

1                   **WASHINGTON SCHOOL NUTRITION ASSOCIATION**  
2                   **EXECUTIVE BOARD STANDING RULES**

3                   August, 2016

- 4
- 5       •       Standing rules are rules of procedure that add further detail to those rules stated in
  - 6       the Bylaws.
  - 7       •       Standing rules are rules related to details of administration of the Association.
  - 8       •       Standing rules may be adopted and amended by majority vote by the Executive
  - 9       Board.
  - 10      •       Standing rules shall be attached to the current Articles of Incorporation and
  - 11      Bylaws.
- 12
- 13

14   **I.       Rules Governing Affiliated Chapters**

15       Chapters are requested to notify WSNA President and Regional Lead (8/16) of any

16       Program of Work and chapter meeting dates.

17

18       Each Chapter shall assume all liability for chapter activities free from the State

19       Association, therefore operating legally independent of the State Association.

20

21       **Special Conditions of Affiliated Chapters**

22       State-only industry members, upon membership payment, will automatically be

23       members of the DDS Chapter. Board action will determine dues for state-only

24       Industry members.

25

26   **II.       General Rules Governing Elected OFFICERS**

27       Elected officers shall be provided an Officer's Handbook that should include

28       WSNA Bylaws, Standing Rules, and Policies and Procedures.

29

30       Elected Officers shall attend Board meetings and participate in the business of the

31       Association.

32

33       All elected officers will be required to sign the Conflict of Interest policy annually

34       and to abide by the Standards of Conduct. (8/10, 7/11)

35

36       **PRESIDENT**

37       Shall represent Washington School Nutrition Association by attending and

38       actively participating in the following SNA sponsored events: SNA Delegate

39       Assembly (7/16), and SNA Legislative Conference. (11/06)

40

41       Shall issue an invitation to all WSNA Past Presidents to attend the President's

42       banquet at the Annual State Conference. Past presidents not registered for ASC

43       will be issued one complimentary ticket. Additional banquet tickets may be

44       purchased at the banquet rate.

45

1 The President shall receive one (1) complimentary ticket to the President's  
2 Banquet. (8/04)

3  
4 Shall plan agenda for Executive Board and Executive Committee meetings.

5  
6 Presides at the WSNA Delegate Assembly. (8/16)

7  
8 Shall submit a list of newly elected WSNA officers to SNA Executive Director  
9 within 15 days following WSNA election.

10  
11 **PRESIDENT-ELECT**

12 Shall represent Washington School Nutrition Association by attending and  
13 actively participating in the following SNA sponsored events: SNA Delegate  
14 Assembly, SNA Leadership Training Workshop, and SNA Legislative  
15 Conference.

16  
17 Shall plan agenda for the WSNA Delegate Assembly with the President.

18  
19 The President-elect shall receive one (1) complimentary ticket to the President's  
20 Banquet. (8/04)

21  
22 **VICE PRESIDENT**

23 Shall represent Washington School Nutrition Association by attending and  
24 actively participating in the SNA Leadership Conference. May represent WSNA  
25 at SNA Delegate Assembly. The Vice President shall plan Spring Workshop(s).

26  
27 **SECRETARY**

28 Maintain a record of attendance for each meeting determining at the onset of the  
29 meeting if a quorum is present.

30  
31 Maintain an up-to-date roster of executive board members, committee chairs and  
32 Chapter officers.

33  
34 All motions in the minutes shall be written in capitals.

35  
36 Shall send agenda and other information for Delegate Assembly, and other  
37 meetings as assigned by the President.

38  
39 Shall assure that a synopsis of Executive Board minutes is published in the **Apple**  
40 **Press**.

41  
42 **TREASURER**

43 The Treasurer shall operate in accordance with the WSNA Financial Policy and  
44 Procedure Manual. All policies shall be approved by the Executive Board and  
45 shall be recommended to that board by the Executive/Finance Committee.

