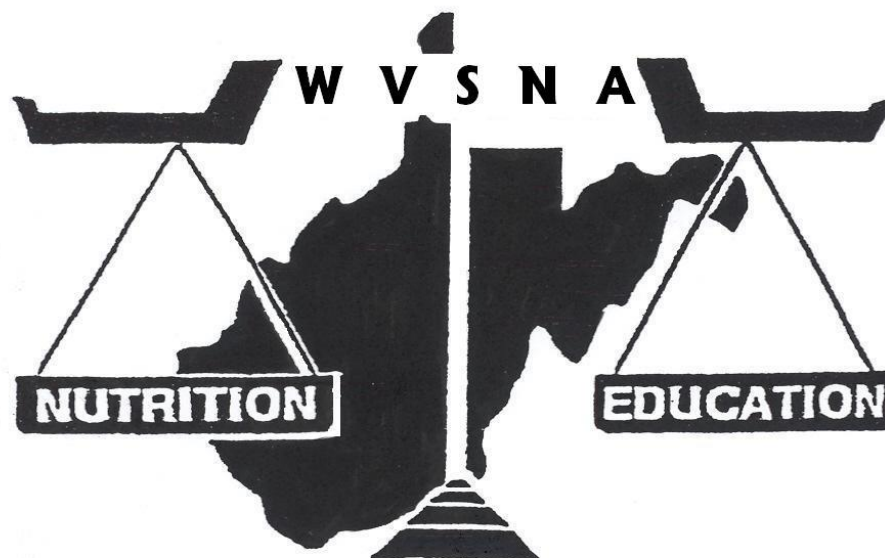


**WEST VIRGINIA
SCHOOL NUTRITION ASSOCIATION
BYLAWS**



REVISED APRIL 2017

WEST VIRGINIA SCHOOL NUTRITION
ASSOCIATION

BY LAWS

REVISED APRIL 2017

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WEST VIRGINIA SCHOOL NUTRITION ASSOCIATION

REVISED 2014 BYLAWS

The name of this organization shall be “The West Virginia School Nutrition Association,” hereinafter referred to as the “Association.” The purpose of the Association shall be to:

- (1) Encourage and promote the maintenance and improvement of the health and nutrition of children by supporting the implementation of nutritionally adequate, educationally sound and financially accountable school food and nutrition programs;
 - (2) Work for the highest standards for such programs with emphasis upon serving nutritionally sound meals which are acceptable to children;
 - (3) Encourage and promote united efforts between school personnel and the general public to assure every child an opportunity to receive the benefits of school food and nutritional programs which incorporate nutrition education;
 - (4) Encourage and develop the highest standards and assist in providing appropriate educational programs for professional growth of the school food and nutritional personnel;
 - (5) Encourage and support nutrition projects and research development in child nutrition and
 - (6) Promote and actively support both a state and national nutrition policy for children.
- The West Virginia School Nutrition Association is chartered as the State Affiliate by its national association, The School Nutrition Association (hereinafter referred to as “SNA”).

ARTICLE I MEMBERSHIP

Section A. Classes of Membership

Membership shall consist of three classes: Individual, School District/Organization Owned and Associate Membership

1. ***Individual Membership:*** Owned by an individual; not transferable
 - a. School Nutrition members: School nutrition members categories shall consist of
 - i. Employees
 - ii. Managers
 - iii. Supervisors/Directors /Specialists/Coordinators
 - iv. Educators employed in eligible fields
 - b. Affiliate Members: Affiliate members categories shall consist of:
 - i. Educators employed in a non-eligible field
 - ii. Retired members who choose the option of being non-voting supporter members
2. ***School District/Organization Owned Membership:*** Owned by a school district or organization in eligible fields; transferable within listed membership categories:
 - a. Employees
 - b. Managers
 - c. Supervisors/directors/specialists/coordinators
 - d. Educators employed in eligible fields

3. **Associate Membership:** Associate member categories shall consist of:
 - a. Retired members
 - b. Students enrolled in post-secondary food, nutrition, health or other food related programs
 - c. Industry consultants
 - d. Corporations
 - e. International Child Nutrition Individuals
 - f. Other individuals and non-governmental organizations committed to furthering the goals of the Association

Section B. Eligible Field. Eligible fields shall be defined as:

1. Persons employed at the preschool, school, school district, college, state or federal levels in a food and nutrition program which serves meals to children.
2. Persons engaged in teaching or administration at the aforementioned levels.
3. Persons engaged in teaching present or potential school food service personnel.
4. Persons engaged in community nutrition programs.
5. Persons employed by the Association.

