

School Nutrition Association of Ohio - S.A.N.D., Chapter 43
Officer / Chairperson Handbook

GOVERNING RULES
LAKE ERIE S.A.N.D., CHAPTER 43 of SNA of Ohio

Article I - Name

The name of this organization shall be Lake Erie S.A.N.D. (Supervisors and Nutrition Directors), Chapter 43, affiliate chapter of School Nutrition Association of Ohio.

Article II - Purposes

The object and purpose for which this chapter is formed is to provide opportunity for School Food Service Directors and Supervisors in northeast Ohio to expand on their professional development on their goal to advance child nutrition.

Article III - Membership

Membership shall be composed of Directors and Supervisors employed or previously employed in child nutrition programs and persons involved in allied industries.

Article IV - Tax-Exempt Status

Federal tax-exempt status shall be the result of the chapter's affiliation with the School Nutrition Association of Ohio. The chapter is exempt from federal income tax but not sales tax.

Article V - Dissolution

In the event of dissolution or final liquidation of the chapter, all remaining assets and property of the chapter shall, after paying or making provision for the payment of all of the liabilities and obligation of the chapter and for necessary expenses thereof, be remitted to the School Nutrition Association of Ohio.

Article VI - Limitation of Liability

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

BY- LAWS

Article I - Membership

Section A. CLASSES OF MEMBERSHIP

Membership shall consist of two classes: School Food Service and Child Nutrition and Associate.

1. **School Food Service and Child Nutrition Members.** School food service and nutrition member category shall consist of supervisors and directors employed in child nutrition.
2. **Associate Members.** Associate member category shall consist of individuals employed in allied industries and organizations committed to furthering the goals of the School Nutrition Association of Ohio.

Section B. RIGHTS AND PRIVILEGES OF MEMBERS

All school food service and child nutrition members, whose dues are currently paid, shall be entitled to vote for the election of officers for the coming year and any other matter submitted to the voting membership.

1. Members who cease to be employed in an eligible field may continue their membership until their renewal date.
2. Associate members shall be non-voting members with the exception of Industry Chair.

SECTION C. DUES

1. The Executive Committee shall establish dues for school food service and child nutrition members and associate members.
2. All rights and privileges of membership shall be terminated for nonpayment of dues.
3. These membership dues include up to four chapter meetings per year.

ARTICLE II - OFFICERS

SECTION A. ELECTED OFFICERS

The officers shall be: President, Vice President, Secretary, and Treasurer.

1. The Executive Committee shall consist of President, Vice President, Secretary, and Treasurer.
2. The Executive Board shall consist of the Executive Committee and the committee chairs.

SECTION B. ELIGIBILITY

All officers' terms shall begin on August 1 through July 31.

1. A school food service and child nutrition member candidate shall:
 - a. Be regularly employed in an eligible field.
 - b. Be elected for specified term and shall retain active membership at the time of nomination and election.
 - c. Be encouraged to be SNA certified/credentialed members.

SECTION C. RESPONSIBILITIES OF ELECTED OFFICER

1. President
 - a. Represents the chapter in policy matters and is the chief spokesperson.
 - b. Coordinates, in conjunction with the Vice President, the program for chapter meetings.
 - c. Serves as Chair for the Executive Board.
 - d. Presides at meetings.
 - e. Serves as an ex-officio member of all committees and boards.
 - f. Prepares the agenda for the chapter and Executive Committee meetings.
 - g. Appoints, with the approval of the Executive Committee, chairpersons to committees where needed.
 - h. Appoints and may remove, with the approval of the Executive Committee, any member of the Board who fails to fulfill the responsibilities of their office.
 - i. Establishes time schedules for meetings.
 - j. In May of each year appoints an audit committee of two SNA -SAND members who are not Board members to audit the books.
 - k. When funds are available the organization shall pay the cost for the president to attend LAC.
 - l. Facilitates nominations of candidates to fill upcoming positions on the SAND board. Directs the preparation of the ballot to the secretary and provides time in the last meeting of the year for the voting process.

