

**BYLAWS  
WASHINGTON SCHOOL NUTRITION ASSOCIATION**

**August, 2009**

**Article I  
Membership**

***Section A. Classes of Membership.***

1. Membership shall consist of three membership classes that define who are eligible to join the Association: School Food Service and Nutrition Members, Associate Members, and Affiliate Members.
2. ***School Food Service and Nutrition Members:*** Includes employees, managers, supervisors/directors and educators employed in an eligible field.
3. ***Associate Members:*** Consists of retired members, students enrolled in post-secondary school food service programs, industry, and others committed to furthering the goals of the Association.
4. ***Affiliate Members:*** This classification is optional for retired members and school food service employees working less than four hours per day who want to be non-voting, supporter members. They will not receive the School Food Service and Nutrition magazine. They will receive the Washington Apple Press. Affiliate members will continue to be entitled to discounts to meetings, the Emporium, and membership rates for certification.

***Section B. Eligible Field:***

Eligible field 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 WSNA.

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

All active School Food Service and Nutrition and Associate retired 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 by mail upon any matter submitted to the voting membership.

1. School Food Service and Nutrition members who cease to be employed in an eligible field may continue as active members until their membership renewal date.
2. Affiliate members shall have the rights and privileges of active members except they shall not be eligible for nomination to elective office.
3. Affiliate members shall be nonvoting members.
4. All members shall be eligible to attend the meetings of the House of Delegates as observers.

***Section D. Dues***

1. Dues for School Food Service and Nutrition members shall be established by a two-thirds vote of the delegates voting in the House.
2. Dues for associate and affiliate members shall be established by the Board.
3. The Board may approve a discount of member dues for the purpose of promoting membership.
4. All rights and privileges of membership shall be terminated for nonpayment of dues.

***Section E. Chapter affiliates.***

Each chapter affiliate shall be chartered by the Board.

Each chapter affiliate shall be entitled to representation in the House, provided the following conditions are met:

1. A Chapter affiliate may establish separate membership dues so long as such dues do not exceed a sum equal to the state dues for such member's class of membership.
2. Chapter Affiliate Constitution and/or Bylaws shall not conflict with the WSNA Bylaws or standing Rules.

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- 1 3. Only School Food Service and Nutrition members regularly employed in an eligible field, shall be eligible to  
2 serve as officers of Chapter affiliates.  
3 4. Each Chapter shall support WSNA's Plan of Action.  
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**Article II**  
**Officers**

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8 **Section A. Elected Officers.** The elected officers shall be: President, President-elect, Vice President,  
9 Secretary/Treasurer, Area Representatives and two members of the Nominating Committee.

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11 **Section B. Eligibility and Terms of Office:** All officers shall hold office until the end of the Annual State  
12 Conference. Candidates for State office shall have held membership in SNA, WSNA, or SNA State Affiliate for at  
13 least three years for Area Representatives and Nominating Committee and five years for Vice-President and  
14 Secretary-Treasurer. The candidate shall:

- 15 1. Have demonstrated leadership ability by serving on the Executive Board of a Chapter affiliate or by serving on a  
16 State committee or advisory board.  
17 2. Be regularly employed in an eligible field but may not be employed as a District Director, Supervisor, Regional  
18 Manager or corporate officer of a for-profit organization.  
19 3. Be elected for a specified term and shall retain active membership at the time of nomination and election. If a  
20 change in status occurs they shall complete their term of office provided one year of their term has been  
21 completed.  
22 4. Shall be SNA certified and/or credentialed members.  
23 5. Shall serve no more than two terms per elected office except nominating committee.  
24 a. **President:** The President shall be the chief elected officer and shall serve one term and shall perform all  
25 duties as listed in the job description.  
26 b. **President-Elect:** The President-elect shall serve for one year and shall perform all duties as listed in the  
27 job description.  
28 c. **Vice President:** Shall be elected annually, serve for one year, and shall perform all duties as listed in the  
29 job description. To be eligible for this office, a candidate shall:  
30 1. Have had previous service on the Board.  
31 2. Have served in the House within the past seven years, or have served on a standing committee or  
32 advisory board within the past five years.  
33 3. Have attended one of the last three State Conferences.  
34 d. **Secretary/Treasurer:** The secretary/treasurer shall be elected in even numbered years, shall serve for two  
35 years, and shall perform all duties as listed in the job description.  
36 e. **Area Representatives:** Area Representatives shall be elected for a two-year term and shall perform all  
37 duties as listed in the job description; their place of employment shall be in the respective area at the time  
38 of nomination and election. If a change in area of employment occurs they shall complete their term of  
39 office provided one year of their term has been completed. Elections shall be on the following schedule:  
40 even numbered areas even years, odd numbered areas odd years.  
41 f. **Nominating Committee:** Shall consist of a committee of three. The chair will be the Immediate Past  
42 President. Positions two and three will be members at large elected annually.  
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44 **Section C: Elections.** Elections shall be held at The Annual State Conference. WSNA members in good standing  
45 and not planning to attend the ASC can vote by completing the request form for absentee ballots published in the  
46 summer edition of the WSNA *Apple Press*. The Board shall determine time lines for balloting procedures and  
47 notification of candidates.  
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50 **Section D. Executive Committee**

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1 Shall consist of President, President-Elect, Vice President, Secretary/Treasurer, Immediate Past President, Area  
2 Representative Chair and one At Large Member to be appointed by the President. The WSNA Executive Director  
3 shall be a non-voting member.