Section C. Rights and Privileges of Membership

1. **Individual Membership:** All Individual and School District/Organization Owned members and associate retired members, whose dues are currently paid , shall be entitled to vote for the election for the coming year and to vote upon any matter submitted to the voting membership
2. All members shall be eligible to attend the meetings of the House of Delegates as observers
3. A person shall not hold both an Individual and School District/Organization Owned membership concurrently.
4. Exceptions by Class
 - a. Members who cease to be employed in an eligible field may continue their membership until their renewal date
 - b. School District/Organization Owned Membership: Such members may reserve the right to change to an individual membership at any time, and shall not hold individual membership concurrently.
 - i. Affiliate members shall be non-voting members.
 - c. Associate Membership
 - i. Associate members in the student, retired, international and “Other” categories shall not be eligible for nomination to national elective office
 - ii. Industry members shall be entitled to vote for the election of the industry representative to the Executive Board
 - iii. Associate members in the student, international and “Other” categories shall be non-voting

Section D. Dues.

1. Dues for the fiscal year shall be the amount proscribed for membership in the national association, SNA, plus such additional state dues as the Association, WVSNA, requires, provided that no state dues shall be higher than the SNA dues for that particular membership class.
2. Dues for active and retired members shall be established by a two-thirds vote of the delegates voting in the House of Delegates (hereinafter referred to as the "House").
3. Dues for sustaining, life, student, and affiliate members shall be established by the Association's Executive Board (hereinafter referred to as "Board").
4. The Board may approve a discount to members' dues for the purpose of promoting membership.
5. All rights and privileges of membership shall be terminated for dues nonpayment.

Section E. County Affiliates

Each West Virginia County may have one School Nutrition Association chartered by the Board which shall constitute the County Affiliate. Upon written application and members' payment of national, state, and county dues, each County Affiliate shall be entitled to representation in the House, provided the following conditions are met:

1. A County Affiliate may establish additional separate county dues as long as such dues do not exceed a sum equal to the national dues for such member's class of membership.
2. County Affiliate Charters and/or constitutional and/or Bylaws shall not conflict with those of the WVSNA or SNA.
3. Only active members regularly employed in eligible fields, and life members with no existing conflict of interest are eligible to serve as elected officers of County Affiliates.

ARTICLE II. OFFICERS

Section A. Elected Officers.

The elected officers shall be: President, President-elect, Vice-President, Secretary, Treasurer, five Regional Directors of Single Unit Section I, Section II Chair, and Section III Chair.

Section B. Eligibility and Terms of Office.

All officers shall begin their term July 1 following their election of their office. Candidates for any state office shall have held membership in the Association for at least three years immediately preceding the nomination. The candidates shall:

1. Have demonstrated leadership ability by effectively serving the Association on the Board, on a state committee or advisory board or as a state conference program participant.
2. Be regularly employed in an eligible field but may not be employed as a supervisor, regional manager or corporate officer of a for-profit organization above the school district level.