- m. Conducts installation ceremony of new board members after a vote has been decided. Installation ceremony modeled off of the State Affiliate Installation Ceremony (attachment A)
- 2. Vice President
 - a. Coordinates the activities of the standing committee chairs.
 - b. Coordinates, in conjunction with the President, the program for chapter meetings.
 - c. Presides over chapter meetings in the absence of the President.
 - d. Succeeds to the office of President in case of a vacancy and serves until the term is completed.
 - e. Provide an evaluation form for the meetings. Tabulate the evaluation and present to the Board (Attachment C)
 - f. Secures sponsorships for all the meetings and attends to details related to that duty including making sure enough tables are available for the meeting and vendors. Other details for the meeting to arrange: table coverings; speaker's podium, sound system, Assist sponsors and coordinates with the facility manager regarding sponsorship of meetings. (See Attachment C- Sponsorship Information)
- 3. Secretary
 - a. Serves as a chief communication officer of the Executive Board.
 - b. Accurately records all minutes of the chapter and Executive Committee meetings.
 - c. Communicates all minutes of meetings, meeting notices and relevant Chapter correspondence to all members.
 - d. Provides copies of the minutes for each meeting for review.
- 4. Treasurer
 - a. Serves as the chief financial officer of the Executive Board.
 - b. Supervises and monitors chapter funds.
 - c. Submits a treasurer's report at each chapter meeting.
 - d. Oversees fund raising projects.
 - e. Check SNA membership status when dues are paid against list from Ohio SNA.
 - f. Prepares a budget for Executive Board's approval every year in August. Presents budget to membership at the first meeting of the year.
 - g. File the federal income tax form in July.
 - h. Prepare the invoice form to go out with the first meeting notice, give it to the Education Chair.

- i. Handles and records the money taken in each meeting at the sign-in table. Tax forms, sample invoice, audit and budget forms (attachment B - Treasurer's forms).
- j. When changing over checking signature cards - place the vice president on as co-signer.
- k. Provides financial information by the way of a budget sheet for review and approval for the Executive Board members on a quarterly basis.
- l. Handles and records the money taken in each meeting at the sign-in table.
- m. Files federal tax form.

SECTION D. RESPONSIBILITIES OF APPOINTED CHAIRPERSONS

- 1. Membership Chair
 - a. Applies to SNA of Ohio for program approval, certification and make available CEU vouchers for members at relevant meetings. (Attachment D).
 - b. Responsible for membership recruitment and retention.
 - c. Maintains the name badge and helps to handle the sign-in table each Meeting.
 - d. Receives RSVP's from members for upcoming meetings. Responds to Members if they have not paid for meetings, and copies the Treasurer on The email.
 - e. Relays the number of RSVP's to the Vice President (in order to inform upcoming meeting vendors and sponsors).
 - f. Maintains a list of members, and if they have paid dues or not.
 - 1. Works with the Treasurer on this.
- 2. Legislative and Public Policy Chair
 - a. Represents chapter and participates in legislative activities, sponsored by SNA of Ohio SNA
 - b. Keeps members apprised of any legislative activities and provides Members opportunities to participate in the legislative process.
 - c. When funds are available the organization shall pay the cost of the Legislative Chair to attend LAC
- Education Chair
 - a. Plans, in cooperation with the President and Vice President, Educational activities for chapter meetings.
 - b. Develops the written meeting agenda and sends out the agenda before each meeting. Upon approval of the president, can send out **Sandblasts**

to our members when appropriate.

3. Industry Chair
 - a. Is the chief communicator to the Executive Board for associate members to coordinate programs, ideas and industry concerns.
 - b. Will be receptive to all associate member concerns. Industry Chair is a two year term with one additional consecutive 2 year term allowed.

ARTICLE III MEETINGS

A. MEETINGS

The objective is to meet no less than four (4) times per year.

B. EXPENSES

The Executive Committee shall approve expenditures by chapter members who travel and or conduct official chapter business.

President, Lake Erie S.A.N.D., Chapter 43

Date Approved

OFFICER BOARD MEMBER CODE OF CONDUCT

No officer/board appointee shall receive personal gain from their position on the Board, Including but not limited to:

- solicit or accept vendor gifts as a Board member

- use of the association's membership information to conduct private business.

Officers/Board members performing association business shall conduct themselves in a Professional manner and support the position (s) of the chapter, state and national School Nutrition Association.

