



**SCHOOL
NUTRITION
ASSOCIATION
OF MICHIGAN**

Bylaws

October 2018

1 **SCHOOL NUTRITION ASSOCIATION OF MICHIGAN**

2
3 **BYLAWS**

4
5
6 **Article I – Name**

7
8 The name of this association shall be the School Nutrition Association of Michigan, also
9 referred to as the association or SNAM, a 501(c)(6) corporation chartered in the State of
10 Michigan. SNAM is a chartered affiliate of the School Nutrition Association, Inc. (SNA)
11 and bound by the SNA state affiliate agreement and the SNA bylaws.
12

13
14 **Article II – Mission and Purpose**

15
16 Section 1. Mission

17 The mission of SNAM is to be the primary resource that empowers our members to
18 advance good nutrition and promote healthy lifestyles for Michigan children, and to
19 support the mission and values of the School Nutrition Association, Inc.
20

21 Section 2. Purpose

22 The purpose of the association is to promote:

- 23 • The optimal health, nutrition and education of all children, and support
24 nutritionally adequate and educationally sound, financially accountable, nonprofit
25 child nutrition and school community nutrition programs;
 - 26 • High standards for child nutrition and school community nutrition with emphasis
27 on nutritionally adequate meals which are appealing to children;
 - 28 • United efforts between school personnel, allied organizations, industry and the
29 public to assure every child an opportunity to receive the benefits of the child
30 nutrition and nutrition education programs;
 - 31 • High standards by providing appropriate educational programs, incentives and
32 recognition for professional development of child nutrition personnel;
 - 33 • Research and development in child nutrition programs;
 - 34 • The establishment of a national nutrition policy and legislation which provides
35 optimal nutrition and nutritional education for children;
 - 36 • The involvement of students and the school community in child nutrition
37 programs; and
 - 38 • Membership and provide services to members.
- 39

40
41 **Article III – Members**

42
43 Section 1. Membership Categories

44 A. There shall be the following membership categories: school nutrition members,
45 affiliate members, and associate members, which shall include retired, industry, and
46 student. Each member shall receive a copy of *The First Hand News*, the official

- 47 journal of the association.
48
- 49 B. School Nutrition Members – School nutrition members shall consist of employees,
50 managers, supervisors/directors and specialists, and educators, in eligible fields as
51 defined by SNA. A school nutrition member who ceases to be employed in school
52 food service work may continue as a school nutrition member until his or her renewal
53 date. Eligible persons may become members by completing an application and
54 paying the applicable dues.
55
- 56 C. Affiliate members – Affiliate members are members who choose the option of being
57 nonvoting supporter members. Affiliate members may be school nutrition employees
58 working less than four hours per day or retired school nutrition members. Affiliate
59 members shall not be eligible for nomination to elected office.
60
- 61 D. Associate members – Associate member categories shall consist of retired
62 members, students enrolled in post-secondary food, nutrition, health or other food
63 related programs, industry consultants, corporations, international child nutrition
64 individuals and other individuals and nongovernment organizations committed to
65 furthering the goals of the association. Associate members may serve as directors,
66 but may not serve as officers.
67
- 68 E. Retired Membership – Retired membership is open to any person who, having
69 previously qualified as an active member, ceases to be engaged in non-profit school
70 food service work, provided such member does not become employed in a non-
71 eligible field.
72
- 73 F. Industry Membership – Industry membership shall be open to individuals or
74 organizations interested in furthering the programs of the association and who have
75 met the membership qualifications as established by the executive board. Industry
76 members may only serve on the board of directors in an industry representative
77 position.
78
- 79 G. Student Membership – Student members shall be individuals who are not currently
80 employed in school food service, and are enrolled in a post high school education
81 program with curriculum emphasis on food service management, dietetics, nutrition
82 or other related area of study. Student members may not vote and are not eligible for
83 nomination to national elective office.
84
- 85 H. Honorary – Honorary membership is not a membership designation, but a
86 recognition that may be conferred on individuals who have contributed to the
87 advancement of school food service or have rendered outstanding service to the
88 association. The executive board shall establish the criteria for and approve such
89 memberships. Honorary members shall not have the right to vote, hold office, or
90 serve as delegates.
91
- 92 I. Ownership of membership may be by the individual or by an institution. An individual

93 whose membership is owned by an institution shall have all rights and privileges of
94 that membership category until such employment ceases.

