

# Policy & Procedure Manual

**2015 – 2016**

## *Section 2 - Executive Board Policies*

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## **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. 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 at least four times each year and the dates are set by the Executive committee.

**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, Chair of 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.

**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 subcommittee chairs and lodging expenses as listed below.

**Lodging for Meetings:** Executive Board members traveling 175 miles (one way) will be allowed one nights lodging not to exceed a reasonable rate set by the board, when attending executive board

meetings. Representatives from these areas will share rooms whenever possible.

**Meeting Locations:** All meetings are held at a site designated by the President.

**Meeting Notices:** The SNAM office, at the direction of the President, sends out reminder notices (including a map and an agenda) at least two weeks before each meeting

**Transportation to Meetings:** The gas mileage reimbursement shall be adjusted yearly to reflect IRS current mileage reimbursement for Board member transportation for each meeting except for any meeting held in conjunction with the annual conference. Board members are asked to share rides whenever possible.

**Board Reports:** Each Board member is required to submit a copy of their board report to the SNAM office for each Executive Board meeting, prior to the meeting. The SNAM office will prepare and bring copies to the meeting. All members who did not submit a copy via email may bring copies of their board report to the meeting. All members who are not present at the meeting will receive a copy of the minutes, attachments, and reports (See section 5 for the required report format and 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 in advance.

**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.

## **Responsibilities of Officers**

### **President**

The President shall serve for one year and shall hold office from the final day of the Annual Conference to the final day of the next Annual Conference.

#### 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:
  - 1) Instructs the SNAM office 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.
  - 2) Prepares a meeting agenda, following order of business, for distribution at meeting.
  - 3) Follows parliamentary procedures.
6. Chairs the Annual Meeting
  - 1) Requests annual reports, in quantities needed, from all officers and committee chairs prior to the meeting.
  - 2) 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. Notifies all newly elected officers of their roles and responsibilities.
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.
21. Serves as a voting delegate in SNA's House of Delegates
22. 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.
23. Acknowledges all communications when appropriate, filing copy of communication and disposition of same.
24. Prepares and submits an annual report to the SNAM Annual meeting.
25. Maintains files for the office of President and has files in order for successor at the close of term of office.
26. Serves as Director for the Executive Board

### **President-Elect**

The President-Elect shall serve for one year from the final day of the Annual Conference until the final day of the next Annual Conference and automatically becomes President of the Association.



Responsibilities:

1. Performs as President in the Presidents 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 the Executive Board
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 last Executive Board meeting of the year.
7. Presents for Executive Board approval, no later than the last Executive Board meeting of the year, his/her choice for Parliamentarian, Historian and Chair of Area Representatives 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 SNAM office 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 SFSTTF.
21. Serves as Chairperson for the Annual Conference
22. Performs other duties as requested.
23. Serves as a Director for the Executive Board.

## **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.
  - 1) Presents proposed Bylaw changes and resolutions to the Executive Board.
  - 2) With the assistance of the SNAM office, notifies Chapters when they have to change their Bylaws because of a change in SNAM's Bylaws.
  - 3) 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.
7. Serves as a Director for the Executive Board

## **Secretary**

The Secretary shall be elected in the odd years 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](http://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. 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. One copy is also provided to the historian.
6. Reports to board meetings 30 minutes early to set-up meeting room.
7. Conducts roll call for the Annual meeting.
8. 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.
9. Prepares report of actions taken at Annual meeting for publication in *First Hand News*.
10. Prepares report of actions taken at Annual meeting for publication in *First Hand News*.
11. Keeps past records for future information.
12. Serves as Director on the Executive Board

### **Treasurer**

The Treasurer shall be elected on the even year and serve for two years.

Responsibilities:

1. Supervises and monitors Association funds, investments, and securities of the Association.
2. Acts as Chair of the Budget Committee. Budget Committee includes all members of the Executive Committee.
3. Submits budget to the Board for adoption.
4. Reports expenditures against budget at each Executive Board meeting.
5. Direct SNAM office to submit 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.
6. 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.
7. With the assistance of the Executive Director, supervises and monitors Association funds, investments and securities of the Association.
8. Keeps past records for future information.
9. Serves as Director for the Executive Board.