Officers/Board members who are unable to support the association's positions on issues shall refrain from public comment on the issue while serving in their Board member capacity. Officer/Board members may be removed from their position by a majority vote of the executive board if their actions are detrimental to the association's goals.

In conducting the association's business, officers/board members shall consider the appearance of what actions, meetings, and meeting topics may have to the public. When determining actions, meetings, and meeting topics, consideration shall be given in that this is a professional association.

DUES

Dues shall be determined by the Executive Board after reviewing the proposed budget. All attendees at the meeting shall be current on their dues or pay the meeting fee.

The board members are exempt from paying membership dues.

Dietetic/food service college students and ODE representatives may attend, at no cost, a meeting with a dues paying member, as long as there is no cost to the SAND chapter for their attendance at the meeting.

SNA of Ohio Presidents may attend at no charge.

BUDGET / REIMBURSEMENT

A budget prepared by the Treasurer and approved by the Executive board will be presented to the membership at the first meeting of the school year.

Yearly audit of the SAND chapter's financial books shall be completed by a committee of 2 board members appointed by the President. Results of the audit shall be presented to the membership at the first meeting of the school year.

A financial report will be presented at each meeting including a detailed report showing all SAND chapter's expenses and revenue.

Occasionally, it may be necessary to authorize an expense that was not included in the Budget. In such situations, the Executive committee shall unanimously agree on the expense and notify the association of the authorization of the expense via email.

Approval of expenditures shall be based on the following:

Approved expenditures from the SNA of Ohio, SAND Chapter budget, will be paid by the association's Treasurer upon receiving an itemized detailed expense report, Accompanied by receipts. Requests for payment must be submitted for reimbursement within 60 days after the event. Bills submitted after that time will not be approved for payment.

Copies of bills or receipts for personal use should be made before submitting them with the expense report for payment. Expense reports must contain sufficient information so that the proper budget code can be assigned.

Attendees at conferences/meetings paid by the association are required to attend all days of the conference.

The following guidelines should be used for claiming reimbursement for association related expenses:

Meals:

- Shall be reimbursed for Board approved representatives at national and/or state function
- Shall be reimbursed when they fall within the scheduled time frame of the event and are not included in the registration fee.
- Shall be reimbursed up to \$50.00 per day with itemized receipts
(Alcoholic beverages shall not be included for reimbursement)

- Room service charges will not be reimbursed.

Telephone:

- Only calls for the purpose of conducting association business shall be reimbursed
- Service charges for calls made from hotel or motel rooms will not be reimbursed.

Lodging:

- Shall be reimbursed for Board approved representatives at national and/or state functions, with the exception of annual state conference and state industry conference.
- Maximum room reimbursement per delegate shall not exceed the single room rate
- Delegates are asked to share rooms whenever possible. In the event that a delegate chooses to not share a room, the reimbursable rate for lodging will be $\frac{1}{2}$ of the double room rate. In the event that a delegate cannot share a room because of a lack of gender specific roommates available, that delegate will receive reimbursement for an equal to the full single room.
- Lodging expenses for official meetings must fall within the scheduled timeframe of the event

Registration:

- Shall be reimbursed for Board approved representatives at national and/or state functions.
- All representatives forms must be completed by delegates prior to being sent to the Treasurer for approval. It is the responsibility of the delegates to submit the request for payment before the due date.

Transportation:

- Shall be reimbursed for Board approved representatives at national and/or state functions.
- Fees paid not to exceed coach airfare, regardless of whether the delegate uses auto transportation.
- Costs for airport shuttles, vans and taxis are a reimbursable expense. Carpooling is encouraged.
- Parking and toll fees shall be reimbursed

Receipts:

- Itemized receipts are required for association business related expenses in order to receive reimbursement

STANDING COMMITTEES

Committee chairpersons shall be appointed by the President and Executive Committee and shall serve a two year term. Chairperson must be a SNA member

The following committees will be appointed in odd number years:

Legislation
Membership

The following committees will be appointed in even years:

Industry
Education

BALLOT

Nominations for elected positions shall be solicited by the President. A slate of officers will be presented to the membership at the last meeting of the year.

