

**CONSTITUTION AND BYLAWS  
OF THE  
MARYLAND SCHOOL NUTRITION ASSOCIATION**  
*(Revised March 2018)*

**ARTICLE I  
NAME**

- (1) The name of this association shall be the Maryland School Nutrition Association. The Maryland School Nutrition Association is an incorporated Association. It shall be affiliated with the School Nutrition Association.

**ARTICLE II  
PURPOSES**

In accordance with the purposes of the American School Nutrition Association, this association shall strive:

- (1) To maintain and improve the health and nutrition education of the school children through nutritionally adequate and educationally sound nonprofit school food service.
- (2) To work for high standards of nutrition education and school food service programs.
- (3) To create and promote public interest and support of the work including pertinent legislation.
- (4) To encourage and develop the highest standards for school food service personnel by providing appropriate educational programs.
- (5) To improve the well-being of Association members.

**ARTICLE III  
MEMBERSHIP**

Membership in the Association shall consist of active, retired, life, honorary, and sustaining members. Members shall apply for membership and pay dues through an affiliate association or directly as hereinafter provided.

- (1) Active members shall be any person engaged in nutritionally adequate, educationally-sound, nonprofit school food service work or related activities.

All active members, whose dues, if any, are currently paid, shall be entitled to vote for the election of officers for the coming year and to vote upon any matter submitted to the voting membership.

A person once qualified as an active member, but who ceases to be actively engaged in nonprofit school food service work, may continue as an active member provided he or she does not accept employment in a non-eligible field.

- (2) Retired members: Any person who retired from eligible employment may become a retired member, as long as he or she does not become employed in a non-eligible field. Retired members shall have all the rights and privileges of any active member.
- (3) Life members: Past presidents, upon their retirement, shall be granted a Life membership in the Maryland School Nutrition Association. A life member shall have all the rights and privileges of an active member provided that he or she is not employed in a non-eligible field.
- (4) Honorary members: Individuals not members of the Association, who have contributed greatly to its benefit, shall upon recommendations by the Executive Board, be granted honorary membership in the Association. Honorary members shall not have the right to vote, to serve as delegates, or to hold elected or appointed offices. They shall receive the official publication of the Association.
- (5) Sustaining members shall be individuals or organizations who do not qualify for other types of membership and who are interested in furthering the programs of the Association. Sustaining members shall have the right to identify their membership in their advertising or at exhibits at the Annual Convention of the Association. Sustaining members shall not have the right to vote or to serve as delegates, or to hold elective office, but may be appointed as a Committee member of the Industry Advisory Committee but not as Committee Chairperson.
- (6) Student Members: Student members shall consist of persons enrolled in post-secondary institutions who are interested in advancing the goals of the Association.

#### **ARTICLE IV ORGANIZATION OF AREAS**

- (1) The State of Maryland shall be divided into six areas for regional activities as follows:

Area I:	Garrett, Allegany and Washington
Area II:	Frederick, Carroll, Montgomery and Howard
Area III:	Baltimore, Baltimore City, Harford and Cecil
Area IV:	Prince George's, Calvert, Charles, St. Mary's and Anne Arundel
Area V:	Kent, Queen Anne's, Talbot and Caroline
Area VI:	Somerset, Worcester, Dorchester and Wicomico
- (2) Affiliate local school food service associations shall be assigned to an area by the Executive Board. Affiliated local school food authorities are assigned as follows:

Area I:	Garrett, Allegany and Washington
Area II:	Frederick, Carroll, Montgomery and Howard
Area III:	Baltimore, Baltimore City, Harford, Cecil and Archdiocese of Baltimore
Area IV:	Prince George's, Calvert, Charles, St. Mary's and Anne Arundel
Area V:	Talbot and Caroline
Area VI:	Somerset, Dorchester and Wicomico

## **ARTICLE V AFFILIATED LOCAL ASSOCIATIONS**

**Any local school food service association may become a local chapter on the following basis:**

- (1) The local association must have ten (10) or more members.
- (2) The local school food service association in any political subdivision of the State of Maryland as identified in Article IV.
- (3) A local association whose members are employed in food and nutrition programs by nonprofit private sponsoring agencies participating in the Child Nutrition Programs.
- (4) As association of retired persons who were previously employed in an eligible field in nonprofit food and nutrition programs. Any member of the retiree's affiliate association may continue to be a member of a local school food service association.