1  
2 **PAST PRESIDENT**

3 The immediate Past President maintains WSNA's historical materials, is in charge  
4 of the Silent Auction, and serves as chair of the Nominating Committee. (3/14)  
5

6 The Past President is not a member of the Executive Board in the capacity of Past  
7 President. (3/10)  
8

9 **III. Rules Governing the Regional Leads** (8/16)

10 The Leadership Chair shall be appointed by the President and shall serve a one (1)  
11 year term of office.

12 The Leadership committee is comprised of the Regional Leads.  
13

14 All Regional Leads will be required to sign the Conflict of Interest policy  
15 annually and to abide by the Standards of Conduct. (8/10, 7/11)  
16

17 **Regions** (8/16)

18 Each region shall be designated by a number and name as follows:

- 19 a. Region 1, Northwest Region: Whatcom, San Juan, Skagit, Island,  
20 Snohomish, King Counties  
21 b. Region 2, Western Region: Clallam, Clark, Cowlitz, Jefferson, Kitsap,  
22 Grays Harbor, Lewis, Mason, Skamania, Pacific, Thurston, Pierce,  
23 Wahkiakum Counties  
24  
25 c. Region 3, Southeast Region: Kittitas, Yakima, Klickitat, Benton, Franklin,  
26 Walla Walla, Columbia, Garfield, Asotin Counties  
27 d. Region 4, Eastern Region: Okanogan, Ferry, Stevens, Pend Oreille,  
28 Chelan, Douglas, Lincoln, Spokane, Grant, Adams, Whitman Counties  
29

30 **IV. General Rules Governing Committees**

31 All Committee motions are to be presented in writing to the Secretary on an  
32 approved motion form.  
33

34 All committee chairs will be required to sign the Conflict of Interest policy  
35 annually and to abide by the Standards of Conduct. (8/10, 7/11)

36 When WSNA receives a non-monetary award because of the work of a committee,  
37 the award will become the property of the Committee Chair at the end of the  
38 President's term.  
39

40 Each Committee Chair shall keep all handbooks, literature and correspondence  
41 pertaining to their committee for the past five years and pass it to the next Chair  
42 by the time of the first Board Meeting after elections.  
43

44 The WSNA Bylaws, Standing Rules, Policies and Procedures, and WSNA  
45 Program of Action shall be supplied to committee chairs.  
46

1 There may be a co-chair for the following standing committees: Leadership,  
2 Membership/Certificate Program/Credentialing and Public Policy & Legislation.  
3

4  
5 **Executive Committee**

6 The Chair of the Executive Committee shall be the WSNA President who shall  
7 serve a one-year (1) term of office.  
8

9 Shall approve any and all uses of the WSNA endorsement or logo.  
10

11 The committee shall review and recommend changes to the budgets and present to  
12 the Executive Board in motion form for approval. Refer to Financial Policies and  
13 Procedures for the budget process. (8/16)  
14

15 The Chair shall operate in accordance with the WSNA Financial Policy and  
16 Procedure Manual (8/16)  
17

18 Shall oversee the Education Fund (3/14)  
19

20 **Executive Board**

21 The slate of candidates submitted by the Nominating Committee shall be  
22 approved by the Executive Board prior to publication.  
23

24  
25 **Education Committee**

26 The committee chair shall be appointed by the President and shall serve a one-  
27 year (1) term of office.  
28

29 The Education Chair shall, at the request of the Vice President, assist with Spring  
30 Workshop(s).  
31

32 **Marketing Committee**

33 The Committee Chair shall be appointed by the President and shall serve a one-  
34 year term.  
35

36 ○ **Chapter Fund Raisers at WSNA events** (Fall and Spring Workshops and  
37 State Conference):

- 38 ■ Each chapter wishing sales at events shall request a form and submit it to  
39 the Executive Director three weeks prior to the event. Fee is to be set by  
40 the Executive Finance Committee. Each chapter shall set its own selling  
41 prices.
- 42 ■ Each chapter requesting a table must meet the following requirements:
  - 43 ○ Provide signage for the table indicating that all proceeds go to the
  - 44 chapter.

- Provide a silent auction item or door prize for the Annual State Conference for each table rented. This applies to table rentals all functions. (3/15)
- The Executive Director shall coordinate the space for tables with the event chair. The profit from table rental fees shall be returned to the marketing budget.
- ***Apple Press Publication***
  - ***Washington Apple Press*** shall be mailed to all members in good standing.
  - All monies received for advertising and subscriptions shall be deposited in the WSNA General Fund account. Accounts Payable and Accounts Receivable for the *Apple Press* shall be processed according to procedures outlined in the WSNA Financial Policies and Procedures.
  - Publication issues shall be fall, winter, spring (conference) and summer.
  - Registration forms for Industry Seminar and Legislative Workshops may be published in the newsletter at the request of the committee chair.
  - Shall publish a nomination request form to be printed in the fall issue of the *Apple Press*.
  - A request for absentee ballots will be printed in the summer issue of the *Apple Press* and on the website.
  - The slate of candidates will be printed in the summer issue of the *Apple Press* and on the website.
  - ***Newsletter Advertising Standards***
    - Advertising rates for the *Washington Apple Press* newsletter shall be established to at least cover the cost of publishing the *Apple Press*. Changes in fees shall be proposed by the Editor to the Marketing Chair, who shall submit the proposal to the Executive Board for approval.
    - Advertisements in which active School Nutrition Association members and/or Washington School Nutrition Association members promote or endorse a product shall not be accepted.
    - Advertisement submitted for publication in the *Washington Apple Press* shall conform to truth in advertising standards. Advertising shall be appropriate to school food service and only that which is deemed appropriate shall be accepted. A committee may be appointed at the discretion of the President to assist the Editor in this duty.
    - Advertisers of food products that claim to meet all or part of the school meal pattern, any nutrient composition, or USDA endorsement, may be requested to submit verification with ad copy.