Electronic or paper ballot voting will be conducted at/prior to the last meeting of the year. Only current paid SNA members may vote.

Ballots will be counted by two non Board member SNA members.

New officers will be sworn in at the final meeting of the year.

MEETING EVALUATIONS

The Vice President will be responsible for distributing and tabulating a meeting evaluation form (Attachment C)

SANDBLAST / WEBPAGE

Sandblast will be sent by the Education Chair after the President's approval.

The website blog will be used for most communications. Persons requesting information on the Sandblast/Website are expected to communicate the information and post it to the website. Information to be placed on the blog will be reviewed by SNA designee. Vendors who sponsor meetings will be given the SAND email list.

SAND Change of Signer's Procedure

1.18.2013

The new signees go to the bank that is being used with the following documents:

1. A letter from each individual on the account, instructing the bank:
 - a. What names to take off the account, and,
 - b. What names to add to the account

2. Two articles of identification, one of which is a photo id.
3. Our articles of corporation.
4. Meeting minutes stating the name of the new signer, the new signers positions, And who they are replacing.
5. Documentation of SNAO's registration w/ the state of Ohio.

SPONSORSHIP OF MEETING (SAMPLE OF SPONSORSHIP INFO SHEET)

S.A.N.D. Chapter 43 - SNA of Ohio
Supervisor and Nutrition Directors
Meetings held at Days in Brecksville
4742 Brecksville Road - Richfield, Ohio 44286

Date:

To Proposed Sponsors

SAND Chapter 43 welcomes your participation as a potential sponsor of our vibrant chapter. Your engagement ensures that both current and future meetings remain well attended and function as a resource for School Nutrition Professionals throughout the area. Having a vibrant chapter is also a great return on investment for industry as well

as it provides a venue for which to network with adn a neutral environment that allows directors to get to know you and the products or services your companies provide.

Please review the information regarding the responsibilities of sponsoring a meeting and confirm your participation by contacting: Vice President, SAND Contact Information. Sponsors can feel free to coordinate the details with the **Meeting Space** and /or Vice President.

Information Regarding Sponsoring

- We ask vendors and suppliers to sponsor our quarterly meetings.
- A sponsor provides a continental breakfast in the morning which includes coffee/tea, water, breakfast pastry and juice.
- Lunch is also provided which can consist of luncheon type items, such as luncheon salads and entrees, soups, side dishes and beverages as well. Vendors can highlight various products to our group by having them as lunch items.
- A sponsor may choose to do either breakfast or lunch. The larger vendors will usually handle both.
- Often the vendors will provide “sample bags” for our members which are always a big hit and provide another way of promoting the school items that you offer.
- We provide a 10 minute spot on our agenda called “a word from our sponsors” just before lunch. At this time you can share information about your company and possibly the breakfast and/lunch items that you’d like to highlight.

Price Sheet for sponsoring a SAND meeting

Base Rate : \$750.00 which covers:

- Room rental (includes linen in meeting room)
- Linens for Food vendors & tables
- Coffee /Tea and water for the morning
- Attendant

Additional Cost

Use of Kitchen

Unse of Dishes and Flatware

*Additional charges may be added to meet special request from vendors.

Vendor membership fee schedule

- \$35.00 per meeting unless the vendor is sponsoring then there is no attendance fee.
- \$120.00 for one year membership for a vendor (covers one or two company representatives attending each meeting)
- \$250.00 for one year membership for a vendor with unlimited number of company representatives attending each meeting.

Note: Sponsorship of a meeting does not prevent other industry from attending. For example, if the meeting involves showcasing information/product then we may feel compelled to invite multiple vendors. Our mission is to provide fair and balanced education to School Nutrition Professionals in order to effectively operate Child Nutrition programs. Feel free to discuss this with any board member for further understanding.

Thanks for Your Gracious Participation,

SAND Chapter 43

ATTACHMENT A

State Affiliate Installation Ceremony

Many Voices, One Mission
To Advance Good Nutrition For All Children

As we gather together, it is important to reflect on the contributions by many in this room today to enhance school nutrition programs as well as your local chapter. Will all past presidents of SAND, Chapter 43 of the School Nutrition Association please stand? Please join me in giving them a heartfelt thanks for all that they have done for this great organization. *APPLAUD*

These dedicated leaders made great strides in promoting school nutrition programs. Through their efforts and dedication, we were able to pursue our ultimate goal that there are no hungry children in our nation.