**Any local school food service association shall be eligible for affiliation with the State Association provided the following conditions are met:**

- (1) Membership: At least 10 persons classified as active members in the Maryland School Nutrition Association.
- (2) Constitution and Bylaws: A constitution and/or bylaws in harmony with the Constitution and Bylaws of the Maryland School Nutrition Association shall be adopted. A copy of the current constitution and/or bylaws of each chapter shall be forwarded to the State Bylaws Chairperson at least sixty (60) days prior to receiving charter at the House of Delegates meeting. (See chapter requirements.)
- (3) Program of Work: The Program of Work of the affiliate association shall be in harmony with the program of work of the State Association.
- (4) House of Delegates: Affiliate associations shall be represented in the House of Delegates as provided herein.
- (5) Local Chapter Officer's Requirement: Only active members of the State Association shall serve as officers and delegates of affiliated associations. A list

of the newly elected officers shall be sent by the local association to the State Executive Secretary within 15 days of each election.

## **ARTICLE VI**

### **OFFICERS, EXECUTIVE BOARD AND COMMITTEES**

The affairs of the Association shall be managed and conducted by the Executive Board, House of Delegates, and Standing Committees. All officers must be National members.

- (1) Officers: The elected officers of the Association shall consist of a President, a President-Elect (who is automatically President for the following year), a Vice President (who is automatically President-Elect for the following year) a Secretary, a Treasurer, an Education Committee Chair, a Federal Legislative Chair, A State Legislative Chair and a Nutrition Committee Chair. Their duties shall be those usually ascribed to such offices.
- (2) The Executive Board shall consist of the following:
  - The nine elected officers.
  - The presidents and presidents-elect of affiliate chapters shall become members of the Executive Board with voting privileges.
  - The chairperson of committees, Chief of School and Community Nutrition Programs, the Executive Secretary, and the immediate Past President serve on the Executive Board in an advisory capacity, but without voting privileges.
- (3) There shall be a House of Delegates consisting of the elected members of the Executive Board, standing committee chairpersons or co-chairpersons, presidents and presidents-elect of the affiliate chapters, and past state presidents for the preceding five (5) years.
- (4) The Standing Committees appointed by the President and approved by the Executive Board shall be:
  - Advertising
  - Awards and Scholarship
    - Employee of the Year
    - Manager of the Year
    - Rhonda Motley Gold Success
    - Director of the Year
  - Budget
  - Bylaws & Handbook
  - Certificate & Credentialing
  - Convention

- House of Delegates
  - Industry
  - Marketing & Public Information
  - Membership and Affiliation
  - Nominating
  - Ways & Means
- (5) The Executive Committee shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, the Immediate Past President, and one other person or persons selected by the President. The Chief of School and Community Nutrition Programs serves on the committee in an advisory capacity.
- (6) The term of office of the President, President-Elect, and the Vice President shall be one year. The term of office for the Secretary, Treasurer, Education Committee Chair, Federal Legislative Committee Chair, State Legislative Committee Chair, and Nutrition Committee Chair shall be two years. They will take office at the annual convention, following their installation at the meeting. If any office becomes vacant, the Executive Board shall appoint a successor for the unexpired term.
- The Chairpersons for Advertising, Awards & Scholarship, Bylaws & Handbook, Certificate & Credentialing, House of Delegates, Industry, Marketing & Public Information, Membership and Affiliation and Ways & Means shall serve at the discretion of the President.
- (7) An Executive Secretary shall be employed to assist the President and Executive Board in carrying out the duties and responsibilities necessary in the conduct of Association business.
- (8) Ad Hoc Committees, or special committees, shall be named by the President.

## **ARTICLE VII ELECTIONS**

- (1) All Officers of the Association shall be elected at the Annual Convention Meeting and will assume office immediately following their election at the meeting. The slate of officers prepared by the Nominating Committee will be presented at the 1<sup>st</sup> General Session. All officers of the association shall be elected by voice vote at the 2<sup>nd</sup> General Session. Members shall be asked to stand. The vote shall be decided by the majority vote of members present and voting. If there is more than one candidate for any office, then voting for all offices shall take place in one of the following ways:
- a. By secret ballot handed out and collected at the Annual State Convention

