

**MARYLAND SCHOOL NUTRITION ASSOCIATION
DUTIES AND RESPONSIBILITIES OF
SPECIFIC EXECUTIVE BOARD COMMITTEE**

Bylaws and Handbook Committee

Purpose – To make revisions to the Administrative Handbook as required and update Bylaws in accordance with State and National revisions and to present Bylaws revisions and resolutions to the MSNA Executive Board and House of Delegates.

Responsibilities:

1. Supply updated information of changes in policies and procedures in handbook to leadership persons in local and State association.
2. Keep MSNA Bylaws up-to-date in accordance with SNA Bylaws.
3. Attend Executive Board meetings to be knowledgeable of any revisions in procedure that will be beneficial to association leadership.
4. Remind chapter officers at least once annually (during MSNA Leadership Conference and/or via email from Executive Secretary) to review their duties and responsibilities and MSNA policies as posted on MSNA website.
5. Maintain record of Bylaws as submitted by local chapters.
6. Present bylaws revisions and resolutions to the House of Delegates at the annual meeting.

Activities:

1. Continually update handbook with operational procedures to be used by leadership of local and State Associations and make available on MSNA website.
2. Recommend that revisions in the Constitution must be presented to the Resolution Committee 90 days prior to the annual meeting.
3. Recommend necessary revisions to the Bylaws, subject to approval by the Executive Board and Association members through the House of Delegates.
4. Work with MSNA Executive Secretary to update handbook to reflect any revisions or changes approved during the annual House of Delegates meeting.