3. Be elected for a specified term and shall retain active membership at the time of nomination and election. If a change in status occurs, they shall complete their term of office provided one year of their term has been completed.
- a. **President.** The President shall be the chief elected officer and shall serve one year.
 - c. **President-elect.** The President-elect shall serve for one year. To be eligible for this office, a candidate shall:
 - (1) Have had previous service on the Board
 - (2) Have served in the House within the past seven years or have served on a standing committee or advisory board within the past three years.
 - c. **Vice-President.** The Vice-President shall be elected annually and serve for one year. To be eligible for this office, a candidate shall:
 - (1) Have had previous service on the Board
 - (2) Have served in the House within the past seven years or have served on a standing committee or advisory board within the past three years.
 - d. **Secretary.** The Secretary shall be elected in even numbered years and shall serve two years.
 - e. **Treasurer.** The Treasurer shall be elected in odd numbered years and shall serve two years. The Treasurer shall be bonded by recognized security company for an amount consistent with the funds handled, as determined by the Board.
 - f. **Regional Directors (Single Unit).** There shall be five regional directors from the Single Unit Section. One regional director shall be elected by the single unit members from each region for a two-year term. Odd numbered regions (1, 3, and 5) shall elect regional directors in odd numbered years. Even numbered regions (2 and 4) shall elect regional directors in even numbered years.
 - (1) Each President shall appoint one of the regional directors who is currently serving the second year in office to serve one year on the Executive Committee as **Section I Chair for the Single Unit Regional Directors.**
 - g. **Section Chairs: Section II and Section III.** These Section Chairs shall be elected for a two-year term, on even years by the members of their respective membership sections. Their employment and membership shall be in that section at the time of nomination and election. If a change in section status occurs, they shall complete their term of office, provided one year of the term has been completed.

Section C. Elections.

Election of Association officers, Regional Directors of Single Unit Section and Section II and III Chairs shall be by ballot. The Board shall determine time lines for balloting procedures and notification of candidates. The West Virginia School Nutrition Association elections will run concurrently with the School Nutrition Association elections. Members will be notified at least two weeks prior to voting with slate of officers and their professional information. Specific voting instructions will be available on the website.

Section D. Responsibilities of Elected Officers.

1. **President**

- a. Represent the Association in policy matters and is the chief spokesperson.
- b. Serves as Chair of the Board and Executive Committee.
- c. Presides at meetings.
- d. Serves as ex-officio member of all committees and advisory boards, except the Nominating Committee.
- e. Prepares the agenda for Board and Executive Committee meetings.
- f. Appoints, and may remove, with Board approval, committee and advisory board members, except the Nominating Committee members.
- g. Appoints, with Board approval, committee consultants where needed.
- h. Appoints, and may remove, with Board approval, the chairs of all committees except the Budget and Annual Conference Committee Chairs. Appoints, with Board approval, a chair of the Regional Directors who will serve as the Section I (Single Unit) Chair on the Executive Committee.
- i. Coordinates all activities of advisory boards.
- j. Initiates response to action taken by the House and the Board.
- k. Establishes time schedules for meetings.
- l. Initiates and directs the implementation of the Plan of Action.
- m. Coordinates activities of the Board with SNA national office.
- n. Appoints a Parliamentarian for Board and House meetings.
- o. Initiates a fiscal review to examine financial records annually, with Board approval.
- p. Serves as one of the voting delegates to the SNA House of Delegates.

2. **President-elect.**

- a. Studies the duties of the President, other Board members, committees, advisory boards, and County Affiliates.
- b. Chairs the committee, approved by the Board, to prepare a Plan of Action for the ensuing year. The Plan will be consistent with the Strategic Plan.
- c. Presents the approved Plan of Action to county affiliates prior to or at the beginning of year as President.
- d. Represents the Association at the request of the President.
- e. Performs the duties of President in the President's absence.

- f. Succeeds to the office of President.
(1) On July 1, following the second Annual State Conference after their election;
or
(2) In the event of the President's death, resignation, or removal from office.
- g. Recommends, for Board approval, members and chairs of committees and advisory boards for the ensuring year.
- h. Appoints, to the President for Board approval, members of the Annual Conference Committee.
- i. Plans and submits for Board approval the program for the Annual State Conference.
- j. Serves as one of the voting delegates to the SNA House of Delegates.

3. Vice-President

- a. Studies the duties of President, President-Elect, other board members, committees, advisory boards and county affiliates
- b. Assists in the planning and preparations of the WVSNA Annual conference working directly with the President-Elect and other conference committee members
- c. Represents the Association at the request of the President
- d. Other duties as requested by the President or Executive Board

4. Secretary.

- a. Accurately records all minutes of the House, the Board, and the Executive Committee.
- b. Sends appropriate notices and copies for the minutes of the Board.