**Article III**  
**Meetings**

7 **Section A. Type of Meeting**

- 8 1. **State Conference:** There shall be an Annual State Conference, the date and place determined by the Board.
- 9 2. **House of Delegates:** There shall be a meeting of the House held at the Annual State Conference called by the  
10 President.
- 11 3. **Executive Board:** There shall be four Executive Board Meetings: one immediately before and one during or  
12 immediately after the Annual State Conference, one to be called by the President in the Fall and one to be called  
13 by the President in the Spring. Additional meetings may be scheduled as needed
- 14 4. **Executive Committee:** The Executive Committee shall meet on call of the President or at the request of the  
15 members of the Executive Committee. The Executive Committee shall convene prior to any Board meeting to  
16 review matters and make recommendations.
- 17 5. **Legislative Conference:** A legislative conference may be held annually to evaluate legislative needs and plan  
18 strategies for legislative activities.
- 19 6. **Industry Seminar:** An Industry Seminar may be held annually to provide dialogue between WSNA and  
20 industry to project program needs and share technical assistance and expertise.
- 21 7. **Leadership Seminars:** Leadership Seminars may be held annually. The purpose of the seminar is to develop  
22 leadership and present WSNA's Plan of Action for the ensuing year.
- 23 8. **Fall Eastside - Westside Workshops:** Annual Fall workshops to promote membership may be held on both sides  
24 of the state.
- 25 9. **Spring Nutrition Workshop:** Annual Spring workshops to promote nutrition in school meals may be held on  
26 both sides of the state.
- 27 11. **Special Meetings:** Special meetings and seminars may be called or approved by the Board.

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29 **Section B. Expenses.** The Board shall set limits within budgetary restraints for reimbursement of, and procedures  
30 for, expenditures by WSNA officers and members who travel on official WSNA business.

**Article IV**  
**House of Delegates**

36 The House of Delegates ("House") shall be the legislative and governing body of WSNA. It shall formulate the  
37 philosophies and goals under which the Executive Board manages the affairs of WSNA. The House shall hear  
38 committee and officers reports, take action on recommendations, resolutions, amendments to the Articles of  
39 Incorporation and Bylaws, and have all other powers and duties specifically provided to it by the Articles of  
40 Incorporation and Bylaws.

41 1. **Composition:**

- 42 a. The voting delegates shall include the Board, two representative Past State Presidents, State Standing  
43 Committee Chairs, Chapter Presidents, Chapter Presidents-elect, Chapter elected/appointed Delegates, or  
44 alternates.
- 45 b. Voting delegates of the House shall be active, member-at-large, or retired.
- 46 c. All eligible delegates, all past state presidents, and the WSNA Executive Director have the right to speak to  
47 the House.

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50 2. **Responsibilities:**

- 51 a. Formulates the philosophies and goals.
- 52 b. Debates and reviews matters of professional interest.

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- 1 c. Makes general and specific recommendations to the Board.  
2 d. Makes recommendations for the annual Plan of Action.  
3 e. Reviews reports of Chapter affiliates, Board members, State committees and Advisory boards.  
4 f. Takes action on proposed resolutions and amendments to the Bylaws.  
5 3. **Voting.** Each delegate is entitled to one vote.  
6 4. **Quorum:** One third of the voting delegates shall constitute a quorum.  
7 5. **Chapter Delegate Representation:** Chapter Officers data shall be sent to the President by May 31 preceding the  
8 Annual State Conference. Only eligible delegates shall be seated on the floor of the House. All Chapters  
9 regardless of membership shall have two delegates.

**Article V**  
**Executive Board**

14 The Executive Board ("Board") shall be the executive body of WSNA. The Board shall formulate policies between  
15 the meetings of the House; adopt the annual budget; review reports and resolutions; conduct and manage the affairs  
16 and have all other powers and duties specifically provided to it by the Articles of Incorporation and Bylaws, which  
17 are necessary to achieve the objectives not specifically, delegated to other agents or agencies by the Articles of  
18 Incorporation or Bylaws.

19 1. **Composition**

- 20 a. Members shall consist of the President, President-Elect, Vice President, Secretary/Treasurer, Area  
21 Representatives, Chairs of Standing Committees, Immediate Past President, Parliamentarian (may be  
22 combined with another position or appointed by the president as needed), and Industry Representative.  
23 b. Non-voting members shall be an OSPI liaison and the WSNA Executive Director.

