

**ARTICLE V
HOUSE OF DELEGATES**

The House of Delegates ("House") shall be the legislative and governing body of the Association. It shall formulate the philosophies and goals under which the Executive Board manages the affairs of the Association. The House shall adopt policies, hear Committee and Officer reports, take action on recommendations, resolutions, and amendments to the Bylaws and Standing Rules, and shall have all other powers and duties specifically provided to it by the Governing Rules of SNA of Oklahoma.

SECTION A. Composition.

1. Voting delegates of the House must be school foodservice and nutrition members or associate retired members of the Association.
2. The voting delegates shall include the Executive Board, past state presidents, chapter/Chapter/Affiliate presidents, chapter/Chapter/Affiliate presidents-elect, and chapter/Chapter/Affiliate elected/appointed delegates or alternates.
3. The Executive Secretary/Treasurer and Lobbyist shall be a nonvoting membermembers.

SECTION B. Responsibilities.

1. Formulates the philosophies and goals of the School Nutrition Association of Oklahoma.

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2. Debates and reviews matters of professional interest.
3. Makes general and specific recommendations to the Board.
4. Makes recommendations for the Strategic Plan and for the annual Plan of Action.
5. Reviews reports of local ~~chapters~~Chapter/Affiliates and Executive Board members.
6. Takes action on proposed resolutions and amendments to the Bylaws, ~~and policies and procedures.~~
7. Communicates actions/activities to their local ~~chapter~~Chapter/Affiliate constituencies.

SECTION C. Voting. Each voting delegate is entitled to one vote.

SECTION D. Quorum. One-third of the voting delegates shall constitute a quorum.

SECTION E. Chapter/Affiliate Delegate Representation. Official membership data shall be sent to the Executive Secretary preceding the Annual State Leadership Conference. Only eligible delegates shall be seated on the floor of the House. The number of voting delegates for each ~~chapter-affiliate~~Chapter/Affiliate shall be calculated on the following basis:

1. ~~_____~~ All chapters/affiliates, regardless of membership, shall have two delegates.
2. ~~Chapters~~Chapter/Affiliates shall be allowed one additional delegate for each twenty-five members or major fraction thereof.

SECTION F. Resolutions: to change policies, standing rules or by laws

1. ~~Method of Proposal:~~ All proposed resolutions to be considered by the House of Delegates at the Annual State Conference shall be submitted one of the following ways:
 - a. Submitted to the Resolutions and Bylaws Committee Chair in writing, electronically ~~sent no later than~~ ~~at least 60~~ days before the Annual State Conference. ~~or~~
 - b. Upon consent of a majority of the delegates, a written resolution may be submitted from the floor of the House.
2. ~~2.~~ Procedure for Adopting Resolutions.
 - a. Proposed resolutions shall be submitted in writing to the Resolutions and Bylaws Committee Chair and electronically sent on or before ~~90~~60 days to be considered at the next Annual State Conference.
 - b. Copies of the proposed resolutions shall be electronically sent to all members of the House of Delegates at least ~~thirty~~30 days prior to the Annual State Conference.
 - c. Resolutions shall be adopted by a majority vote at the annual meeting of the House.
 - d. Resolutions, which are in conflict with the Bylaws, shall not be presented to the House.

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ARTICLE VI

OFFICERS

SECTION A. Officers. The officers shall be: President, President-elect, Vice President, Secretary, Treasurer, Executive Secretary/Treasurer, Industry Representative, Section Chairs, Regional Directors, and Past President.

Section B: Executive Committee shall consist of the elected officers, President, President-Elect, Vice President, Secretary/Treasurer, and Executive Secretary/Treasurer.

SECTION B.C. Eligibility. To be eligible for state elected office a member shall:

1. Have held membership for at least three years immediately preceding the nomination.
2. Have demonstrated leadership ability by serving on the Executive Board of a local chapter/affiliate or by serving on the state Executive Board for one year.
3. Be regularly employed by a child nutrition program in an eligible field, with the exception of the Industry Representative.
4. Be elected for a specified term and shall retain active membership at the time of nomination and election. If a change in status occurs, they shall complete their term of office provided one year of their term has been completed.
5. May be re-elected to an office for more than one term.

SECTION B.D. Terms of Office. The officers shall hold office, which will coincide with National term of office. Elected officers shall be elected by the membership. The President-elect, subject to Board approval, shall appoint appointed officers.

1. President. The President shall be the chief elected officer and shall serve for one year.
2. President-elect. The President-elect shall serve for one year.
3. Vice President. The Vice President shall be elected annually and serve for one year. To be eligible for this office, in addition to SECTION B.C. above, a candidate shall:
 - a. Have served in the House of Delegates within the past three years.
 - b. Have attended three of the last five state conferences.
4. Secretary/Treasurer. The Secretary/Treasurer shall be elected in even numbered years and shall serve for two years.
5. Appointed Officers. Executive Secretary/Treasurer, Industry Representative, Section Chairs, and Regional Directors shall be appointed for two-year terms on the following schedule:
 - a. Executive Secretary/Treasurer shall be employed under contract by the Board.
 - b. Even years: one Industry Representative, District Directors/Supervisors Section Chair, State Agency Section Chair, Northeast Regional Director, Southeast Regional Director, and Tulsa Metropolitan Regional Director.
 - c. Odd years: one Industry Representative, Food Service Employees/Managers Section Chair, Executive Regional Director Section Chair, Northwest Regional Director, Southwest Regional Director, and Oklahoma City Metropolitan Regional Director.

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- 6. Past President. The immediate Past President shall serve for one year.
- 7. Others. The Board may appoint other officers as necessary.

SECTION ~~DE~~ Election. The election of Association officers, including Vice-President and Secretary/Treasurer.

Election of Association officers shall be at the annual conference and by other means. The Board shall determine ~~timelines~~ time lines for balloting procedures and notification of candidates. The Nominating Committee Chair is responsible for the election process.