5. Treasurer.

- a. Supervises and monitors Association funds, investments, and securities.
- b. Maintains full and accurate accounts of all receipts and disbursements.
- c. Submits a financial report at each Board meeting and at Annual State Conference.
- d. Drafts a proposed annual budget with the assistance of the Budget Committee.
- e. Submits budget to the Board for adoption.
- f. Notifies officers and committee chairs concerning budgeted funds.
- g. Reports expenditures against the budget.

6. Regional Directors.

- a. Promote the Association's Plan of Action.
- b. Express the views of County Affiliates.
- c. Provide liaison between County Affiliates, Single Unit Chair, and Board.
- d. Communicate with and assist County Affiliates and Single Unit personnel.
- e. Promote membership and professional growth.
- f. Provide recommendations to President-elect on appointments to committees.
- g. Maintain current files of county officers and notify President of changes.
- h. Cooperate with Single Unit Chair to plan section meeting at the Annual State Conference.

7. Section Chairs.

- a. Promote the Association's Plan of Action.
- b. Initiate, implement, evaluate, and/or coordinate appropriate studies or projects with Board.
- c. Express the views of their section members.
- d. Provide leadership, support, technical assistance, and resource lists and/or materials to section members.
- e. Plan section meeting for Annual State Conference in cooperation with President-elect.
- f. Call special meeting(s) as necessary with approval of the Board at no expense to the Association.
- g. Promote membership.
- h. Provide recommendations to the President-elect for appointments to committees and advisory boards.
- i. Survey sections and provide recommendations to the Nominating Committee.

ARTICLE III. MEETINGS

Section A. Type of Meeting.

1. **Annual State Conference.** There shall be an Annual State Conference, the date and place of which shall be determined by the Board.
2. **House of Delegates.** There shall be a meeting of the House held at the Annual State Conference, called by the President who shall serve as Chair of the House.
3. **Executive Board.** The Executive Board shall meet no less than three times a year to direct the business of the Association, and at the call of the President or upon the Request of a majority of members of the board.
4. **Executive Committee.** The Executive Committee shall meet on call of the President or at the request of four members of the Executive Committee.
5. **Special Meetings.** Special meetings and seminars may be called or approved by the Board.

Section B. Expenses. The Board shall set limits within budgetary restraints for reimbursement of, and procedures for, expenditures by the Association members who travel on official Association business.

ARTICLE IV. HOUSE OF DELEGATES

The House of Delegates (“House”) shall be the legislative and governing body of the Association. It shall formulate the philosophies and goals under which the Board manages the affairs of the Association. The House shall adopt policies; hear committee and officer reports; take action on recommendations, resolutions, or amendments to the Charter, Bylaws and Standing Rules and have all other powers and duties specifically provided to it by the Charter and Bylaws.

1. **Composition.**

- a. The voting delegates shall include the Board (President, President-elect, Secretary, Treasurer, Section Chairs, Regional Directors of Single Unit Section, Chairs of Standing Committees); Past Association Presidents; two elected Delegates from each County Affiliate; and/or one elected Delegate from each non-affiliated county.
- b. Voting delegates shall be active, life, or retired Association members.

2. **Responsibilities.**

- a. Formulates the responsibilities and goals.
- b. Debates and reviews matters of professional interest.
- c. Makes general and specific recommendations to the Board.
- d. Makes recommendations for the Strategic Plan and for the annual Plan of Action.
- e. Reviews reports of County Affiliates, Association Officers, Section Chairs and Standing Committee Chairs. Considers recommendations of the Board.
- f. Takes action on proposed resolutions and amendments to the Bylaws and/or Standing Rules.

3. **Voting.** Each delegate is entitled to one vote.

4. **Quorum.** One-third of the voting delegates shall constitute a quorum.

5. **County Delegate Representation.** Only eligible delegates shall be seated on the House floor.