As members of Chapter 43, SNA, it is important to recognize the importance of your chapter and how it enables your many voices to come together to achieve one mission: To advance good nutrition for all children.

There is still much work to be done. Your continuing support and participation in your association indicates the value you place on being a part of something that is making a difference in the life of the children of Ohio. By working together, our ultimate goal of improving the quality of school nutrition programs and the health and well being of children we serve is within our reach.

E.M. Kelly once said “The difference between a boss and a leader: a boss says, “Go” - a leader says, “Let’s Go!” Let us as leaders say - “Let’s work together and focus our goals this year to make a difference in the lives of the students we serve each and every day.

Will the incoming officers of Chapter 43 of Ohio SNA, please come forward as your name is called? These are our members elected this year to lead our association in its quest to further and promote school nutrition programs and this chapter.

Your commitment and dedication to the school nutrition profession and the children you serve each and every day brought you here to serve this chapter.

As outgoing President of this SAND, I welcome this occasion to be with you as you embark on a new journey this coming year filled with opportunities and challenges. Together, we will continue to make a difference.

Today as you accept your new roles and responsibilities I challenge you to seek the help of others, to use their insight and expertise.

Speak to the Secretary:_____

As secretary you will record your association's stories, keep accurate records and document the action, decisions and the achievements of your association. It is through your diligent contributions, that all members of your association will be kept informed.

Speak to the Treasurer:_____

As the Treasurer it is your responsibility to keep accurate records and to record and maintain the financial stability of your association. In representing the financial interests of the membership, you will provide precise accounts of all transactions and keep the officers, board of directors and association members informed and focused on meeting association goals through sound financial practices.

Speak to the Vice President:_____

As the Vice President, this will be a year of listening and learning for you. Form a collaborative relationship with other members of the board to help and assist in achieving our goals and objectives. Lead by example. Create meaningful experiences that expand your members' knowledge and empower them to be the best they can be. Through your leadership and passion for furthering school nutrition programs, you will act as a catalyst for others. During your journey, you will continue to learn and grow as a leader and child nutrition advocate as you negotiate the challenges, take advantage of the opportunities and surprises and fun you will have and the results you will achieve will stay with you forever and have a lasting impact on this SAND.

Speak to the President:_____

As the President of SAND Chapter 43 you have been chosen as the leader, the one who will guide, inspire, cange and empower your members to walk together to promote child nutrition. Lead by example. Create meaningful experiences that expand your

members' knowledge and empower them to be the best they can be. In turn they will support you and give you the strength and determination on your leadership journey to achieve results based on the goals and objectives set forth in your Annual Plan. Through your leadership and passion for furthering school nutrition programs, you will act as a catalyst for others. During your journey over the next year as president, you will continue to learn and grow as a leader and child nutrition advocate as you negotiate the challenges, take advantage of the opportunities and surprises and celebrate your Association's accomplishments this year. The fun you will have, and the results you will achieve will stay with you forever and have a lasting impact on this great association.

Oath (Speak to the officers as a group)

Each of you is called to a high standard of stewardship. You are all part of the Ohio School Nutrition Association team that achieves results together. Do you promise that you will, to the best of your ability, accept the challenges, assume the responsibilities, and faithfully perform all the duties belonging to the position for which you have been elected? If so, please say "I DO." - *Wait for their response*

Passing of the gavel (If appropriate at this time):

The gavel is a symbol of leadership, power and democracy. As the past president I will now present the official gavel to the incoming president who shall use it during his/ her term as a reminder that the results we achieve are greater when we work together as a team. Therein lies the strength of the Association and its members.

Speak to the members:

Will the members please rise? By electing these officers for the upcoming year, you become one with them and share in the responsibility of ensuring that the best interest

of your association are met. Use your voices and passion to the importance of school nutrition programs in the lives of students in this great state each and every day.