- 1. The Board shall determine timelines for balloting procedures and notification of candidates. The Nominating Committee Chair is responsible for the election process and conducting the election in accordance with the bylaws.
- 2. All individual and school-district-owned members whose dues are paid by April 30 shall be entitled to vote for the election of officers, and to vote on any matter submitted to the voting membership.
- 3. The election shall be conducted securely, cost-effectively, and efficiently.
- 4. The election's timing must allow the new officers to be installed at the Annual State Conference.
- 5. If a tie occurs during an election, the votes will be recounted to verify the tie. If a tie is verified, the board will establish a random and objective method to determine the winning candidate (such as a coin toss).

SECTION ~~FE~~ Responsibilities of Elected Officers.

- 1. President
 - 1. a. Represents the Association in policy matters and is the chief spokesperson.
 - 2. b. Serves as Chair of the Board and the Executive Committee.
 - 3. c. Enforces Governing Rules of SNA of Oklahoma.
 - 4. d. Presides at all Association meetings, with the exception of the House of Delegates.
 - 5. e. Serves as ex-officio member of all committees and advisory board, except the Nominating Committee.
 - 6. f. Establishes time schedules for meetings.
 - 7. g. Prepares the agenda for Board and Executive Committee meetings.
 - h. Presents a written report at each Executive Board meeting.
 - 8. i. Prepares and presents a report of the year's events for the House of Delegates.
 - 9. j. May ~~replace members~~ fulfill member duties of committees and advisory boards, with the approval of the Board, with the exception of the Nominating Committee, with the approval of the Board.
 - 10. k. Appoints consultants to committees where needed with the approval of the Board.
 - 11. l. May replace appointed chairs of committees and advisory boards with the approval of the Board.
 - 12. m. Initiates response to action taken by the House and the Board.
 - 13. n. Initiates and directs the implementation of the Plan of Action.
 - 14. o. Coordinates activities of the Board with the Executive Secretary.
 - 15. p. Participates actively in developing the Association budget.

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- ¶16. Co-signs checks with the Executive Secretary/Treasurer when necessary.
- ¶17. Is bonded.
- ¶18. Submits requested information to SNA.
- ¶19. Represents the state association at the SNA Annual National Conference (as a voting delegate to the ~~House of Delegates~~ Delegate Assembly), the SNA Legislative Action Conference, the SNA Industry & Technology Conference, and as a point of contact between Oklahoma and the SNA Regional Director and between the ~~state~~ State Agency and SNA.
- ¶20. Prepares reports of all national meetings attended for the Board and ~~the~~ The Surrey.
- ¶21. Initiates and co-directs the Board Retreat.
- ¶22. Approves affiliation applications.
- ¶23. Attends and participates in local ~~chapter~~ Chapter/Affiliate meetings as requested by the ~~chapters~~ Chapter/Affiliates.
- ¶24. Keeps current file to be used to orient successor.
- 25. Drafts a proposed annual budget in cooperation with all the members of the Board.
- 26. Presents annual budget to the Executive Board, Executive Committee, and the House of Delegates for adoption.
- 27. Notifies officers and the chairs of each committee and advisory boards of budgeted funds.

- 2. President-elect.
 - 1. a. Succeeds to the office of President:
 - (1). At the end of the third Annual State Conference following election; or
 - (2). In the event of the President's death, resignation, or removal from office.
 - 2. b. Maintains knowledge of Governing Rules of SNA of Oklahoma.
 - 3. c. Studies the duties and responsibilities of the President, other members of the Board, committees, advisory boards, and local ~~affiliates~~ Chapter/Affiliates.
- ¶4. Presides at the House of Delegates.
- ¶5. Represents the Association at the request of the President.
- ¶6. Performs the duties of the President in the President's absence.
- ¶7. Recommends, for the approval of the Board, the appointed officers and chairs of the standing committees and advisory boards, to serve when the President-elect becomes President.
- ¶8. Chairs the committee, approved by the Board, to prepare a Plan of Action for the ensuing year. This Plan of Action will be consistent with the SNA of Oklahoma Strategic Plan of Action.
- ¶9. Prepares the agenda for the House of Delegates meeting.
- ¶10. Presents the approved Plan of Action to the House of Delegates at the beginning of the year as President.
- ¶11. Prepares and presents a report of the year's events for the House of Delegates.
- ¶12. Attends Executive Board and Executive Committee meetings as a voting member.
- ¶13. Presents a written report at each Executive Board meeting.
- ¶14. Participates actively in developing the Association budget.
- ¶15. Submits requested information to SNA.

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~~12-16.~~ Represents the state association at the SNA Annual National Conference (as a voting delegate to the ~~House of Delegates~~ Delegate Assembly), the SNA Legislative Action Conference, and the SNA Leadership Conference.

~~13-17.~~ Co-directs the Board Retreat and the Annual State Leadership Conference.

~~14.~~ Chairs the Conference Steering Committee for the upcoming Annual Conference (see Standing Rules for description of this position).

~~15-18.~~ Prepares articles for ~~the~~The Surrey as needed.

~~16-19.~~ Keeps current file to be used to orient successor.

~~17-20.~~ Performs other duties as assigned.

~~21.~~ Along with the Executive Secretary/Treasurer, Maintains files of all contracts of the Association.

~~3.~~ Vice President

~~1.~~ a. Succeeds to the office of President-elect:

- (1). At the end of the second Annual State Conference following election; or
- (2). In the event of the President-elect's death, resignation, or removal from office.

~~b-2.~~ Maintains knowledge of Governing Rules of SNA of Oklahoma.

~~c-3.~~ Studies the duties and responsibilities of the Executive Board and local ~~affiliates~~ Chapter/Affiliates.

~~d-4.~~ Represents the Association at the request of the President.

~~e-5.~~ Performs the duties of the President-elect in the President-elect's absence.