### **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 apprised of Executive Committee activities and requests for assistance.
3. Presides over bi-annual meetings with the Area Reps.
4. Assists Area Reps by providing contact lists of public and non-public schools in their schools in their area.
5. Attends Area meetings if able and invites Executive Board members to Area

- meetings as requested by Area Reps.
6. Assists Area Reps with annual meeting topics as directed by the Executive Board.
  7. Encourages Area Reps to submit information on activities and local concerns/views to the Executive Board by contacting the Chair of Area Reps.
  8. Submits to the Executive Board views and concerns of Area Reps.

### **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 at meetings with the chair of Area Representatives.
  - a) Communicates area views and concerns to the Executive Board through the Chair of Area Reps.
  - b) Submits articles on Area activities to the *First Hand New*.
3. Provides leadership, support, technical assistance, resource lists and/or materials to chapters.
4. Plans and organizes educational activities for the Area including an annual workshop.
5. Attends at least one meeting of each Affiliate each year;
6. Encourages the use of the Affiliate Chapter Handbook;
7. Aids in distributing and collecting forms necessary for affiliates to retain status.
8. Encourages the formation of new Affiliate Chapters.
9. 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
10. Provides recommendations to the Nominating Committee.
11. Serves on the Legislative Committee.
12. One Area Representative will serve on the Professional Development Committee.

13. Serves on the Strategic Planning Committee during their second year in office.
14. Maintains files for Area Representative position and/or Affiliate Chapter with Area.  
Have 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.
15. Assist Chair in recommending a new chair of Area Reps to the SNAM President for appointment

#### **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 on the consolidation and storage of the historical records of the Association
2. Prepares historical displays as directed by the President
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 April budget planning meeting each year. Since this input is required and since the budget is examined and adopted at the May 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 wishes 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. Subcommittee chairs will present reports when appropriate.

*Annual Reports:* All committee and subcommittee chairs will submit a written 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, Web Management, 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. Co-chair along with the chair (appointed by the board) serves as a coordinator of news articles and works with the chair to complete the publications of the *First Hand News*.
4. Assists the Web Page Management Sub Committee Chair with continuous development and enhancement of the Associations web page.
5. Coordinates with the SNAM office, information to be shared with local newspaper news releases.
6. Solicits sponsorship of the web site from industry members.

### Communications Subcommittee

#### Responsibilities:

1. Publishes and distributes no less than three issues of the *First Hand News* (Fall, Winter and Spring)
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.
5. Submits to the SNAM Office properly typed articles on or before the due date.

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 ideas and pictures for the *FHN* edition by the article deadline.
9. The First Hand News should include member and industry Member professional profiles. The editor should be careful to select a variety of people from all parts of Michigan as well as different size school systems and positions.
10. With the assistance of the Chair of the Area Reps, the Co-chair (Editor) should gather articles on Affiliate Chapter news which should be as current as possible.
11. 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.
12. 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.
13. Submits expenses directly related to the publication of *First Hand News*, to the SNAM Office attaching receipts to the SNAM expense form.

#### *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 office 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 SNAM office.
2. Works with Executive Director and Communication Chair to improve and update overall design of web page. SNAM office is responsible for making all programming changes.
3. Works cooperatively with the Communications Committee to develop a total plan for membership communication.

## **Liaison with Other Professional Organizations**

### *MDE Liaison*

The State Child Nutrition Director 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*

The MSBO Representative is appointed for three years to serve as liaison with the MSBO Food Service Committee and liaison with the SFSTTF when term of office expires, a new liaison is appointed by the 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 (i.e. Industry Professional Development Seminar and Industry Appreciation Reception) with the assistance of the SNAM office.