I now declare the new officers of SAND Chapter 43 Ohio School Nutrition Association duly installed. I congratulate each one of you and wish you the very best in the year to come. As you embark on your leadership journey, you should look forward to our working together to make a difference - and difference in our profession; a difference in our organization; and ultimately, a difference in the lives of children we serve each and every school day. Ladies and gentlemen, it is my pleasure to present you new officers for the year.

ATTACHMENT B

Audit Form

An audit of the SAND checking account for _____ to _____ was conducted and completed. The books are correct. Ending balance is \$_____.

Audit Committee:

Printed Name	Signature	District	Date
--------------	-----------	----------	------

Printed Name	Signature	District	Date
--------------	-----------	----------	------

ATTACHMENT C

SNA of OHIO, SAND, CHAPTER 43
Travel Expense Report
Use for reimbursement of multiple meeting days.

Traveler's Name and Address:

Name _____

Address _____

City _____ State _____ Zip _____

Name of Event _____ Dates: From _____ to _____

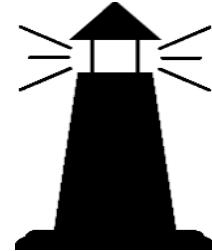
Location of Event _____

	DAY 1	DAY 2	DAY 3	DAY 4	Day 5	Day 6	TOTAL
DATE							\$
Parking and Tolls							\$
Air Travel, Train or Bus							\$
Taxi, Shuttle							\$
Baggage							\$

Lodging							\$
Meals(Up to \$50.00 day)							\$
Registration							\$
Grand Total							\$

ATTACHMENT D

**Lake Erie S.A.N.D.
(Supervisors and Nutrition Directors)
Chapter 43, NorthEast Ohio
School Nutrition Association of Ohio**



Wednesday, Date - SAMPLE AGENDA

8:30-9:00 am **Registration & Breakfast**

9:00-9:15 **Business Meeting**

Pledge of Allegiance

Roll Call of Officers

Treasurer's Report

Vice President's Report

Committee Reports:

Membership Services

Education

Legislation & Public Policy

Industry

9:20-10:30 **Speaker 1**

10:30-11:00 **ODE Update or Speaker 2**

11:00-12:30 **Word from our Sponsor /Movement to Food Demo**

12:30 **Lunch:**
Brief Description

Attachment E

<p>Date: _____ Receipt: _____ Check or PO # _____</p> <p>Received From: _____ Amount of \$ _____ SNA of Ohio, Chapter 43 SAND</p> <p style="text-align: right;"><u>Treasurer</u></p>		<p>Date: _____ Receipt: _____ Check or PO # _____</p> <p>Received From: _____ Amount of \$ _____ SNA of Ohio, Chapter 43 SAND</p> <p style="text-align: right;"><u>Treasurer</u></p>	
<p>Date: _____ Receipt: _____ Check or PO # _____</p> <p>Received From: _____ Amount of \$ _____ SNA of Ohio, Chapter 43 SAND</p> <p style="text-align: right;"><u>Treasurer</u></p>		<p>Date: _____ Receipt: _____ Check or PO # _____</p> <p>Received From: _____ Amount of \$ _____ SNA of Ohio, Chapter 43 SAND</p> <p style="text-align: right;"><u>Treasurer</u></p>	
<p>Date: _____ Receipt: _____ Check or PO # _____</p> <p>Received From: _____ Amount of \$ _____ SNA of Ohio, Chapter 43 SAND</p> <p style="text-align: right;"><u>Treasurer</u></p>		<p>Date: _____ Receipt: _____ Check or PO # _____</p> <p>Received From: _____ Amount of \$ _____ SNA of Ohio, Chapter 43 SAND</p> <p style="text-align: right;"><u>Treasurer</u></p>	
<p>Date: _____ Receipt: _____ Check or PO # _____</p> <p>Received From: _____ Amount of \$ _____ SNA of Ohio, Chapter 43 SAND</p> <p style="text-align: right;"><u>Treasurer</u></p>		<p>Date: _____ Receipt: _____ Check or PO # _____</p> <p>Received From: _____ Amount of \$ _____ SNA of Ohio, Chapter 43 SAND</p> <p style="text-align: right;"><u>Treasurer</u></p>	

S.A.N.D.

Receipts