- a. Prior to the Annual State Conference, and before electing delegates, each County Affiliate must submit to the Executive Board for approval a copy of its Charter and/or Bylaws.
- b. All other counties without County Affiliate Chapters are entitled to one elected delegate.
- c. The names of the delegates to serve in the House shall be submitted to the President no later than two weeks prior to the Annual State Conference.

ARTICLE V. EXECUTIVE BOARD

The Executive Board (“Board”) shall be the executive body of the Association. The Board shall formulate policies between meetings of the House; adopt the annual budget; review reports and resolutions; conduct and manage the affairs and have all other powers and duties not specifically provided it by the Bylaws which are necessary to achieve the objectives not specifically delegated to other agents or agencies by the Bylaws.

1. **Composition.**

- a. Voting members shall consist of the President, President-elect, Vice-President, Secretary, Treasurer, Section Chairs, Regional Directors of the Single Unit Section and Standing Committee Chairs, Immediate Past President and a representative of the sustaining membership.
- b. Nonvoting members shall consist of a Liaison person representing the office of Child Nutrition and a representative of Higher Education.

2. **Responsibilities.**

- a. Directs Association affairs in accordance with the philosophies, general policies and goals adopted by the House.
- b. Considers general and specific recommendations made by the House.
- c. Appoints persons to act for the Association and defines their specific responsibilities.
- d. Appoints persons with such powers and upon such terms as it may deem fit to fulfill Association business to be agents for the Association, and arranges for bonding such persons as it may deem necessary.
- e. Adopts the annual budget.
- f. Manages and directs all financial affairs.
- g. Adopts the annual audit of Association books.
- h. Authorizes persons to sign checks, contracts, and other documents for the Association.
- i. Approves all committee and advisory board appointments with the exception of the Nominating Committee.
- j. Fills vacancies of unexpired terms of Board members, unless otherwise specified.
- k. Reviews and approves the program for the Annual State Conference.
- l. Adopts a Strategic Action Plan.
- m. Adopts a Plan of Action for the ensuring year.
- n. Recommends positions and policies to the House.
- o. Provides leadership in working with allied associations and groups which share similar purposes.

4. **Quorum.** A majority of members shall constitute a quorum.

5.

ARTICLE VI.
EXECUTIVE COMMITTEE

1. **Composition.** Voting members shall consist of the President, as Chair; President-elect, Vice-President, Secretary; Treasurer, and Sections I, II, and III Chairs.
2. **Responsibilities.**
 - a. Proposes to the Board the administrative and management policies for Association business consistent with the actions and policies established by the House and the Board.
 - b. Conducts all business referred to it by the Board.
 - c. Acts, when time does not practically permit a meeting of the entire Board, as determined by the President.
 - d. Reviews the annual budget and financial status and makes recommendations to the Board.
 - e. Reports all actions taken to the Board.
3. **Quorum.** A majority of members shall constitute a quorum.

ARTICLE VII.
REGIONS

The State of West Virginia shall be divided into regions as follows for single unit Association member representation: Each region shall have an elected Regional Director to represent its single unit Section I membership. A Chair of the Regional Directors shall be appointed by the President to serve as Section I Chair.

Region I. Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, Pendleton, Preston, Randolph, Tucker.

Region II. Barbour, Brooke, Hancock, Harrison, Marion, Marshall, Monongalia, Ohio, Taylor, Upshur, Wetzel.

Region III. Braxton, Calhoun, Clay, Doddridge, Gilmer, Lewis, Pleasants, Ritchie, Tyler, Wirt, Wood.

Region IV. Boone, Cabell, Jackson, Kanawha, Lincoln, Logan, Mason, Mingo, Putnam, Roane, Wayne.

Region V. Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Pocahontas, Raleigh, Summers, Webster, Wyoming.

ARTICLE VIII. SECTIONS

The Association shall consist of sections, according to the special type of food and/or nutrition activities in which members are engaged. Each section shall have an elected Chair. A Chair of Sections shall be appointed by the President from the elected senior section chairs. Sections are:

1. **Single Unit Personnel.** Composed of school food and/or nutrition personnel who either are assigned to one school or have responsibilities in a central kitchen that may serve more than one school.
2. **County Supervisors.** Composed of school food and/or nutrition personnel who are responsible for administration of food nutrition programs at the sponsor's level.
3. **Administrators.** Composed of directors, supervisors or coordinators engaged in state level food service programs and/or direct food distribution to schools; superintendents, directors, principals, and teachers at county and local levels; persons engaged in institutional management, nutrition educations, or college instructional personnel.