### **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. Assists Conference Committee in fundraising 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 subcommittee 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.
3. Evaluates Honorary Member applications according to criteria established by the Executive Board.
4. Supports Affiliations Sub-Committee

*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, subcommittee 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 the Leadership Conference.
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.D.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 Leadership Conference.
10. At the Annual Conference schedules a session to review the responsibilities of Affiliate Chapter officers.
11. Assists Affiliate Chapters and Area Representatives in any other way possible.
12. 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 Chapters 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 SFSTTF 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 SFSTTF.
5. Works cooperatively with the SFSTTF on the Nutrition I course development and continual update.
6. Works cooperatively with the Professional Development Chair to implement the plan of action.
7. Participates in two annual planning meetings with the Professional Development to ensure the coordination of all education and nutrition goals. The Professional Development Chair shall call this meeting.

## **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. Subcommittee 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 continuing education 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 SFSTTF 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. Speaks at State and Affiliate Chapter meetings as requested.
  6. Develops and requests printing for educational brochures needed for statewide distribution.
  7. Presents an overview of the responsibilities and accomplishments of the Professional Development Committee at the Annual meeting.
  8. Annually convenes two planning meetings with the Nutrition to ensure the coordination of all education and nutrition goals.
  9. 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 Certificate in School Nutrition Program, including how members record attendance and credits earned by attending job-related programs or courses. The chair shall:

1. Distribute Certificate program information via the *First Hand News* to inform members of Certificate program procedures, costs and updates.
2. Provide information for workshops and chapter meetings as requested.
3. Provide assistance to all members requesting information about the Certificate program.
4. Provide assistance to SNAM Office, Executive Board and members on Key Area, Professional Standards and Certificate in School Nutrition Program.
5. Provide technical assistance to members requesting information about the Certificate Program.
6. 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.
7. Assists Professional Development Chair with other committee activities as agreed upon.
8. Submit a written report for 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 Professional Development Chair.
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 to be distributed at the Annual meeting.
6. Assist Professional Development Chair with other committee activities as agreed upon.
7. Develop a fundraising activity 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. Assist Professional Development Chair with other committee activities as agreed upon.

#### *SFSTTF Sub-Committee Chair*

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: Chair for one year term; a Vice Chair, appointed by the SNAM President for a one year term who will move into the Chair's position in the second term of service; Professional Development Chairperson; Nutrition Committee Chairperson; President – Elect; Michigan Intermediate School District Consultants with food service responsibilities; six 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.

Responsibilities, activities and membership are governed by the *SFSTTF 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 Communications Sub Committee 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 Communications Co-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. All resolutions to be considered by the general membership shall be submitted to the Chair of the Bylaws, Resolutions, in writing.
    - a. Prior to sending out ballots.
    - b. Amendments may be adopted by general majority vote
    - c. 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.

#### 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**

This committee shall be made up of 3 immediate past presidents. If a past president cannot fulfill their term another past president shall be appointed by the current president. 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 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 before ballots are sent out.
4. Oversee the Association's 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, Nutrition and Treasurer.

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

### **Strategic Planning Committee**

The committee consists of the President Elect 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:

- Facilitates the development of the mission, vision, and goals of the Association and prepares a Long Range Plan of Action.
- Annually monitors and reports the progress on the goals and plan.
- Reviews the Annual Plan of Action goals of the Board members, committees, advisory boards, and affiliate chapters.
- 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.

The Executive Director shall attend various national conferences at the association's expense, approved by the Executive Board. 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 or be sure they are online and up to date.
- e) Distributes manuals immediately after SNAM election to newly elected officers and at Annual Leadership workshop.
- f) Annually prepares a leadership directory that will include items as requested by the President.
- g) Assists the President with all aspects of the Annual meeting.
- h) Purchases a gavel and president s pin to be presented to incoming president at the annual conference.
- i) 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:**

- a) Posts notices 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.

**5. Assisting the Treasurer:**

- a) Keeps all Association financial records and prepares all necessary treasurer reports. Have copies of treasurer's reports available at all Executive Board meetings.
- b) Assists the Budget Committee in preparing the annual budget. Keeps the Treasurer apprised of the status of the budget.
- c) Consults with the Treasurer on the status Association funds, investments and securities.