95
96 J. Membership Definitions.

97 District directors and supervisors shall be school food and/or nutrition personnel who
98 are responsible for administration and/or supervision of food and nutrition programs
99 in more than one school within the city, county or district.

100
101 State directors, supervisors and specialists shall be state level administrative
102 supervisory personnel, including persons engaged in both school food and/or
103 nutrition service and/or food distribution. State directors, supervisors or specialists
104 may act independently on matters relating to federal and state policy and establish
105 regulations affecting administration of state school food service and nutrition
106 education programs; such policies or actions of this group may be implemented
107 directly without action of the board.

108
109 College personnel shall be nutrition, dietetics and food service related faculty in
110 vocational-technical schools, community colleges, four year colleges or universities,
111 or internship programs or those who are responsible for college food service
112 programs.

113
114 Section 2. Dues

115 Dues for SNAM and SNA shall be paid directly to SNA. SNAM dues for school nutrition,
116 affiliate, and associate members shall be set by the executive board, provided that dues
117 may not be increased by more than \$2.00 within any two year timeframe without
118 membership approval. Dues for retired and student members shall be the same as
119 those for active members employed for less than four hours daily. The executive board
120 may establish dues discounts only for state dues to promote membership, provided that
121 objective criteria are established, including a specific time period for such discounts.

122
123 Section 3. Affiliate Chapters

124 A. Any group of persons, at least ten of whom are active members of the this
125 association, may become an affiliated chapter of the association upon approval of
126 their written application and payment of a charter fee. The application for affiliation
127 shall include the following: (1) The chapter's chosen name preceding the title
128 "School Nutrition Association"; (2) A copy of adopted bylaws that are in not in conflict
129 with those of SNAM; (3) A list of elected officers and appointed committee chairs, of
130 whom the president and president-elect must be members of SNA; and (4) A list of
131 all chapter members, including the addresses and SNA membership numbers.

132
133 B. The application for affiliation shall be sent to the chair of the member services
134 committee, who shall have thirty days in which to take action. Final approval shall be
135 considered by the executive board at its next scheduled meeting. Charters shall be
136 presented at the annual meeting.

137
138 C. To retain affiliate chapter status, a chapter must submit to their area representative

139 and to the member services committee chair a list of members submitted on or
140 before December 1 of each year; and a list of officers and committee chairs and their
141 addresses submitted on or before June 1 of each year.

142
143 D. The president shall give chapters that fail to meet the above requirements ninety
144 days notice of potential suspension. Suspended chapters must follow the procedure
145 for new affiliates to regain affiliate status.

146
147 Section 4. Areas

148 A. There shall be thirteen areas, as follows:

- 149
- 1 Wayne, Monroe
 - 2 Oakland
 - 3 Macomb, St. Clair, Sanilac
 - 4 Arenac, Bay, Clare, Gladwin, Gratiot, Huron, Isabella, Midland, Saginaw,
Tuscola
 - 5 Clinton, Eaton, Genesee, Ingham, Lapeer, Shiawassee
 - 6 Allegan, Barry, Berrien, Cass, Kalamazoo, St. Joseph, VanBuren
 - 7 Ionia, Kent, Montcalm, Muskegon, Newaygo (southern), Ottawa
 - 8 Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau
 - 9 Alcona, Alpena, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw,
Oscoda, Otsego, Presque Isle, Roscommon
 - 10 Branch, Calhoun, Hillsdale, Jackson, Lenawee, Livingston, Washtenaw
 - 11 Lake, Manistee, Mason, Mecosta, Missaukee, Oceana, Newaygo
(northern), Osceola, Wexford
 - 12 Chippewa, Luce, Mackinaw
 - 13 Alger, Baraga, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw,
Marquette, Menominee, Ontonagon, Schoolcraft

150
151 B. Each area shall be entitled to one area representative. A chair of area
152 representatives shall be appointed by the president.