24 2. **Responsibilities**

- 25 a. Directs WSNA affairs in accordance with the philosophies, general policies and goals adopted by the  
26 House.  
27 b. Considers general and specific recommendations made by the House.  
28 c. Appoints persons to act for WSNA and defines their specific responsibilities.  
29 d. Adopts the annual budget including but not limited to, budgets for all state meetings.  
30 e. Manages and directs all financial affairs.  
31 f. Adopts the audit of WSNA books.  
32 g. Authorizes persons to sign checks, contracts, and other documents for WSNA.  
33 h. Approves all committee appointments.  
34 i. Fills vacancies of unexpired terms of Board Members, unless otherwise specified.  
35 j. Adopts a Plan of Action for the ensuing year prior to the ASC.  
36 k. Recommends positions and policies to the House.  
37 l. Provides leadership in working with allied associations and groups which share a similar purpose.  
38 m. Fills vacancies occurring in office by a majority vote.

- 39 3. **Quorum:** A simple majority of the members shall constitute a quorum.  
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**Article VI**  
**Voting**

45 The Executive Board may hold a vote upon any motion by notifying Board members. Vote may be determined by  
46 hand, voice, email or fax. A simple majority must be obtained for successful passage.

**Article VII**  
**Areas**

50 **Section A. Chair of the Area Representatives:**

51 A chair of the Area Representatives shall be appointed by the President from the elected senior members of the Area  
52 Representatives.

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2 The Executive Board shall upon the recommendation of the Chair of the Area Representatives divide the state into  
3 areas of not more than ten Chapters each.  
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**Article VIII  
Committees**

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8 **Section A. Standing Committees:**

- 9 1. There shall be the following standing committees.  
10 a. Finance/ Executive  
11 b. Leadership  
12 c. Educational Services  
13 d. Membership/ Certification/ Credentialing  
14 e. Marketing/ Communication  
15 f. Industry Advisory  
16 g. Public Policy and Legislation  
17 2. All standing committees report to the Board.  
18 a. **Terms:** Members shall be appointed by the President, subject to Board approval, for a one year term unless  
19 otherwise specified.  
20 b. **Eligibility:** It is recommended members of a committee or advisory board shall be SNA certified with the  
21 exception of Associate Industry members.  
22 c. **Structure:** There shall be a co-chair for the following standing committees: Leadership and Public Policy &  
23 Legislation.  
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25 **Section B. Special Committees:** Special committees and/or advisory boards shall be appointed by the President  
26 with the approval of the Board.  
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**Article IX  
Publications**

**Section A. The Apple Press.** The Apple Press shall be the official publication of WSNA.

**Section B. Other Publications.** The Board shall authorize other publications and establish such procedures as are necessary.

**Article X  
Removal from Office**

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

**Article XI  
Parliamentary Authority**

The current edition of Sturgis' Standard Code of Parliamentary Procedure governs WSNA in all parliamentary situations that are not otherwise provided for in the law, the Articles of Incorporation, Bylaws or Standing rules.

**Article XII  
Amendments**

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2 **Section A. Method of Proposal.** Amendments to these Bylaws shall be proposed in writing no later than 120 days  
3 prior to ASC in any one of the following ways:

- 4 1. By an official request of a Chapter affiliate
- 5 2. By majority vote of the Board
- 6 3. By an official request of WSNA committees or advisory boards
- 7 4. By written petition signed by 25 members

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9 **Section B. Procedure for Amending Bylaws:**

10 Amendments to bylaws shall be adopted by a two-thirds vote at the annual meeting of the House or by a two-thirds  
11 mail vote returned

- 12 1. Provided the Chair of the Resolutions and Bylaws Committee receives the amendments in writing, postmarked  
13 120 days prior to ASC to be considered at the next Annual State Conference.
- 14 2. Provided copies of the proposed amendments have been mailed to all members through publication in The  
15 Apple Press or posted on WSNA's website, or by direct mail at least twenty days prior to the Annual State  
16 Conference or deadline for casting a mail vote.

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18 **Article XIII**  
19 **Resolutions**

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21 1. All proposed resolutions to be considered at the Annual State Conference shall be submitted to the Chair of  
22 Resolutions and Bylaws Committee in writing, postmarked no later than 90 days prior to ASC. Upon consent of  
23 a majority of the delegates a written resolution may be submitted from the floor of the House.
- 24 2. Proposed resolutions submitted by 90 days prior to ASC shall be mailed to all members of the House twenty  
25 days prior to the Annual State Conference.
- 26 3. Adoption of proposed resolutions shall require a majority vote.
- 27 4. Resolutions that are in conflict with the Bylaws shall not be presented to the House.

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29 **Article XIV**  
30 **Effective Date**

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32 Bylaws shall become effective August 2009.

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35 WSNA President

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Bylaws Chair