- 1                   ○ If a vendor has a paid advertisement in an issue of the *Apple Press*, he  
2                   may submit a recipe for publication in the same issue at no charge.  
3                   (03/06)  
4

5                   **Membership Committee**

6                   The Membership Committee chair shall serve a one-year term.  
7

8                   A co-chair may be appointed by the President for a one-year term of office.  
9

10                  A \$1.00 refund for each member shall be given to a new chapter at the time it  
11                  organizes.  
12

13                  **Nominating Committee**

14                  Shall assure that a nomination request form is printed in the fall issue of the *Apple*  
15                  *Press*.  
16

17                  Shall screen possible candidates for eligibility, leadership and qualifications for  
18                  office.  
19

20                  Shall submit a proposed slate of officers at the spring Executive Board meeting,  
21                  consisting of at least one, but not more than two (2), candidates for the following  
22                  positions: Vice President, Secretary /Treasurer (every other year), and expiring-  
23                  term Regional Lead positions.  
24

25                  Each candidate shall receive a job description for the office of interest. Each  
26                  candidate must have his/her superior complete the Employee Candidacy Consent  
27                  form (Appendix A) and submit the form to the Nominating Committee Chair  
28                  before his/her name is placed on the ballot. The form will be forwarded to the  
29                  Executive Director, who will keep it on file until such time that it is no longer  
30                  pertinent. Each candidate is to submit an information form and picture to the  
31                  Nominating Chair for the Apple Press summer (candidate's) issue.  
32

33                  **Public Policy and Legislation Committee**

34                  The Public Policy and Legislation chair shall serve a two-year terms of office.  
35                  (8/16)  
36

37                  A co-chair may be appointed by the President for a two-year term of office. (8/16)  
38

39                  Networks (CAN & SLAN) will be maintained by the PPL Committee.  
40

41                  **Leadership Committee**

42                  The committee chair shall serve a one-year term of office  
43

44                  A co-chair may be appointed by the President for a one-year term of office. (8/16)  
45

46                  The Leadership Committee shall be responsible to the membership for the  
47                  promotion of the scholarship opportunities.

- The **Ruth Ann Bennett Scholarship** will be administered by WSNA. The award may change from year to year depending upon the needs at that time and the funds available. The scholarship is always to be used for the education of members to reimburse them for specified training for which they would receive no other reimbursement. Scholarship awardees must complete the scholarship application and submit it in a timely manner.
- Louise Sublette is replaced by a nominated award, no longer a project based award; **Manager of the Year Award in honor of Louise Sublette**, available on SNA's Website. (11/14)
- **1<sup>st</sup> Timers Award in Honor of Marie Tatro** (11/14)  
A random selection process will be held for two first-time-conference attendees. Each of the two winners will receive one (1) free registration to a fall or spring workshop of their choice to be paid by the WSNA and expensed in the conference budget. (8/13)

#### **Parliamentarian**

The Parliamentarian (may be combined with another position) shall be appointed by the President and serve a one-year term on the Board.

#### **State Conference Committee**

The committee chair shall serve a one-year (1) term

A co-chair shall be appointed by the President for a one-year term of office and shall succeed to the office of chair becoming Conference chair for the next Annual Conference.

All state and national scholarships shall be awarded at the Annual State Conference.

#### **Complimentary Rooms**

The President is to receive a suite or room for the duration of the Annual State Conference. Complimentary rooms may be used for keynote/workshop speakers and WSNA Executive staff. The conference chair will receive a complimentary room when available after all other complimentary rooms have been assigned, including those for board training.

The WSNA Lobbyist shall receive one conference registration and one nights lodging at the Annual State Conference. (11/05)

#### **Conference Budget**

The Finance/Executive Committee shall draft an initial budget for Conference and will work with the Conference Chair and the Conference Committee to develop a budget proposal for approval at the Fall Executive Board meeting.