~~f-6.~~ Prepares and presents a report of the year's events for the House of Delegates.

~~g-7.~~ Attends Executive Board and Executive Committee meetings as a voting member.

~~h-8.~~ Presents a written report at each Executive Board meeting.

~~i-9.~~ Participates actively in developing the Association budget and a budget projection for the Scholarships & Awards.

~~j-10.~~ Coordinates all activities of standing committees and advisory boards, except the Nominating Committee.

~~k-11.~~ Coordinates revisions and updates of Standing Rules and Definitions.

~~l-12.~~ Assists Public Policy & Legislative Chair with the state and national legislative issues, assisting with the coordination of appointments, meetings, etc.

~~m-13.~~ Represents the state association at the SNA Legislative Action Conference and the SNA Leadership Conference.

~~n-14.~~ Assists the President and the President-elect with the Board Retreat and Chair the Annual State Leadership Conference.

~~o-15.~~ Confirms state Annual Conference date and location by December of the current year for the conference to be held during term as President-elect.

~~p-16.~~ Prepares articles for ~~the~~The Surrey to inform membership of available scholarships, and submits results (winners) of scholarships & awards.

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- q-17. Collects all available information of scholarships.
- r-18. Recommends to the Board standards, policies and procedures pertaining to awarding of scholarships.
- s-19. Administers official SNA of Oklahoma programs of scholarships and/or other awards.
- t-20. Provides all available information on scholarships to Food Service employees/Managers, District Directors/Supervisors, State Agency Representative, Regional Directors, and to local [affiliatesChapter/Affiliates](#).
- u-21. Reviews all applications for scholarships
- v-22. Maintains liaison with appropriate state & federal agencies and professional associations & organizations.
- w-23. Obtains certificates, plaques, etc., for presentation of scholarships & awards and presents awards at [FallAnnual State Conference](#).
- 24. ~~Keeps current file to be used to orient successor.~~
- 25. ~~Performs other duties as assigned.~~

- ~~x- Keeps current file to be used to orient successor.~~
- ~~y- Performs other duties as assigned.~~

4. Secretary/Treasurer.

- 1. a. Accurately records all minutes of the meeting of the Executive Board, Executive Committee, Conference Steering Committee, and the House of Delegates.
- 2. b. Maintains knowledge of Governing Rules of SNA of Oklahoma.
- e-3. Attends meetings of the Executive Board, Executive Committee, Conference Steering Committee, and the House of Delegates as a voting member.
- f-4. Takes roll call at meetings of Executive Board, Executive Committee, Conference Steering Committee, and the House of Delegates, to determine quorum.
- e-5. Prepares and presents a written report (minutes) at each meeting of the Executive Board, Executive Committee, Conference Steering Committee, and the House of Delegates.
- f-6. Reads all communications at meetings including reports of absent officers or standing committee chairs.
- g-7. Responsible for sending invitation to the House of Delegates ~~thirty~~30 days prior to the Annual Conference.
- h-8. Secures the services of an independent auditor yearly to ensure the accuracy of the books.
- i-9. Ensures that:
 - a. (1). Accurate records are kept of all receipts, disbursements, cash and draft, in budgeted accounts in the official records belonging to the Association.
 - b. (2). Approved expenses are paid promptly.
 - c. (3). Checks are co-signed by the President or Executive Secretary/[Treasurer](#).
- ~~j-1. Keeps current file to be used to orient successor.~~
- ~~k-1. Performs other duties as assigned.~~

- 10. ~~Keeps current file to be used to orient successor.~~

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11. Performs other duties as assigned.

SECTION 16. Responsibilities of Appointed Officers,

1. Executive Secretary/Treasurer. The Executive Secretary/Treasurer shall be employed by the Association under contract by the Board and shall implement policies of the House, the Executive Board, and the Executive Committee consistent with efficient and effective business practices.

1. a. Fulfills the duties set forth in the contract.

2. Works with the Board to maintain accurate records of meetings, correspondence and financial activity.

b. 3. Processes membership, which includes collection, depositing, and recording of all dues according to the SNA of Oklahoma and SNA procedures.

c. 4. Maintains member data information as membership/certification processor.

d. 5. Assists and provides support for the development of ~~the~~The Surrey and communications with the national Association.

e. 6. Responds to phone calls and e-mails directed to the Association.

f. 7. Collects, responds and disseminates mail directed to the Association.

g. 8. Maintains regular contact with national Association in regard to all pertinent member benefits and a variety of other information as requested by the Executive Board.

h. Maintains member data information as membership/certification processor.

i. 9. Works with The Surrey editor in securing and billing advertising. Acts as liaison with printer and editor in providing needed information and corrections, when called upon to do so.

j. 10. Works with Conference Steering Committee on the arrangements, preparations, set-ups, distribution of needed materials, and financial arrangements of the conference as directed by the Conference Steering Chair.

k. 11. Maintains knowledge of Governing Rules of SNA of Oklahoma.

l. 12. Represents the state Association at the SNA Leadership Conference.

m. 13. Assists Public Policy & Legislative Chair with the coordination of appointments, meetings, etc.

n. 14. Co-signs checks with the President when necessary.

o. Is bonded.

p. 15. Attends meetings of the Executive Board, Executive Committee, Conference Steering Committee, and the House of Delegates as a nonvoting member.

q. 16. Presents a written report at each Executive Board meeting.

r. 17. Submits a detailed written report of the financial standing, reporting expenditures against the budget, of the Association at each meeting of the Executive Board, Executive Committee, Conference Steering Committee, and the House of Delegates.

s. 18. Monitors Association funds, investments and securities

t. 19. Files all Federal and State income tax forms by the published deadlines.

u. 20. Prepares and submits the proper tax records at the end of the calendar year

v. 21. Presents Chapter/Affiliate awards at the Annual State Conference.

w. 22. Keeps current file to be used to orient successor.

x. 1. Fulfills the duties set forth in the contract.