- b. Through online voting clearly communicated to the membership at least one month prior to the election to allow for maximum participation in the voting process
- (2) The Nominating Committee shall consist of the immediate Past President of the state association as the Chairman and at least two or more other members of the state association selected by the Chairman from the 6 areas identified in the Bylaws other than that of the area of the Chairman.
- (3) Nominations will be solicited by the Nominating Committee from the 6 areas of the state, identified in the Bylaws with help from county directors. No more than 2 members of any chapter shall be nominated as candidates in a two year period to insure adequate representation throughout the state.
- (4) A slate of officers shall be presented to the Executive Committee for revision and approval at the meeting at least one month prior to the Annual State Convention.
- (5) Once approved by the Executive Committee, the slate shall be presented to the Executive Board at the meeting at least one month prior to the Annual State Convention.
- a. The office of the Vice President shall appear on the ballot each year.
  - b. The office of Secretary, Treasurer, Education Committee Chairman, Federal Legislative Committee Chairman, State Legislative Committee Chairman, and Nutrition Committee Chairman shall appear on the slate for two year terms on alternate years.
  - c. On even years, the Vice President, Treasurer and the Nutrition Committee Chairman shall be elected.
  - d. On odd years, the Vice President, Secretary, Federal Legislative Committee Chairman, State Legislative Committee Chairman and Education Committee Chairman shall be elected.
- (6) If a person is unable to fulfill an elected position for whatever reason, an appointment to the vacant position shall be made by the Executive Board.
- a. If the office vacated is the President, then the President-Elect shall become the President and the Vice President shall become the President-Elect.
  - b. If the office vacated is the President-Elect, then the current President shall serve an extra 1/2 year term as President and the Vice President shall serve the other 1/2 year term as President. Each of those two offices then becomes 1 and 1/2 year terms as President.
  - c. The President-Elect is the Chairman of the Annual State Convention. If the President's term is extended for an additional 1/2 year, the current

President shall be the Chairman of the Annual State Convention for two successive conventions.

- (7) Informational biographies for the slate of officers approved by the Executive Board, shall be included in the Annual State Convention Program or online through e-mails and the website.

## **ARTICLE VIII MEETINGS**

- (1) General Membership: There shall be one meeting a year, which shall be held at such time and place as shall be designated by the Executive Board.
- (2) House of Delegates: A House of Delegates meeting shall be held during the annual meeting of the general membership. The House may be called into emergency session by the Executive Board.
- (3) Executive Board: Meetings of the Executive Board shall be held four times a year. Additional meetings may be called at the discretion of the President.
- (4) Executive Committee: The Executive Committee shall meet on call of the President or at the request of four members of the Executive Committee. The Executive Committee shall convene prior to any Board meeting to review matters and make recommendations.
- (5) Elected members of the Executive Board, committee chairpersons, and affiliate Chapter Presidents attending the Executive Board meetings shall be reimbursed for travel mileage at the rate prescribed by the Executive Board, dependent on the location of the meeting being held.

## **ARTICLE IX FISCAL YEAR**

The fiscal year of the Association shall be consistent with that of the School Nutrition Association: July 1 to June 30.

## **ARTICLE X NONPROFIT**

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

## **ARTICLE XI AMENDMENTS AND RESOLUTIONS**

- (1) Method of Proposal: Amendments and resolutions to these Bylaws may be proposed in writing to the Chairperson of the Resolution Committee no later than 90 days before Annual meeting by any member of the State Association Executive Board, Executive Committee, an affiliated chapter, or the State Association. The State Association Executive Board may be the sponsor or co-sponsor of the proposed resolution or amendment.

All amendments and resolutions to be considered in the House of Delegates shall be mailed to all members of the House of Delegates no later than 30 days before the Annual Meeting.

- (2) Procedure – Amendments to Bylaws: These articles may be amended by a two-thirds vote of the membership present, at any duly constituted meeting of the House of Delegates.
- (3) Procedure – Resolutions: Adoption of proposed resolutions shall require a simple majority vote.

Proposed resolutions which are in conflict with the Bylaws will not be presented to the House. Proposed resolutions may be submitted from the floor upon unanimous consent of the delegates.

## **ARTICLE XII PUBLICATIONS**

The Association shall publish a newsletter, *The Serving Spoon*, and distribute it to the Maryland School Nutrition Association members.

## **ARTICLE XIII PARLIAMENTARY AUTHORITY**

Subject to the final ruling of the Presiding Officer, the Articles of Incorporation and these Bylaws, meetings shall be governed by Roberts Rules of Order, latest revised edition.

## **ARTICLE XIV EFFECTIVE DATE**

This constitution and bylaws as revised and amended shall become effective immediately following the Annual House of Delegates Meeting of the Maryland School Nutrition Association.