1 The conference registration fee for WSNA non-members shall be above the  
2 registration fee for members by at least as much as a SNA/WSNA membership  
3 fee for a School Nutrition member.  
4 Conference registration fees shall be set to cover no less than the cost of the meals  
5 excluding tax and gratuity at the direction of the Board.  
6

7 The Executive Committee and the Conference Chair shall have the discretion to  
8 waive the registration fee for invited representatives of allied groups.  
9

#### 10 **Exhibit Chair**

11 No bookings, no taking orders or sales by vendors at Conference.  
12

13 The current non-profit rate shall be charged to allied groups (Washington  
14 Association of School Business Officials (WASBO), Washington State School  
15 Directors Association (WSSDA), Washington Association of School  
16 Administrators (WASA), Washington State Parent Teachers Association  
17 (WSPTA)) exhibiting at Conference when room is available. This agreement  
18 should be made available as a reciprocal agreement.  
19

20 Non-exhibiting vendors shall not be allowed in the Exhibit Areas. No exhibitors  
21 or allied groups will be allowed to exhibit in any part of the conference facility  
22 except the exhibit hall during scheduled exhibit hours.  
23

24 Non-profit labor organizations will be allowed to exhibit at the same rate as other  
25 non-profit organizations.  
26

#### 27 **Conference Finance Chair**

28 The WSNA Executive Director shall serve as the Conference Finance Chair. All  
29 Conference monies are to be deposited to the WSNA General Fund.  
30 The finance chair is to maintain a detailed accounting of the conference receipts  
31 and disbursements, following the Financial Policies and Procedures guidelines.  
32

33 No purchase orders will be accepted for conference registration.  
34

### 35 **V. Rules Governing AD HOC COMMITTEES**

#### 36 **Site Selection Committee**

37 Shall make future conference site recommendations in advance for Executive  
38 Board approval.  
39  
40

41 The WSNA Executive Director will chair the site selection committee consisting  
42 of the president-elect, an industry representative selected by the Executive  
43 Finance Team, and the Executive Director.  
44

#### 45 **Committee Meetings**

46 Conference calls are encouraged for meetings held other than those held

1 during the annual WSNA Conference.

2  
3 Expenses incurred by committee members in attending approved committee  
4 meetings at times other than during the annual WSNA Conference shall be  
5 defrayed by WSNA at the current approved rates.  
6

7 **Non-Board Members**

8 Non-Board members, who at the request of the President, are asked to report to  
9 the Executive Board, may have expenses reimbursed by WSNA at the current  
10 approved rates.  
11

12 **VI. RULES GOVERNING CAMPAIGNING**

13  
14 • **Campaign Guidelines**

- 15 ○ Candidates may send a maximum of one mailing or fax to members. It is  
16 WSNA's policy not to release members' phone numbers and e-mail  
17 addresses.  
18 ○ Candidates may spend no more than \$50 on the campaign above the  
19 postage mailing costs.  
20 ○ WSNA will not provide any member address data electronically to  
21 candidates.  
22 ○ WSNA will provide information regarding the candidates in the *Apple*  
23 *Press*.  
24 ○ Each candidate must provide information and photos for this profile to  
25 WSNA by established deadline. (3/06)  
26

27 • **Campaign Practices:**

- 28 ○ Candidate advertising in the *Apple Press* and on the WSNA website is not  
29 permitted.  
30 ○ Candidate brochures may not be distributed during WSNA meetings or  
31 conferences.  
32 ○ It is inappropriate for candidates to accept financial assistance from  
33 industry members for the campaigning. This is in conflict with WSNA  
34 Conflict of Interest Policy.  
35 ○ WSNA's online communities cannot be used in any way to e-mail  
36 members to seek their support.  
37 ○ Candidates are permitted to use e-mail to provide the membership  
38 information about themselves; however, WSNA's policy is not to sell or  
39 release members' phone numbers & e-mail addresses for such purposes.  
40 If candidates have e-mail addresses for some members from an official  
41 WSNA meeting attendee roster or other listing, they may utilize that  
42 information to email members about their candidacy. (3/06)  
43

1   **VI.    MISCELLANEOUS**

2           Alcoholic beverages will not be provided by WSNA at any official function.  
3           Smoking is prohibited in all meetings, exhibits area, banquets and any program  
4           activities inside the hotel.

5  
6           Expressions of sympathy and congratulations from WSNA shall be confined to  
7           cards.