23. Along with the President Elect, Maintains files of all contracts of the Association

y. 24. Performs other duties as assigned.

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2. Industry Representative.

- 1. a. Promotes the Association's Plan of Action.
- b. Initiates, implements, evaluates and/or coordinates appropriate studies or projects with the Association office.
- c. Expresses the views of industry.
- d. Provides leadership, support, technical assistance, and resource lists and/or materials to members. Representative must understand that technical assistance, resource lists, and materials may not be for the purpose of promoting sales.
- e. May plan Industry meeting program for the Annual State Conference in cooperation with program chairs.
- f. May call a special meeting of industry members as necessary with approval of the Board at no expense to the Association.
- g. Promotes membership.
- h. Maintains knowledge of the Governing Rules of SNA of Oklahoma.
- i. Participates actively in developing the Association budget.
- j. Attends Executive Board meetings as a voting member.
- k. Presents a written report at each Executive Board meeting, when necessary.
- l. Attends Board Retreat
- m. Keeps current file to be used to orient successor.
- n. Performs other duties as assigned.

3. Section Chairs: Food Service Employees/Managers, District Directors/Supervisors, State Agency, and Regional Directors.

- 1. a. Promotes the Association's Plan of Action.
- 2. b. Initiates, implements, evaluates, and/or coordinates appropriate studies or projects with the Association.
- 3. c. Expresses the views of their member category.
- d. Provides leadership, support, technical assistance, and resource lists and/or materials to members.
- e. May plan a program for the Annual State Conference in cooperation with program chairs.
- f. Calls a special meeting as necessary with approval of the Board.
- g. Promotes membership and professional growth.
- h. Provides recommendations to the President-elect for appointments to committees and advisory boards.
- i. Surveys member category and provides recommendations to the Nominating Committee.
- j. Maintains knowledge of the Governing Rules of SNA of Oklahoma.
- k. Participates actively in developing the Association budget.
- l. Attends Executive Board meeting as a voting member.
- m. Presents a written report at each Executive Board meeting.
- n. Prepares and presents a report of the year's events for the House of Delegates.
- o. Keeps current file to be used to orient successor.

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~~16.~~ Prepares articles for ~~the~~The Surrey as needed.

~~17.~~ Performs other duties as assigned.

~~18.~~ District Directors/Supervisors Chair also provides the following:

a. ~~(1).~~ Annual calendar of District Directors/Supervisors meetings, to include a minimum of ~~five~~3 meetings per year. Meetings may be held in-person or virtual.

b. ~~(2).~~ Notification to District Directors/Supervisors of meetings at least two weeks prior to meeting dates.

c. ~~(3).~~ Preparation of Agenda for District Directors/Supervisors meetings.

d. ~~(4).~~ Coordination of program and facilities for District Directors/Supervisors meetings with the ~~monthly~~meeting host.

e. ~~(5).~~ Invitations extended to the Oklahoma State Department of Education/Child Nutrition Programs and the Department of Human Services/Commodity Distribution Unit to present update at each meeting.

~~18.~~ Regional Director Chairs also ~~does~~do the following:

1)a. Serves as member of the Nominating Committee, Membership Committee, and Scholarship & Awards Committee

2)b. Attends local ~~affiliate~~Chapter/Affiliate meetings when invited and when possible.

c. Provides liaison between local affiliates and the Board.

~~19.~~ Others. The Board may appoint other officers as necessary.

4. ~~20.~~ Past President. The Past President serves in an advisory capacity and performs other duties as assigned by the President.

5. Regional Directors:

a. Promotes the Association's Plan of Action.

b. Expresses the views of the local affiliates.

c. Provides liaison between the local affiliates and the Board.

d. Communicates with and assists the local affiliates.

e. Provides articles and information for the ~~Surrey~~.

f. Promotes membership and professional growth to their region.

g. Coordinates plans for the Leadership Conference with the President.

h. Provides recommendations to the President-elect for appointments to committees and advisory boards.

i. Surveys industry and provides recommendations to the Nominating Committee.

j. Maintains knowledge of the ~~Governing Rules of SNA of Oklahoma~~.

k. Participates actively in developing the Association budget.

l. Attends Executive Board meetings as a voting member.

m. Presents a written report at each Executive Board meeting.

n. Prepares and presents a report of the year's events for the House of Delegates.

o. Keeps current file to be used to orient successor.

~~1.~~ p. Performs other duties as assigned.

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~~6. Others. The Board may appoint other officers as necessary.~~

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

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ARTICLE VII

EXECUTIVE BOARD

The Executive Board ("Board") shall be the executive body of the Association. The Board shall meet no less than three times a year to conduct and manage the affairs of the Association; formulate policies between meetings of the House; adopt the annual budget; review reports and resolutions; and, have all other powers and duties specifically provided to it by the Governing Rules of SNA of Oklahoma which are necessary to achieve the objectives not specifically delegated to other agents or agencies by the Governing Rules of SNA of Oklahoma.

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SECTION A. Composition.

1. Members shall consist of the Officers and Standing Committee Chairs of the Association.
2. The Executive Secretary/Treasurer shall be a nonvoting member.

SECTION B. Responsibilities.

1. Directs Association affairs in accordance with the philosophies, general policies, and goals adopted by the House.
2. Considers general and specific recommendations made by the House.
3. Employs the Executive Secretary/Treasurer.
 4. Appoints persons to act for the Association and defines their specific responsibilities.

