

**BYLAWS  
of  
School Nutrition Association of Utah**

**ARTICLE I – NAME**

The name of this organization is “**School Nutrition Association of Utah**”.

**ARTICLE II – PURPOSE**

**The purposes of this Association shall be to:**

1. Promote the optimal health, nutrition and education of all children by supporting nutritionally adequate and educationally sound, financially accountable nonprofit child nutrition and school community nutrition programs.
2. Promote high standards of child nutrition and school community 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 and nutrition education programs.
4. Promote high standards and provide appropriate educational programs, incentives, and recognition for professional development of child nutrition personnel.
5. Promote research and development in child nutrition programs.
6. Promote the establishment of a national nutrition policy and legislation which provides optimal nutrition and nutrition education for children.
7. Promote the involvement of students in the school community in child nutrition programs.
8. Promote membership and provide services to members.

**ARTICLE III – MEMBERSHIP**

**Section A. Classes of Membership**

1. **Active Members:** Active members of the Association shall consist of persons employed in a food and/or nutrition program which services meals to children at the preschool, school, school district, college, state or federal level: persons engaged in teaching or administration at the aforementioned levels: persons engaged in teaching present or potential school food service personnel: personnel employed by a state affiliate; and persons engaged in community nutrition programs. An active member who ceases to be employed in a school food and nutrition program may continue as an active member provided he or she does not accept employment in a non-eligible field.
2. **Industry Members:** Industry members of the Association shall consist of persons employed in foodservice and/or related field providing goods or services to other members of the Association on a professional level. An industry member who ceases to be employed in foodservice or related field may continue as an industry member provided he/she does not accept employment in a non-eligible field.
3. **Retired Members:** An active member of the Association who retires from eligible employment may become a retired member, provided the member does not become employed in a non-eligible field. Periodic employment less than six months within each school year will not alter retire status.

**Section B. Rights and Privileges of Members**

1. All SNAU members whose dues are currently paid shall be entitled to cast one vote at summer conference or by absentee ballot requested by member if unable to attend conference.

2. Industry members shall have all the rights and privileges of active members except shall not be a candidate for an elective office.
3. Retired members shall have all the rights and privileges of active members except they shall not be a candidate for elective office.
4. All members of the Association shall be eligible to attend the meetings of the House of Delegates as observers but shall not have the right to participate in floor debate.
5. The official publication of the Association shall be available to all members.

**Section C. Dues**

1. SNA dues will be specified by the National Association. Membership processing fees will be added, as needed, to the state dues.
2. The SNA of Utah dues will be \$6.50 per member per year plus membership processing fee.
3. Dues for associate, School District owned memberships and affiliate members with the exception of associate retired members shall be established by the Executive Board.
4. Membership in "SNA" and "SNA of Utah" is a combination membership.

**ARTICLE IV – GOVERNMENT**

The affairs of the Association shall be directed and conducted by the Executive Board pursuant to policies adopted by the House of Delegates.

**Section A. House of Delegates****1. Composition**

- a. The voting delegates shall include the Executive Board, past state presidents, chapter presidents and president elects, or alternates.
- b. Each voting delegate of the House of Delegates must be an active or retired member of the Association.

**2. Responsibilities**

- a. Establishes the philosophies and goals of the Association.
- b. Debates and reviews matters of professional interest to the Association.
- c. Reviews reports of chapter affiliates and Executive Board.
- d. Takes action on proposed resolutions and amendments to the Bylaws.

**3. Voting**

- a. Each delegate may cast only one vote. All votes must be cast in person.
- b. Only voting delegates will be seated on the floor of the House of Delegates.
- c. One third of the voting delegates shall constitute a quorum.
- d. A two-thirds (2/3) vote of the voting delegates present at a meeting of the House of Delegates is required to amend the bylaws of the Association, change the Association membership dues, or remove an elected Association officer from office.

**Section B. Executive Committee****1. Composition**

- a. The Executive Committee shall consist of the President, President-Elect, Vice President, Immediate Past President, Secretary, and Treasurer.

**2. Responsibilities**

- a. Reviews annual budget and financial status of the Association.
- b. Proposes policies and administrative items to the Executive Board.
- c. Shall meet at the call of the President or at the request of four (4) of its members.

**Section C. Executive Board****1. Composition**

- a. The Executive Board shall consist of the President, President Elect, Vice-President, Secretary, Treasurer, Immediate past President, Standing Committee

Chairs, Parliamentarian, USOE CNP Representative, Dairy Council Representative, and Industry Chapter Representative

**2. Responsibilities**

- a. The Executive Board shall determine administrative policies and manage the business of the Association.
- b. A quorum consisting of fifty-one percent (51%) of the executive Board must be present in order to conduct business.
- c. Adopts the annual budget for the Association and manages the financial affairs of the Association.
- d. Authorizes persons to sign checks, contracts, and other documents on behalf of the Association.
- e. Recommends positions and policies to the House of Delegates.