**6. Assisting the Area Representatives:**

- a) When requested, provides lists and/or labels of members in the Area Representatives region.
- b) Have available membership, certificate program and SFSTTF brochures to assist Area Representatives when meeting with Affiliate Chapters.

**7. Assisting the SNAM President and SNA National Office:**

- a) Send SNA a copy of the directory, notices of all meetings, leadership seminars, industry committee outings and the Annual Conference.
- b) SNA should receive invitations to all Michigan activities. Consult the Presidents 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.
- c) 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 apprised of their status so appropriate measures can be taken by the hotel or the Association to treat them with the proper accord.

## **8. 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.
- 3. Assist the Communications Sub-Committee with the schedule for publications of the *First Hand News*.
- 4. Sends galley of the journal to the editor for review before publication
- 5. Sell advertisements for the Journal. Also with Editors approval update industry rates for advertising prior to July 1 of each year.

### **b) 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.

### **c) Industry Committee:**

- 1. The Executive Director/Staff will attend meetings and provide minutes that will be available on the web page.
- 2. Assists the Committee with all aspects of the Industry Professional Development Seminar.

### **d) 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.
- 3. Prepares Legislative Action Conference materials if requested.
- 4. Assists with Legislative Action Conference planning and appointments.

### **e) Membership Services Committee**

- 1. Duplicates any materials needed for the annual membership drive.

2. Provides labels, mail flyers, email members or other material used to solicit members.

**f) 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 for number of votes for the Annual meeting.

**g) Certification Sub Committee**

1. The Executive Director will keep the Chair informed of any changes SNA makes to the Certificate program.
2. Duplicates any certification informational brochures upon request.
3. When requested, supply a list showing totals of SNA members who have earned the certificate in School Nutrition from SNA by membership category. One set is needed for the Conference so that Certified ribbons may be provided for all members who have earned this certificate.
4. Supply appropriate SNA CEU reporting forms to all members who request approval of programs.
5. Supply appropriate SNA Key Course reporting forms to members for programs as needed.



## 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. If meals are included as part of a meeting or conference fee the member will not be reimbursed.

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.

## **Annual State 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.

### **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).

### **Industry Member Dues:**

**\$175** Organizations.

**\$25** Additional Individual Company Representatives.

### **Industry Membership Policies Related to Dues:**

1. The membership year for Industry Members shall be from one year of date of payment.
2. All membership dues shall be sent to the SNA office.

## **Exhibit Space Fees**

The Executive Board establishes exhibit space fees based on recommendation of the Conference Committee.

## **First Hand News - Advertising Rates**

Updated 2014-2015

The Executive Board establishes advertising rates for the *First Hand News* journal based on recommendation of the Communications Committee.

## **Web Site Sponsorship**

[www.michigansna.org](http://www.michigansna.org)

Updated 2014-2015

The Executive Board establishes website sponsorship rates based on recommendation of the Communications Committee.

## **Rights and Responsibilities of Members**

### **A member has the *RIGHT* to:**

- a) Cast one vote for the election of the slate of officers, bylaw changes and dues increases
- b) Receive the official publication of the Association
- c) Have his/her views represented on the Executive Board by the Chair of the Area Reps. and at the Annual Meeting as a member.
- 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.

## Section 4 – Affiliate Chapter Handbook

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**Section 4 - Affiliate Chapter Handbook**

**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 *School 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 one 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
  - 1) Select a time that is acceptable to all members.
  - 2) 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.
  - 3) Limit presentations that would cause the meeting to continue overtime, yet present a full program.
2. Places to meet
  - 1) Be sure site is easily accessible to all.
  - 2) Vary meeting places so that all members may have the experience of being a host.
  - 3) Select places where needed facilities are available.
  - 4) 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:
  - 1) Number of meetings (dates and time).
  - 2) Type of meeting (speaker, demonstration film, etc.).
  - 3) Places for meetings (facilities available for programs).
  - 4) 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 dependent 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.
  - a. Expect and demand that committee members and officers do their jobs.