ARTICLE IX. COMMITTEES

Section A. Standing Committees.

There shall be the following standing committees composed, whenever possible, of members representing five regions (with the exception of the Budget, Conference, Nominating, and Ways and Means Committees): (1) **Budget Committee** composed of the Treasurer, President, President-elect, Secretary, and Exhibit Committee Chair; (2) **Nominating Committee** composed of the immediate past president, President and Section Chairs; (3) **Legislative Committee** (This committee may include up to three additional members, at the option of the president); (4) **Professional Development/ Nutrition Standards and Nutrition Education Committee**, (5) **Bylaws Committee**, (6) **Membership Committee**, (7) **Public Information Committee**, (8), **Commercial Exhibits Committee**, (9) **Recognition Committee**, (10) **Industry/Vendor Committee** (11) **Annual Conference Committee** which President-elect shall Chair.

1. **Terms.** Members shall be appointed by the President, subject to Board approval for two-year terms, unless otherwise specified.
2. **Eligibility.** Members of a committee or advisory board must be Association members. A member shall serve on no more than one standing committee, except for the Nominating Committee.
3. **Activities.** Committees/advisory boards shall help implement the annual Plan of Action and the Strategic Plan of Action.

Section B. Special Committees.

Special committees and/or advisory boards shall be appointed as needed by the President with Board approval.

ARTICLE X. ADVISORY BOARDS

Advisory boards may be appointed if needed to expedite the Association Plan of Action. The President shall determine those needed and, with Board approval, appoint advisory board members and chairs.

ARTICLE XI. REMOVAL FROM OFFICE

Any elected officer who is found in violation of conditions required for election, commits a breach of fundamental principles or rules of the Association, or fails to work under the framework of the Association may be removed from office. The Board, upon receipt of charges, shall investigate the charges, hold a hearing and render a decision.

ARTICLE XII. PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall govern this Association in all parliamentary situations that are not otherwise provided for in the law, the Charter, the Bylaws or the Standing Rules.

ARTICLE XIII. AMENDMENTS

Section A. Method of Proposal.

Amendments to these Bylaws shall be proposed in writing no later than six weeks prior to the Annual State Conference in any one of the following ways:

1. By an official request of a County Affiliate.
2. By majority vote of the Board.
3. By an official request of Association committees or advisory boards.
4. By a written petition signed by a group of members.

Section B. Procedure for Amending Bylaws or Standing Rules.

Amendments to Bylaws shall be adopted by a two-thirds vote at the annual meeting of the House or by a two-thirds mail vote returned. Amendments to Standing Rules shall be adopted by a majority vote at the annual meeting of the House or a majority mail vote returned:

1. Provided the Bylaws Committee Chair receives the proposed Bylaw amendments in writing postmarked twelve weeks before the date of the annual meeting of the House; and
2. Provided that copies of the proposed Bylaw amendments have been mailed to all Association members four weeks prior to the annual meeting of the House.

ARTICLE XIV.
RESOLUTIONS

1. All proposed resolutions to be considered at the annual meeting of the House shall be submitted to the Bylaws Committee Chair in writing, postmarked no later than four weeks prior to the annual meeting of the House. Upon consent of a majority of the delegates, a written resolution may be submitted from the House floor.
2. Adoption of proposed resolutions shall require a majority vote of the House.
3. Resolutions which conflict with the Bylaws shall not be presented to the House.

ARTICLE XV.
DISSOLUTION

Should dissolution of the Association become necessary, it shall be dissolved in accordance with the Articles of Incorporation and/or Charter.

STANDING RULES

MEMBERSHIP

Section A. Rights and Privileges of Members.