- 5-4. Approves the annual budget including, but not limited to, budgets for all state meetings.
- 6-5. Manages and directs all financial affairs.
- 7-6. Reviews the financial audit of the Association.
- 8-7. Authorizes person to sign checks, contracts, and other documents for the Association.
- 9-8. Approves organizational structure, job descriptions, and the salary of the Executive Secretary/Treasurer.
- 10-9. Approves all committee and advisory board appointments.
- 11-10. Fills vacancies of un-expired terms of Board members, unless otherwise specified.
- 12-11. Reviews the program for all state conferences and seminars.
- 13-12. Adopts a state Strategic Plan.
- 14-13. Adopts a state Plan of Action for the ensuing year.
- 15-14. Recommends positions and policies to the House.
- 16-15. Provides leadership in working with allied associations and groups, which share a similar purpose.
- 17-16. Fills vacancies occurring in office by a majority vote.
- 18-17. Employs an attorney when required.

SECTION C. Quorum. A majority, half plus one of all positions, of the members shall constitute a quorum.

ARTICLE VIII

EXECUTIVE COMMITTEE

SECTION A. Composition.

- 1. Members shall consist of the President, as Chair; President-elect; Vice President; Secretary/Treasurer; and Executive Secretary/Treasurer.
- 2. The Executive Secretary/Treasurer shall be a nonvoting member.

SECTION B. Responsibilities.

- 1. Proposes to the Board the administrative and management policies of Association business consistent with the actions and policies established by the Board and the House.
- 2. Conducts all business referred to it by the Board.
- 3. Acts when time does not practically permit a meeting of the entire Board, as determined by the President.
- 4. Reviews the annual budget.
- 5. Reviews the financial status.
- 6. Analyzes reports.
- 7. Employs certified public accountants that shall annually, or as needed, audit the Association's accounts.
- 8. Publishes an annually audited financial statement in the Association's annual report.

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9. Reports all actions taken to the Board.

SECTION C. Quorum. A majority half plus one of all positions of the ~~members~~Executive Committee shall constitute a quorum.

**ARTICLE IX
COMMITTEES AND ADVISORY BOARDS**

SECTION A. Standing Committees. There shall be the following standing committees: Nominating, Public Policy & Legislative, Professional Development, Nutrition Standards & Nutrition Education, Resolutions & Bylaws, Membership, Public Communications & Publications, Commodity Services, ~~Contract Services~~, Associate Membership, Historian & Parliamentarian, and Conference Steering. They shall be composed of members representing each of the six regions.

1. Eligibility. Only school foodservice and nutrition members and associate retired members are eligible for appointment to standing committee chairs.

2. Terms. Standing committee chairs serve a three-year term. Exceptions are the Nominating Committee members who serve a two-year term and Conference Steering Committee members who serve a one-year term.

3. Committee Activities. Standing committees shall develop annual strategies to implement the state Plan of Action. The Nominating Committee shall select all candidates for elective office. All standing committees report to the Board.

SECTION B. Special Committees. The President with approval of the Board may appoint special committees and/or advisory boards.

**ARTICLE X
MEETINGS**

SECTION A. Type of Meeting.

1. State Conference. There shall be an Annual State Conference; the date and place of which shall be determined by the Board.

2. House of Delegates. There shall be a meeting of the House held at the Annual State and at the call of the President or upon the request of a majority of members of the Board.

3. Executive Board. The Board shall meet immediately before and after the Annual State Conference and at the call of the President, or upon the request of a majority of members of the Board.

4. Executive Committee. The Executive Committee shall meet on call of the President or at the request of two members of the Executive Committee. When a meeting is called, the Executive Committee shall convene prior to the Board meeting to review matters and make recommendations.

5. Strategic Planning Meeting. At least once in each ~~three~~3 years, the Association shall hold a Strategic

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Planning Meeting.

6. Industry Seminar. An industry seminar may be held at the request of the Board to provide dialogue between the Association and industry, project program needs, and share technical assistance and expertise.

7. Board Retreat. A Board Retreat shall be held annually. The conference shall be held annually and the Board shall approve the location.

8. Special Meetings. Special meetings and seminars may be called or approved by the Board.

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

**ARTICLE XI
PUBLICATIONS**

SECTION A. The Surrey. The Surrey shall be the official publication of the Association, ~~published quarterly.~~

SECTION B. The Web Site. ~~The website will be maintained by the Public Communications Chair and the Executive Secretary/Treasurer.~~

SECTION C. Other Publications. The Board shall authorize other publications and establish such procedures as are necessary.

**ARTICLE XII
PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rule of Order, Newly Revised governs this Association in all parliamentary situations that are not otherwise provided for in the law or in the **Governing Rules of SNA of Oklahoma.**

**ARTICLE XIII
AMENDMENTS**

SECTION A. — Resolutions to propose amendments

1. Method of Proposal. ~~Amendments to these Bylaws may be: All proposed electronically no later than 90 days prior to resolutions to be considered by the House of Delegates, in any at the Annual State Conference shall be submitted~~ one of the following ways:

a. ~~By an official request~~ Submitted to the Resolutions and Bylaws Committee Chair in writing.

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electronically at least 60 days before the Annual State Conference or

1. ~~Upon consent of a local affiliate.~~
1. ~~By majority vote of the Board.~~
2. ~~By an official request of Association committees or advisory boards.~~
3. ~~By delegates, a written petition signed by one percent (1%) of the membership.~~

b. ~~SECTION B. Procedure for Amending Bylaws and Standing Rules. Amendments resolution~~
 may be adopted by a two thirds vote submitted from the floor of the House. ~~Amendments to Standing Rules~~

2. Procedure for Adopting Resolutions.

Proposed resolutions shall be adopted by a majority vote at the annual meeting of the House:

1-a. ~~Provided submitted in writing to the Chair of the Resolutions & Bylaws Committee receives the~~
 amendments, Chair and electronically sent on or ~~90~~ before 60 days before, to be considered at the next Annual
 State Conference.

2-b. ~~Provided copies~~ Copies of the proposed amendments have been resolutions shall be electronically sent
 to all members of the House of Delegates at least thirty (30) days prior to the Annual Leadership State
 Conference.

c. Resolutions shall be adopted by a majority vote at the annual meeting of the House.

d. Resolutions, which are in conflict with the Bylaws, shall not be presented to the House.