153
154 C. Area representatives from even numbered areas shall be elected in even numbered
155 years and area representatives from odd numbered areas shall be elected in odd
156 numbered years. Area representatives shall serve a two year term, commencing at
157 the end of the annual meeting and ending at the end of the annual meeting two
158 years hence.

159
160 Area representatives shall:

- 161
- Promote the association's annual plan of action;
 - Provide leadership, support, technical assistance, resource lists, and materials to
162 affiliate chapters;
 - Express the views of the respective areas to the board; and
163
- 164

- Provide recommendations to the president, standing committees and the nominating committee on appointments and nominations.

Section 5. Leadership Assembly

There shall be a leadership assembly composed of the board of directors and area representatives, who shall convene annually, at the call of the board, or at the call of at least ten members of the leadership assembly. The location shall be as determined by the president. A quorum of the leadership assembly shall be a majority of its members, provided that the president or president-elect is in attendance. The leadership assembly shall serve as a strategic planning committee and shall have the authority to amend these bylaws.

Article IV – Officers

Section 1. Officers

There shall be the following officers: president, president-elect, vice president, secretary, and treasurer.

Section 2. Term of Office

The president, president-elect, and vice president shall serve a term of one year, commencing with the final day of the annual conference and ending on the final day of the annual conference one year hence. The secretary and treasurer shall serve a term of two years, commencing with the final day of the annual conference and ending on the final day of the annual conference two years hence. The terms of the secretary and treasurer shall be staggered.

Section 3. Duties

A. President - The president shall be the chief elected officer and shall:

1. Represent the association in policy matters;
2. Serve as chair of the board, executive committee, and annual meeting;
3. Prepare the agendas for board, executive committee and annual meetings;
4. Serve as an ex-officio member of all committees and advisory boards, except the nominating committee;
5. Appoint, with the approval of the board, chairs for standing committees until the appropriate election, special committees, a chair of area representatives, historian, parliamentarian, and candidates to fill vacancies;
6. Implement action taken by the general membership and the board;
7. Propose and implement the plan of action;
8. Direct the secretary to notify special committee chairs and or members of board meetings;
9. Notify nominees of the results of the election;
10. Serve as a voting delegate to the house of delegates at the annual meeting of SNA, at association expense; and
11. Represent the association at the annual SNA Legislative Action Conference in Washington, DC at association expense.

- 211
212 B. President-elect - The president-elect shall:
213 1. Study the duties and responsibilities of the president, other members of the
214 board, committees, advisory boards and affiliate chapters;
215 2. Assist the president in developing a plan of action and perform other duties as
216 assigned by the president;
217 3. Serve as chair of the annual conference;
218 4. Serve as a voting delegate to the house of delegates at the annual meeting of
219 SNA, at association expense;
220 5. Serve as a member of the legislative committee and represent the association at
221 the annual SNA Legislative Action Conference in Washington, DC at association
222 expense;
223 6. Represent the association at the annual SNA Leadership Conference at
224 association expense; and
225 7. Succeed to the office of president at the end of the term as president-elect or in
226 the event of the president's death, resignation or removal from office.
227
228 C. Vice President - The vice president shall:
229 1. Study the duties and responsibilities of the president, president-elect, other
230 members of the board committees and affiliate chapters;
231 2. Serve as the first alternate voting delegate or the third voting delegate, as
232 applicable, to the house of delegates at the annual meeting of SNA at the
233 expense of the association;
234 3. Represent the association at the annual SNA Leadership Conference at
235 association expense;
236 4. Serve as the first alternate to represent the association at the annual SNA
237 Legislative Action Conference in Washington D.C., at association expense;
238 5. Succeed to the office of president-elect at the end of the term as vice president
239 or in the event of a vacancy in the office of president-elect;
240 6. Serve as chair of the bylaws, resolutions, policy and procedures committee;
241 7. Serve as the chair of the strategic planning committee; and
242 8. Maintain and update the policies and procedures manual with the assistance of
243 the SNAM office staff.
244
245 D. Secretary – The secretary shall:
246 1. Accurately record all minutes of the annual meeting, the board, and executive
247 committee;
248 2. Send and post on the association web site the meeting notices to executive
249 board members and others as directed by the president;
250 3. Send and post on the association web site the executive board minutes to
251 members of the board, special committee chairs, and Mideast regional director
252 within ten days of a board meeting;
253 4. Compile motions for the year of the executive board and retain a copy, provides
254 one copy for the SNA office and one for the historian for the annual report;
255 5. Handle correspondence as directed by the president; and
256 6. Serve as a second alternate delegate, during even numbered years, to the

257 annual meeting of SNA at association expense.