1. An active member who is no longer employed in a school food and/or nutrition program may continue as an active member provided he/she is not employed in an ineligible field.
2. Periodic employment of a retired member (less than six months within any school year) will not alter the member's retired status.
3. Sustaining members shall have the right to identify their Association membership in any advertising used in Association publications or at the Associations' Annual State Meeting.
4. Honorary, sustaining, and student members shall not have a right to serve as voting Delegates or to hold elective office.
5. Any official Association publication shall be distributed to all members.

Section B. Dues

The Board may approve a discount of member dues for the purpose of promoting membership, provided that objective criteria is established for discounting and a specific period of time is indicated for discounting.

Dues Collection Procedures.

1. Both state (WVSNA) and national (SNA) dues shall be paid at the same time.
2. Annual dues for WVSNA and SNA shall be paid directly to the SNA headquarters office in accordance with SNA procedures for new memberships and membership renewals.

Fiscal Year. The fiscal year of the Association shall begin the first day of January each year and end December 31 of the succeeding year.

Section C. County Affiliates

The fiscal year of a county affiliate shall be June 1 through May 31 of any given year.

1. Each affiliated group shall submit a copy of its Constitution and Bylaws to the Board. Each time such documents are amended thereafter, the amendments shall be submitted to the Board fifteen days of adoption.
2. An Annual Affiliated Chapter Report which identifies newly elected officers shall be mailed to the Association President by June 1 of each year.

OFFICERS

Elections.

The slate prepared by the Nominating Committee shall, when possible, contain at least two names for each office to be filled. Elections will run concurrently with the School Nutrition Association. The Board shall determine time lines for balloting procedures and notification of candidates. The only ballot for the election of officers, regional directors, section chairs, and alternates for the national conference shall be available to each voting member via the WVSNA website six weeks prior to the Annual State Conference or by other methods as set by the Executive Board. The members of the Nominating Committee count and tally the votes and announce the names of persons elected during the second general session of the Annual State Conference.

Responsibilities of Elected Officers.

President. The President serves as Chair of the annual House meeting.

President-elect. The President-elect acts as Chair at the Annual State Conference. As Chair, the President-elect shall have the authority to engage speakers and program participants, with Board approval. The President-elect gives recommendations to the President for Conference Committee members.

Vice-President. The Vice-President assists the President and President-Elect in the plan of work, annual conference and other committee work.

Secretary. The Secretary records minutes in books belonging to the Associations.

Such books are given to the in-coming Secretary.

Treasurer. The Treasurer is bonded annually. The Treasurer maintains financial accounts in books belonging to the Association. Such books shall be given to each incoming Treasurer.

MEETINGS

Section A. Type of Meeting

1. Annual State Conference. There shall be an annual meeting of Association members for the purpose of professional development and transaction of such business as may properly come before the members. The date and place of this meeting shall be set by the Board. Annual meeting notices, including date, place and hour, shall be sent to each Association member.
2. House of Delegates. Meetings of the House shall be open to all Association members, but voting and discussions shall be limited to the official delegates or their appropriate alternates.
3. Executive Board.
4. Executive Committee.

5. Special Meetings.
6. Committee and Advisory Board Meetings. Committees and Advisory Boards shall meet as soon as possible after the Annual State Conference for at least one planning session and as needed, as authorized by the Board.

HOUSE OF DELEGATES

1. Composition. The House is composed of the Executive Board, past presidents, two delegates from county chapter affiliates, and one delegate from each county without an organized chapter.
2. Responsibilities—The House of Delegates shall identify issues, trends and areas of concern for the board of directors, and shall respond to requests for input from the president. The meeting shall take place during the Annual State Conference. Delegates shall provide local and state insight and perceptions about child nutrition issues, the profession and WVSNA. The House of Delegates may put forward recommendations, resolutions and amendments to the by-laws and standing rules.

The House of Delegates shall adopt and amend the by-laws.
3. Voting.
 - 3.a. All delegates must cast their votes in person.
 - 3.b. An official roll call shall be taken by the Secretary to verify the presence of the voting delegate.
 - 3.c. A two-thirds vote of the voting delegates present at a meeting of the House is required to amend Bylaws or change the Association's membership dues for Active and Retire members.