ARTICLE XIV
DISSOLUTION

Should dissolution of the Association become necessary, it shall be dissolved in accordance with the Governing
 Rules of the School Nutrition Association of Oklahoma.

SCHOOL ~~NUTRITION~~ NUTRITION ASSOCIATION OF OKLAHOMA
 STANDING RULES

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Standing rules are rules of procedure that add further detail to those rules stated in the Bylaws.

Standing rules are rules related to details of administration of the Association.

Standing rules may be adopted and amended by majority vote by the House of Delegates at the Annual State Conference.

Standing rules shall be attached to the current Articles of the School Nutrition Association of Oklahoma.

I. Rules Governing Membership

a. Dues of local affiliates Chapter/Affiliates and dues of the Association may be submitted directly to the Association.

b. The Board shall provide objective criteria for discounting dues and indicate a specific period of time for the discount.

c. Nonvoting members attending the meeting of the House of Delegates may be granted the privilege of speaking.

d. The **Surrey** shall be distributed to all school food service and nutrition members and associate members.

II. Rules Governing Meetings

a. State Conference. Notice including date, place, and time, shall be sent to each member through publication in the **Surrey** no less than forty-five days prior to the conference.

b. Strategic Planning Meeting. The purpose shall be to develop a strategic plan to define the direction and determine the roadmap for moving the Association forward. The annual plan of action shall be based on the goals, objectives and strategies defined in the strategic plan.

c. Board Retreat. The purpose of the conference is to develop leadership and present the Association's Plan of Action for the ensuing year. The Board shall approve the date and location. SNA of Oklahoma Executive Board, Chapter/Affiliate Presidents, Chapter/Affiliate Presidents-elect and other local leaders shall attend.

III. General Rules Governing Committees

a. No more than one-third of the members of standing committees shall be appointed in any one year except to fill vacancies as provided. The President, with the approval of the Board, may appoint a replacement to fill an un-expired term.

b. Members of a committee shall have expertise or interest in the subject area of the committee on which they serve.

c. The President shall recommend to the Board the removal of a committee chair that has had two unexcused absences within one year. A new committee chair may be appointed to fill the vacancy.

d. Committees shall meet at a time to be determined by the Board.

IV. Rules Governing Standing Committees

a. Nominating. Members of the Nominating Committee shall not be eligible for nomination for state office during their terms.

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The Chair:

- 1. Attends Executive Board meetings as a voting member.
- 2. Maintains knowledge of **Governing Rules of SNA of Oklahoma.**
- 3. Seeks potential candidates from membership, House of Delegates, and Board.
- 4. Provides at Annual Meeting of the House of Delegates a form for submitting suggestions for candidates.
- 5. Selects two candidates and one alternate for each office to be filled on the ballot in accordance with the Bylaws.
- 6. Verifies eligibility, as required in the Bylaws, of candidates.
- 7. Submits a slate, containing the names of the candidates for each office as provided in the Bylaws, to the Secretary 90 days prior to House of Delegates election.
- 8. Keeps current file to be used to orient successor.
- 9. Is responsible for the election process.
- 10. Public Policy & Legislative. The Legislative **Committee** consists of the appointed Chair, President, President-Elect, Vice President, and two other active members of the Association.

The Chair:

- 1. Attends Executive Board meetings as a voting member.
- 2. Maintains knowledge of **Governing Rules of SNA of Oklahoma.**
- 3. Acts as a liaison between SNA staff and the SNA of Oklahoma concerning legislative activities.
- 4. Evaluates, interprets, recommends, and responds to federal, state, and local legislation and regulations.
- 5. Informs the membership of current legislation.
- 6. Develops legislative policy and positions for approval of the Board.
- 7. Assists local [affiliatesChapter/Affiliates](#) in the development of legislative strategies and plans of action.
- 8. Develops a budget projection for the Public Policy & Legislative committee.
- 9. Presents a written report at each Executive Board meeting.
- 10. Plans and attends trip to the Legislative Action Conference (LAC), including the coordination of meetings with congressional Representatives in Washington, D.C.
- 11. Keeps current file to be used to orient successor.
- 12. Professional Development.

The Chair:

- 1. Attends Executive Board meetings as a voting member.
- 2. Maintains knowledge of **Governing Rules of SNA of Oklahoma.**
- 3. Develops ideas for plans for professional growth of the membership subject to the approval of the Board.
- 4. Prepares an annual summary of developments relating to school food service certification.
- 5. Maintains liaison with appropriate state and federal agencies and professional associations and organizations.
- 6. Works with local [affiliatesChapter/Affiliates](#) in the development of professional growth.
- 7. Recommends to the Board standards, policies and procedures pertaining to implementation of professional certification programs.

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- 8. Develops a budget projection for the Professional Development committee.
 - 9. Presents a written report at each Executive Board meeting.
 - 10. Keeps current file to be used to orient successor.
 - e. Nutrition Standards & Nutrition Education.
- The Chair:**
- 1. Attends Executive Board meetings as a voting member.
 - 2. Maintains knowledge of **Governing Rules of SNA of Oklahoma**.
 - 3. Evaluates and interprets nutrition trends and developments.
 - 4. Recommends nutrition standards for child nutrition programs.
 - 5. Promotes nutrition education.
 - 6. Submits menus/activities for approval, on or before April, and promotes National School Lunch Week held in October.
 - 7. Obtains National School Lunch Week proclamation from Governor of Oklahoma.
 - 8. Distributes National School Lunch Week information to the SNA of Oklahoma Publicity & Publications Chair in April.
 - 9. Submits menus/activities for approval, on or before November, and promotes National School Breakfast Week held in March.
 - 10. Distributes National School Breakfast Week information to the SNA of Oklahoma Publicity & Publications Chair in November.
 - 11. Prepares an annual summary of developments relating to nutrition aspects of school food service programs.