**Section D. Chapter Affiliates**

- 1. Any five members may form an association chapter.
- 2. Chapter Affiliates shall have in place an incoming Chapter President prior to the Annual State Conference.
- 3. A chapter affiliate may establish separate dues so long as such dues do not exceed a sum equal to the state membership dues.
- 4. Chapter affiliate bylaws shall not be in conflict with state and national bylaws.
- 5. Each chapter affiliate shall be represented in the House of Delegates by the President, President Elect or alternate. Chapter affiliates with large memberships shall have one additional delegate for each 100 members or a major fraction thereof.
- 6. Only members employed in a nonprofit field shall be eligible to serve as officers with the exception of the Industry Chapter members.
- 7. A chapter affiliate shall adopt a plan of action consistent with state plan of action.
- 8. The Industry chapter affiliate president shall be the industry representative to the Association Executive Board.

**ARTICLE V – OFFICERS**

**Section A. Elected Officers**

**1. Composition**

- a. The elected officers of the Association shall consist of the President, President Elect, Vice-President, Secretary, and Treasurer.

**2. Terms of Office**

- a. President shall be the chief elected officer and shall serve one year.
- b. President-Elect shall serve for one year
- c. Vice-President shall be elected annually and shall serve for one year.
- d. Secretary shall be elected in even years and shall serve for 4 years
- e. Treasurer shall be elected in odd years and shall serve for 4 years

**Section B. Appointed Standing Committee Chairs**

**1. Composition**

- a. Standing Committee Chairmen shall be appointed by the President Elect for two years.
- b. Appointed chairs are: Membership and Certification Chair, Professional Development Chair, Public Policy and Legislative Chair, Public Relations and Marketing Chair.

Chairs shall be appointed on the following schedule:

Even Years: Membership and Certification Chair  
Professional Development Chair

Odd Years: Public Relations and Marketing Chair  
Public Policy and Legislative Chair  
Parliamentarian

**Section C. Representatives**

**1. Composition**

- a. USOE CNP Office Representative, Dairy Council Representative, and Industry Chapter Representative

**ARTICLE VI – ELECTIONS**

**Section A. Elections**

- 1. Elections shall be conducted annually at Summer Conference or by electronic vote.
- 2. The Ballot shall be prepared by the Nomination Committee and contain at least one name and a section for a write in candidate for all offices to be filled.
- 3. Ballots shall be cast and deposited in the ballot box on the first day of Summer Conference or electronically, at the SNAUtah.org website, prior to the first day of Summer Conference. In the event there is no Summer Conference voting will take place electronically prior to National Conference.
- 4. Votes shall be counted by the Nominating Committee and the person(s) elected shall be installed during Summer Conference.

**Section B. Eligibility**

- 1. To be eligible to hold any elected office or appointed office a member must have membership in SNA and SNA of Utah for at least one year immediately preceding the nomination.
- 2. Term of office shall be from Aug. 1 to July 31. Installation shall take place at the annual State Conference of the membership.

**ARTICLE VII – REMUNERATION'S**

**Section A. Type of Meetings**

- 1. There shall be an annual meeting of the State Association which shall be known as the Annual State Conference. The date and place of this conference shall be determined by the President Elect.
- 2. There shall be a meeting of the House of Delegates at the time of the Annual State Conference.
- 3. There shall be three Executive Board Meetings during the year. The date and place of Executive Board Meetings shall be determined by the President.
- 4. Area Directors shall conduct at least two area meetings per year.
- 5. Special meetings may be called by the President with the consent of the Executive Board.
- 6. There shall be a Leadership meeting held at the time of the Annual State Conference.

**Section B. Expenses**

- 1. No member of the Executive Board shall receive remuneration for service rendered to the Association.
- 2. Expenses incurred by the Executive Board members attending meetings at the request of the President shall be reimbursed by the Association at the current approved rates.
- 3. Expenses incurred by committee and advisory board members in conducting the business of the committee or advisory board shall be reimbursed within the limitations of the budget, by the Association at rates approved by the Executive Board.
- 4. There will be no remuneration for attending the House of Delegates and the Annual State Conference.