EXECUTIVE BOARD

The affairs of the Association shall be directed and conducted by the Board pursuant to policies adopted by the House. No member of the Board or House shall receive salaries for their services in such capacities.

EXECUTIVE COMMITTEE REGIONS SECTIONS COMMITTEES

Actions of all Committees and Advisory Boards shall not be in conflict with the policies, positions, and Bylaws of the Association.

Section A. Standing Committees.

Committee members and Committee Chairs shall be appointed by the President unless otherwise specified, and are subject to Board approval. Committee Chairs shall serve as members of the Executive Board.

Responsibilities of Standing Committees.

1. Budget Committee.
 - 1.a. Analyze the Association's financial needs.
 - 1.b. Develop an annual budget for Board approval.
 - 1.c. Monitor and revise the annual budget in conjunction with financial needs.
 - 1.d. Make proposals as to new sources of income.
2. Nominating Committee.
 - 2.a. Select candidates(s) for each office to be filled in accordance with the Bylaws.
 - 2.b. Verify the eligibility of all candidates.
 - 2.c. Survey House and Board for potential candidates.
 - 2.d. Count ballots at annual election of officers.
3. Legislative Committee.
 - 3.a. Evaluate and interpret federal and state legislation.
 - 3.b. Recommend needed legislation and funding consistent to program needs for board approval.
 - 3.c. Serve as clearing house in all legislative matters at local, state, and national levels.
4. Bylaws Committee.
 - 4.a. Review Bylaws amendments proposed for House consideration.
 - 4.b. Make recommendations to House Delegates.
 - 4.c. Annual review Bylaws and Standing Rules to ensure consistency with current philosophy; Recommend needed changes.
 - 4.d. Encourage members and County Affiliates to participate in formulating Association policies by submitting needed amendments and/or resolutions for consideration.
 - 4.e. Provide consultative service to County Affiliates.
5. Membership Committee.
 - 5.a. Recommend to Board policies and procedures needed to implement increased membership.
 - 5.b. Promote membership through Regional Directors; Assist in membership drives.
 - 5.c. Analyze membership trends and recommend appropriate action.
6. Public Information Committee.
 - 6.a. Work toward creating a positive image.
 - 6.b. Publish school food service bulletins and newsletters to be mailed to all members.

7. Recognition Committee.
 - 7.a Establish areas of recognition for annual consideration.
 - 7.b Determine categories for awards to be presented at the Annual State Conference.
 - 7.c Develop criteria for use in awards program.
 - 7.d Recommend types of awards.
 - 7.e Coordinate handling of the Manager of the Year, Employee of the Year and Director of the Year Awards.
 - 7.f Develop criteria for judging the annual Cook of the Year Award.
8. Industry/Vendor Committee
 - 8.a Bring insight to the organization of foods, equipment and other products that would be beneficial to our members in their workplace
 - 8.b Assist the Annual Conference Committee in planning for exhibitors, speakers and other functions
 - 8.c Assist in the development of program enhancement
9. Professional Development /Nutrition Standards Committee.
 - 9.a Develop appropriate plans for membership's professional growth.
 - 9.b Distribute information concerning the SNA Certification program; Coordinate state program.
 - 9.c Maintain liaison with appropriate state and federal agencies, professional associations, and other organizations.
 - 9.d Recommend to the Board standards, policies, and procedures for professional certification.
 - 9.e Evaluate and interpret nutrition trends and information.
 - 9.f Promote nutrition education.
10. Annual Conference Committee
 - 10.a Develop program for Annual State Conference.
 - 10.b Engage speakers and program participants with Board approval.
 - 10.c Cooperate with Commercial Exhibits Committee.
11. Commercial Exhibits Committee.
 - 11.a Shall work with the President and the Annual Conference Committee in planning and coordinating commercial exhibits at the Annual State Conference.

ADVISORY BOARDS

Advisory Boards may be appointed as needed by the President. Advisory Boards shall be approved by the Executive Board of specific purposes and for a determined period of time.

PUBLICATIONS

The official publication of the Association is the Mountain State Lunch Line. It will be published three times per year.