- b. Look for new ways to increase interest and membership.
- c. 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.

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.

##### **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.

**1. 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.
2. 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.
3. 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.
4. If corsages are used in the installation ceremony, appoint someone to hand them to the Installing Officer. Corsages are NICE but not really NECESSARY!
5. The outgoing President MAY ask members to pledge support and loyalty. The outgoing President congratulates the incoming President.
6. 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.)
7. The Past President presents the President's Pin to the new President.
8. 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<br>Speaker | Presiding<br>Officer | Installing<br>Officer | Incoming<br>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 20XX.

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**

### **SNAM Awards**

Determined by the Executive Board.

### **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 will be approved on a first come first serve basis. Notifications of all awards will be made within 60 days of receipt of the application. For an application see SNAM's website ([www.michigansna.org](http://www.michigansna.org)).

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 based on costs of various programs, money available in the budget line item, and the number of eligible applicants.
5. Expenses will be paid upon submission of proof of attendance and paid receipts with the approval of the Scholarship Subcommittee Chair.

### **SNA Scholarships and Awards**

Scholarship information may be found on the SNA website: [www.schoolnutrition.org](http://www.schoolnutrition.org). Call the SNA office at (301) 686-3100 for applications and/or further information.



## **RESOURCES: MAJOR SNA MATERIALS AND SERVICES**

School Nutrition Association of Michigan  
1001 Centennial Way, Suite 200  
Lansing, MI 48917  
517-327-5933  
[www.michigansna.org](http://www.michigansna.org)

School Nutrition Association  
120 Waterfront Street, Suite 300  
National Harbor, MD 20745  
301-686-3100  
[www.schoolnutrition.org](http://www.schoolnutrition.org)

Michigan Department of Education  
School Nutrition Programs  
608 W Allegan, 4<sup>th</sup> Fl  
Hannah Bldg  
Lansing, MI 48933  
517-373-3347  
[www.michigan.gov](http://www.michigan.gov)

Michigan School Business Officials  
1001 Centennial Way, Suite 200  
Lansing, MI 48917  
517-327-5920  
[www.msbo.org](http://www.msbo.org)

## ***Section 5 — Appendices***

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## School Nutrition Association of Michigan

“Be the primary resource that empowers our members to advance good nutrition and promote healthy lifestyles for Michigan children.”

Report #

**To: SNAM Executive Board Report Format**

From:

**Re:** Board Meeting  Annual Report

Date:

1. Summary of Activities/Events:

Upcoming important dates for area:

2. Summary of Networking/Marketing:

Ideas:

3. Summary of Communication (provide article for First Hand News):

How have you increased SNAM involvement in your area:

4. Additional topics/comments & ideas:

---

Committee/

Area Goal(s)

Items Requiring Discussion or Approval:

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

## **Report Numbering System**

### **Elected Officers:**

1. President\*
2. President-Elect\*
  - 2a. Resources, Bylaws, Policy & Procedures
  - 2b. Conference
3. Vice President\*
  - 3a. Strategic planning
4. Secretary
5. Treasurer\*
6. Chair of Area Reps
  - 6a. Area Representative

### **Committee Chairs**

7. Legislation Committee\*
8. Professional Development Committee\*
  - 8a. Certification Sub Co.
  - 8b. Resource Sub Co.
  - 8c. Scholarship & Award Co.
  - 8d. SFSTTF Co.
9. Membership\* Services
  - 9a. Affiliations Sub Co.
10. Communications Committee\*
  - 10a. Publication Sub Committee
  - 10b. Web Management Sub Co.
  - 10c. MDE Liaison (Liaison with Prof Organizations )
  - 10d. MSBO Liaison (Liaison with Professional Organizations)

- 11. Industry\*
  - 11a. Industry Rep to Board/Co Chair
- 12. Nutrition Committee\*

**Others:**

- 13. Parliamentarian
- 14. SNA Representative(s)
- 15. Historian
- 16. SNAM Executive Director