12. Assists local [affiliatesChapter/Affiliates](#) in the development of nutrition standards for child nutrition programs.

- 13. Informs membership through **Surrey** articles, mailing, conference and district workshops. Provides membership with resource listing for nutrition materials - e.g. posters, contests, and special nutrition projects - that will enhance their feeding programs.
- 14. Keeps current file to be used to orient successor.
- 15. Develops a budget projection for the Nutrition Standards & Nutrition Education committee.
- 16. Presents a written report at each Executive Board meeting.
- e. Resolutions & Bylaws.

- The Chair:**
- 1. Attends Executive Board meetings as a voting member.
 - 2. Maintains knowledge of **Governing Rules of SNA of Oklahoma**.
 - 3. Reviews all resolutions for format and for consistency with the Bylaws.
 - 4. Reviews Bylaw amendments proposed for membership consideration.
 - 5. Recommends Bylaw amendments to the membership.
 - 6. Reviews the Bylaws annually to ensure consistency with current philosophy.
 - 7. Assists local [affiliatesChapter/Affiliates](#) in the developing resolutions and Bylaw amendments.
 - 8. Reviews local [affiliatesChapter/Affiliates](#) Bylaws for compliance with the **Governing Rules of SNA of Oklahoma**.

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- 9. Reviews, annually, current Governing Rules from SNA to identify possible conflicts with Association Bylaws.
- 10. Develops a budget projection for the Resolutions & Bylaws committee.
- 11. Presents a written report at each Executive Board meeting.
- 12. Presents all proposed resolutions and amendments to all members of the House of Delegates at least thirty days prior to the House of Delegates meeting (Fall Conference).
- 13. Provides a copy of the current **Governing Rules of SNA of Oklahoma** to the members of the Executive Board and all Chapter/Affiliate Presidents and Chapter/Affiliate Presidents-elect at the Annual Conference.
- 14. Keeps current file to be used to orient successor.

f. Membership.

The Chair:

- 1. Attends Executive Board meetings as a voting member.
- 2. Maintains knowledge of **Governing Rules of SNA of Oklahoma**.
- 3. Recommends to the Board policies and procedures pertaining to the implementation of a membership program..
- 4. Strives to increase membership by five (5%) each year.
- 5. Works closely with the Executive Secretary/Treasurer to update the membership file.
- 6. Promotes membership and assists in developing membership drives through the Executive Secretary/Treasurer, the Executive Regional Director, and the Regional Directors and local affiliatesChapter/Affiliates.
- 7. Reviews and evaluates membership trends and recommends appropriate actions.
- 8. Promotes the importance of prompt payment of dues by the state membership.
- 9. Recommends to the Board potential new member services.
- 10. Promotes a positive image for the Association and school food and nutrition programs.
- 11. Creates a calendar of events for promoting membership activities.
- 12. Establishes priorities of membership information that will be disseminated.
- 13. Recommends membership incentive for Board approval.
- 14. Provides information to be printed in the Surrey concerning benefits and incentive awards.
- 15. Develops a budget projection for the membership committee.
- 16. Presents 100% membership awards and increased membership awards at the Annual Conference.
- 17. Presents a written report at each Executive Board meeting.
- 18. Keeps current file to be used to orient successor.

g. Public Communications & Publications.

The Chair:

- 1. Attends Executive Board meetings as a voting member.
- 2. Maintains knowledge of **Governing Rules of SNA of Oklahoma**.
- 3. Serves as editor of the Surrey.
- 4. Oversees and maintains maintenance of the SNA of Oklahoma website.
- 5. Sells advertisements to support publication of the Surrey.
- 6. Produces and distributes four editions annually of the Surrey.

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- 7. Provides the Board with an annual timetable for Surrey articles required throughout the year.
- 8. Develops a budget projection for the Public Communications & Publications committee.
- 9. Presents a written report at each Executive Board meeting.
- 10. Keeps current file to be used to orient successor.

h. Commodity Services

The Chair:

- 1. Attends Executive Board meetings as a voting member.
- 2. Maintains knowledge of Governing Rules of SNA of Oklahoma.
- 3. Obtains and distributes information from SNA concerning commodities and commodity processing.
- 4. Distributes commodity information to the SNA Publicity & Publications Chair.
- 5. Prepares an annual summary of developments in commodity programs within the state.
- 6. Presents a written report at each Executive Board meeting.
- 7. Keeps current file to be used to orient successor.
- 8. Attends Commodity Processing Conference.

i. Oklahoma Food Service Advisory Council Seat/Chair:

The Chair:

- 1. Attends Executive Board meetings as a voting member.
- 2. Maintains knowledge of **Governing Rules of SNA of Oklahoma**.
- 3. Provides articles for the Surrey to inform membership regarding contract services.
- 4. Presents a written report at each Executive Board meeting.
- 5. Prepares an annual summary of developments relating relations between contract services and non-contract services.
- 6-4. Works as liaison between SNA of Oklahoma and Oklahoma Food Service Advisory Council.
- 7. Keeps current file to be used to orient successor.

j. Associate Membership.

The Chair:

- 1-749:436<51 Attends Executive Board meetings as a voting member.
- 2-749:436<61 Maintains knowledge of **Governing Rules of SNA of Oklahoma**.
- 3-749:436<71 Attends Conference Steering Committee meetings.
- 4-749:436<81 Mails a letter and application soliciting associate membership to all vendors by the Annual Conference.
- 5-749:436<91 Prepares (and sends to the Conference Steering Chair) a letter and application for associate membership that is to be included in the packet that goes to all vendors with information concerning notice and application for exhibits for the Annual Conference.
- 6-749:436<:1 Maintains a current list of associate members with complete addresses and contact persons.
- 7-749:436<;1 Provides to each associate member a receipt, a certificate, and a current list of District Directors/Supervisors.
- 8-749:436<<1 Mails checks from associate members directly to the Executive Secretary/Treasurer immediately upon receipt, including a copy of the receipt written to the associate member.