**Section C. National Meetings**

- 1. The President and President Elect will attend the SNA National Conference, with transportation, registration, and per diem paid by the SNA of Utah as established by the Executive Board.
- 2. The President, President-Elect and Legislative Chair will attend the Legislative Action Conference with transportation, registration, and per diem paid by SNA of Utah as established by the Executive Board.
- 3. The President Elect and Vice-President will attend the SNA National Leadership Conference with transportation, registration and per diem paid by SNA of Utah as established by the Executive Board.
- 4. Attendance of other elected or appointed Executive Board members at SNA sponsored meetings will be voted upon by two-thirds majority vote of the Executive Board.

**ARTICLE VIII – PUBLICATIONS****Section A. Web Site**

1. The web address of [www.snautah.org](http://www.snautah.org) shall be the official website address of the Association.

**ARTICLE IX – RESOLUTIONS AND BYLAWS****Section A. Method of Proposal**

Amendments to these bylaws may be proposed in writing no later than March 15 in one of the following ways:

1. At the official request of a chapter affiliates.
2. By a majority vote of the Executive Board.
3. By written petition signed by twenty-five (25) members.

**Section B. Procedure – Amendments**

Amendments to these bylaws may be adopted by two-thirds (2/3) vote of the members present at the annual meeting of the House of Delegates or by two-thirds (2/3) affirmative mail vote returned, and:

1. Provided the President receives the amendments in writing postmarked on or before March 15<sup>th</sup> to be considered at the next annual State Conference.
2. Provided copies of the proposed amendments have been published on the official website address of the Association or mailed to all members of the Association at least thirty (30) days prior to the annual State Conference.

**Section C. Procedure – Resolutions**

1. All proposed resolutions to be considered at the annual State Conference shall be submitted to the President in writing, post marked no later than March 15<sup>th</sup> prior to the annual State Conference. Upon unanimous consent of the delegates, a written resolution may be submitted from the floor of the House of Delegates, provided it has been presented to the President before the call to order of the House of Delegates.
2. Proposed resolutions to be considered by the House of Delegates shall be made available on the SNA of Utah website for all members of the House of Delegates 30 days prior to the annual State Conference.
3. Adoption of proposed resolutions shall require a simple majority vote of the House of Delegates with the exception of resolutions dealing with changes in membership dues and the removal of an officer.
4. Resolutions which are in conflict with the bylaws of the Association will not be presented to the House of Delegates.

**ARTICLE X – LIMITATIONS****Section A. Limitations**

1. No part of the net earnings of the corporation shall inure to the benefit of any board member, officer of the corporation, or any private individual (except that reasonable compensation be paid for services actually rendered to or for the corporation effecting one or more of its purposes) and be entitled to share in the distribution of any of the corporate assets on dissolution of the corporation.
2. The corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by organizations described by section 501 (c) (3) or section 179 (c) (2) of the Internal Revenue Code of 1986, as amended, or any corresponding or similar provision of the federal revenue laws that may hereafter be enacted.

Bylaws for the School Nutrition Association of Utah were approved by SNA and adopted by SNAU (USFSA) membership in 1951.

The bylaws have been amended as follows:

Amended 1956

Amended 1957

Amended March 1, 1967, at Treasure Mountain Inn, Park City

Amended May 1, 1972, at Salt Lake School District Office, Salt Lake City

Amended October 10, 1974, at Cottonwood High, Salt Lake City

Amended October 5, 1977, House of Delegates at Bountiful High, Bountiful

Amended June 9, 1981, House of Delegates at Salt Palace, Salt Lake City

Amended June 3, 1982, House of Delegates at Salt Palace, Salt Lake City

Amended June 3, 1985, House of Delegates at Salt Palace, Salt Lake City

Amended June 9, 1988, House of Delegates at Salt Palace, Salt Lake City

Amended June 1992, House of Delegates

Amended June 8, 1994, House of Delegates at Timp View High School, Provo

Amended June 20, 2001, House of Delegates at Canyon View High School, Cedar City

Amended June 19, 2002, House of Delegates at Weber State University, Ogden

Amended June 17, 2003, House of Delegates at Utah Valley State College, Orem

Amended June 15, 2004, House of Delegates at Dixie Center, St. George

Amended June 21, 2005, House of Delegates at South Towne Expo Center, Sandy

Amended June 21, 2006, House of Delegates at South Towne Expo Center, Sandy

Amended June 20, 2007, House of Delegates at Dixie Center, St. George

Amended June 9, 2009, House of Delegates at South Towne Expo Center, Sandy

Amended June 17, 2010 House of Delegates at Davis Conference Center Layton

Amended June 15, 2011 House of Delegates at St George Conference Center, St George

Amended June 14, 2012 House of Delegates at Davis Conference Center, Layton

Amended June 19, 2013 House of Delegates at St George Conference Center, St George

Amended June 25, 2014 House of Delegates at Provo Convention Center