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

- 17. \_\_\_\_\_
- 18. \_\_\_\_\_
- 19. \_\_\_\_\_
- 20. \_\_\_\_\_
- 21. \_\_\_\_\_

## 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*****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

## 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.

**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 coronat 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: _____<br><small>(name)</small> | _____<br><small>(HOME street address)</small> |
| _____<br><small>(city)</small>            | _____<br><small>(zip)</small>                 |
| _____<br><small>(HOME telephone)</small>  |   |

|   |   |
|---|---|
| President Elect: _____<br><small>(name)</small> | _____<br><small>(HOME street address)</small> |
| _____<br><small>(city)</small>                  | _____<br><small>(zip)</small>                 |
| _____<br><small>(HOME telephone)</small>        |   |

|   |   |
|---|---|
| Secretary/Treasurer: _____<br><small>(name)</small> | _____<br><small>(HOME street address)</small> |
| _____<br><small>(city)</small>                      | _____<br><small>(zip)</small>                 |
| _____<br><small>(HOME telephone)</small>            |   |

|   |   |
|---|---|
| Treasurer: _____<br><small>(name)</small> | _____<br><small>(HOME street address)</small> |
| _____<br><small>(city)</small>            | _____<br><small>(zip)</small>                 |
| _____<br><small>(HOME telephone)</small>  |   |

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**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

## Affiliate Chapter Membership List

Membership Year Beginning June 1, 20\_\_\_\_\_

Name of Affiliate Chapter: : \_\_\_\_\_

Area: \_\_\_\_\_ Total Number of Members: \_\_\_\_\_ SNA/SNAM Members: \_\_\_\_\_

Three copies of this report, one for the SNAM Affiliation Chair, one for the Area Representative, and one for the SNAM state office are due not later than **December 1**.

| <b>Please Print</b> |           |  |        | SNA/SNAM<br>Mem. No. |
|---------------------|-----------|--|--------|----------------------|
| Name:               |           |  |        |                      |
| Home Address:       | H/Tel:    |  | W/Tel: |                      |
| City & Zip:         | District: |  |        |                      |
| Name:               |           |  |        |                      |
| Home Address:       | H/Tel:    |  | W/Tel: |                      |
| City & Zip:         | District: |  |        |                      |
| Name:               |           |  |        |                      |
| Home Address:       | H/Tel:    |  | W/Tel: |                      |
| City & Zip:         | District: |  |        |                      |
| Name:               |           |  |        |                      |
| Home Address:       | H/Tel:    |  | W/Tel: |                      |
| City & Zip:         | District: |  |        |                      |
| Name:               |           |  |        |                      |
| Home Address:       | H/Tel:    |  | W/Tel: |                      |
| City & Zip:         | District: |  |        |                      |
| Name:               |           |  |        |                      |
| Home Address:       | H/Tel:    |  | W/Tel: |                      |
| City & Zip:         | District: |  |        |                      |
| Name:               |           |  |        |                      |
| Home Address:       | H/Tel:    |  | W/Tel: |                      |
| City & Zip:         | District: |  |        |                      |
| Name:               |           |  |        |                      |
| Home Address:       | H/Tel:    |  | W/Tel: |                      |
| City & Zip:         | District: |  |        |                      |
| Name:               |           |  |        |                      |
| Home Address:       | H/Tel:    |  | W/Tel: |                      |
| City & Zip:         | District: |  |        |                      |
| Name:               |           |  |        |                      |
| Home Address:       | H/Tel:    |  | W/Tel: |                      |
| City & Zip:         | District: |  |        |                      |

**School Nutrition Association of**

**Michigan SCHOLARSHIP APPLICATION**

All applications for scholarships will be reviewed on a first come first serve basis. Send to the Scholarship committee as needed for an award for the current year. Notification of awards will be made within 60 days of the receipt of the Scholarship application.