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- 9-749:437331 Sends editor of the Surrey a current list of associate members, following the timetable established by the editor.
- 10-749:437341 Provides the current list of associate members to Conference Steering Chair.
- 11-749:437351 Develops ideas for plans for growth of the associate membership subject to the approval of the Board.
- 12-749:437361 Maintains liaison with SNA of Oklahoma and associate members.
- 13-749:437371 Recommends to the Board standards, policies and procedures pertaining to associate membership.
- 14-749:437381 Develops a budget projection for the Associate Membership committee.
1. Presents a written report at each Executive Board meeting.
- 2-749:437391 Solicits associate membership during the Annual Conference.
17. Keeps current file to be used to orient successor.
- k. Historian & Parliamentarian. The immediate Past President shall serve as the Historian & Parliamentarian.
- The Chair:
- Attends Executive Board meetings as a voting member.
 - Maintains knowledge of Governing Rules of SNA of Oklahoma.
 - Maintains and develops records of SNA of Oklahoma events for historical purposes.
 - Supervises parliamentary procedures at Executive Board Meetings, using the Robert's Rules of Order, Newly Revised.
 - Develops a budget projection for the Historian & Parliamentarian committee.
 - Presents a written report, when needed, at each Executive Board meeting.
 - Keeps current file to be used to orient successor.
- l. Conference Steering. The current President-elect holds this position.
- The Chair:
- 1-749:446771 Attends Executive Board meetings as a voting member.
- 2-749:446781 Maintains knowledge of **Governing Rules for SNA of Oklahoma**.
- 3-749:446791 Administrator of Annual Conference: plans, organizes, operates, and evaluates.
- 4-749:4467:1 Appoints Conference Steering Committee Members subject to Board approval.
- 5-749:4467;1 Sets dates and locations of Conference Steering Committee meetings to coincide with dates and locations of Executive Board meetings and/or District Directors/Supervisors Meetings.
- 6-749:4467<1 Notifies committee members of meetings minimum of two weeks prior to meeting.
- 7-749:446831 Gives each committee member precise directives for their tasks associated with the Annual Conference.
- 8-749:446841 Sets date and location for the Annual Conference subject to Board approval.
- 9-749:446851 Responsible for securing of all contracts concerning the Annual Conference, subject to Board approval. Sends copies of all contracts to the Executive Secretary/Treasurer.
- 10-749:446861 Keeps President informed monthly on current status of upcoming Annual Conference.
- 11-749:446871 Develops a budget projection for the Conference Steering committee.
- 12-749:446881 Presents a written report at each Executive Board meeting.

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~~13~~-749:44689.1 Prepares a detailed report of the Annual Conference at the first meeting of the Board following the Annual Conference.

~~14~~-749:4468:1 Recommends to the Board standards, policies and procedures pertaining to the next Annual Conference.

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DEFINITIONS

As used in these **Governing Rules for the SNA of Oklahoma**, definition of terms is as follows:

Association Staff. Individual(s) employed by the Association.

Nonvoting Member. Individuals without voting privileges.

Local Chapter/Affiliate. School food service association (“Chapter/Affiliate”) organized within individual regions and chartered by the Board.

Noneligible Field. Any field other than those defined in Bylaws Article I. Section B.

Nonprofit. Any school food and nutrition program maintained by a school food authority for the benefit of children, all of the income from which is used solely for the operation or improvement of such service and exempt from income tax under 501(c)(3) Internal Revenue Code of 1954, as amended.

Standing Committees. Groups of individuals appointed by the President, with Board approval, charged with the responsibility of planning and implementing activities to promote their particular area of emphasis in the Association’s Plan of Action.

Advisory Boards. Groups of individuals appointed by the President, with Board approval, charged with the responsibility of advising and responding to issues in the areas assigned to them in the Bylaws or as assigned by the Board.

Quorum. A quorum is the number of voting members who must be present at a meeting in order to transact business legally.

Majority Vote. More than one half of the votes cast of those present and voting or more than one half of the votes cast by mail.

Two-thirds Vote. Two-thirds of the votes cast of those present and voting or two-thirds of the votes cast by mail.

Even/Odd Year. Shall be coincide the State fiscal school year.

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Additional Membership Information.

1-749:449;31 Foodservice Employee/Manager Section 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.

2-749:449;41 District Directors/Supervisors Section 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.

3-749:449;51 Regional Director Section shall be composed of school food service and/or nutrition personnel assigned to one region within the state of Oklahoma, the state being divided into six regions.

4. State Agency Section shall be composed of state level administrative and supervisory personnel, including persons engaged in child nutrition programs, nutrition education and training 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 action of this group may be implemented directly without action of the Board.

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SCHOOL NUTRITION ASSOCIATION OF OKLAHOMA
EXECUTIVE BOARD

The government of
the SCHOOL NUTRITION ASSOCIATION OF OKLAHOMA
shall be vested in
the Executive Board.

The Executive Board shall
determine administrative policies,
approve the program and financial transactions,
and exercise general supervision over the affairs of the Association.

EXECUTIVE COMMITTEE

- President
- President-Elect
- Vice President
- Secretary
- Treasurer
- Executive Secretary

INDUSTRY REPRESENTATIVES

SECTIONS

- Food Service Employees/Managers
- District Directors/Supervisors
- State Agency
- Regional Directors:
 - Northeast Northwest
 - Southeast Southwest
 - Oklahoma City Metropolitan
 - Tulsa Metropolitan

PAST PRESIDENT

STANDING COMMITTEE CHAIRS

- Nominating
- Public Policy & Legislative
- Professional Development
- Nutrition Standards & Nutrition Education
- Resolutions & Bylaws
- Membership
- Public Communications & Publications

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Associate Memberships

Historian & Parliamentarian

Conference Steering

Awards & Scholarships

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