\*\*\*\*\*

**PERSONAL INFORMATION**

NAME: \_\_\_\_\_  
(first) (middle) (last)

HOMEADDRESS \_\_\_\_\_  
(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 SNA/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: \_\_\_\_\_

Notification sent to applicant: \_\_\_\_\_

Signature (Scholarship Chairperson): \_\_\_\_\_

Mail to: SNAM

1001 Centennial Way, Suite 200 Lansing, MI 48917 800.677.8955 Fax: 517.327.0768

## **SAMPLE FIRST HAND NEWS ISSUE FEATURES**

### **Regular Features in Every Issue:**

- Editor's Keyboard
- President's Message
- Area News
- Executive Board Directory
- Industry Article
- Professional Profiles
- SNAM Member
- Industry Member
- Advertisers Index
- Membership Reports

### **Special Features in Specific Issues:**

- Fall Issue – Back to School SNAM
- Summer Social Activity
- Stars of Excellence Program Information
- Scholarship Information
- SNA Convention Report
- Keys of Excellence Program Information
- Membership Award Program Information
- Directory
- Nomination Form for SNAM Officer Elections
- Winter 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**

### **Fall – Pre Annual Conference Edition**

|                                    |      |
|------------------------------------|------|
| Deadline for Articles from Members | 8/14 |
| Ad Deadline                        | 8/16 |
| All materials to SNAM Office       | 8/20 |
| PDF #1 to Editor                   | 8/27 |
| Edits/Changes back to SNAM Office  | 8/29 |
| PDF#2 to Editor                    | 8/30 |
| Final approval to SNAM Office      | 9/03 |
| To Printer w/ mailing list         | 9/05 |

|                  |             |
|------------------|-------------|
| <b>Mail Date</b> | <b>9/12</b> |
| <b>Drop Date</b> | <b>9/19</b> |

### **Winter**

|                                    |       |
|------------------------------------|-------|
| Deadline for Articles from members | 11/25 |
| Ad Deadline                        | 11/27 |
| All Materials to SNAM Office       | 12/02 |
| PDF #1 to Editor                   | 12/09 |
| Edits/Changes back to SNAM Office  | 12/11 |
| PDF #2 to Editor                   | 12/13 |
| Final Approval to SNAM Office      | 12/17 |
| To Printer                         | 12/19 |

|                  |              |
|------------------|--------------|
| <b>Mail Date</b> | <b>01/03</b> |
| <b>Drop Date</b> | <b>01/10</b> |

### **Spring**

|                                    |       |
|------------------------------------|-------|
| Deadline for Articles from members | 03/24 |
| Ad Deadline                        | 03/26 |
| All materials to SNAM Office       | 03/26 |
| PDF 1 to Editor                    | 04/01 |
| Edits/Changes back to SNAM Office  | 04/04 |
| PDF #2 to Editor                   | 04/11 |
| Final approval to SNAM Office      | 04/15 |
| To Printer                         | 04/16 |

|                  |              |
|------------------|--------------|
| <b>Mail date</b> | <b>04/23</b> |
| <b>Drop Date</b> | <b>04/30</b> |

## **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 (Number of pictures included)

## Program Ideas

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.

### **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

# School Nutrition Association of Michigan

## CEU 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. Program/Course Title \_\_\_\_\_
7. Subject Matter \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Speaker/Instructor \_\_\_\_\_
9. Location of Program \_\_\_\_\_
10. Length of Course \_\_\_\_\_ CEUs Requested \_\_\_\_\_
11. Signature of Program/Course Sponsor \_\_\_\_\_
12. Program Date(s) \_\_\_\_\_
13. Attach the Following:
  - Printed Program and/or outline of Program (include timing/subjects/registration/breaks/meals)

### For Office Use Only

Date Processed \_\_\_\_\_ Number of CEU's Requested \_\_\_\_\_  
Date Attendance Roster(s) Sent \_\_\_\_\_ Number of CEU's approved \_\_\_\_\_

Approved By \_\_\_\_\_ Code # \_\_\_\_\_

Mail to: SNAM  
1001 Centennial Way, Lansing MI 48917  
Phone: 800-677-8955, Fax: 517-327-0768