258

259 E. Treasurer — The treasurer shall:

- 260 1. Supervise and monitor association funds, investments and securities of the
- 261 association;
- 262 2. Act as chair of the budget committee;
- 263 3. Submit the budget to the board for adoption;
- 264 4. Report expenditures against the budget at each annual meeting;
- 265 5. Submit the association's financial records to a certified public accountant for a
- 266 review within thirty days after the close of the fiscal year at the end of the term of
- 267 office;
- 268 6. Serve as second alternate delegate to the house of delegates at the annual
- 269 meeting of SNA, at association expense.

270

271 Section 4. Eligibility

272 A. To be eligible for any association office a member shall have: (1) held membership

273 for at least two years immediately preceding nomination; (2) demonstrated interest

274 by serving as a chapter officer, on an association committee, or as a conference

275 participant; (3) attended one of the immediately previous three annual association

276 meetings; and (4) maintain membership at the time of nomination and election. If a

277 change in professional status occurs, the term may be completed if one year of the

278 term has been completed.

279

280 B. To be eligible for vice president, a candidate must have a certificate in school

281 nutrition or have earned the School Nutrition Specialist (SNS) credential in an SNA

282 program, and shall have served on the executive board of the association.

283

284 C. The president and president-elect must maintain eligibility for school nutrition

285 members for their entire tenure in those positions.

286

287

288

Article V – Meetings

289

290 Section 1. Annual Meeting

291 A. There shall be an annual meeting of the association held in conjunction with the

292 annual state conference, at a date and place determined by the executive board.

293 Notice shall be sent to each member no less than thirty days prior to the conference.

294

295 B. All resolutions to be considered by the general membership shall be submitted to the

296 chair of the bylaws, resolutions, policies and procedures committee in writing.

297 Proposed resolutions submitted by the deadline shall be mailed to all members thirty

298 days prior to the deadline for casting a vote, except that resolutions that conflict with

299 these bylaws shall not be presented. Adoption of proposed resolutions shall require

300 a majority vote.

301

302 Section 2. Notice.

303 Notice may be sent by mail or electronic means as allowed by state law.

304

305 Section 3. Area Workshops

306 Area workshops shall be held annually in each area, at a date and location determined
307 by the area representative, to provide training for affiliate chapter members.

308

309 Section 4. Special Meetings

310 Special meetings and seminars may be called or approved by the board.

311

312

313

Article VI – Executive Board

314

315 Section 1. Composition

316 There shall be an executive board composed of the officers, the chair of the area
317 representatives, the chairs of the communications, industry, legislation, member
318 services, nutrition, and professional development committees, an industry member
319 representative elected by and from the industry committee, and any current members
320 currently serving on the SNA board of directors. The State Director of Child Nutrition
321 Programs of the Michigan Department of Education or representative shall be a
322 nonvoting ex-officio member of the board. In addition, the historian may be a nonvoting
323 member, and the president may appoint the parliamentarian as a nonvoting member. A
324 majority of the voting members shall constitute a quorum.

325

326 Section 2. Authority

327 The board shall handle the executive affairs of the association in accordance with the
328 philosophies, general policies, and goals adopted by the general membership. With
329 regard to association finances, the board shall manage and direct the financial affairs,
330 approve an annual budget or when a new treasurer assumes office, receive and act on
331 the audit and financial reports, and contract for services, make appointments, and
332 authorize signatories as necessary to fulfill these responsibilities. With regard to
333 governance, the board shall adopt a strategic plan and plan of action, approve all
334 volunteer appointments, approve the filling of vacancies, and consider and act upon all
335 questions of ethics affecting the association. With regard to management, the board
336 shall approve the organizational structure, job descriptions and salary ranges for
337 employees and review and approve the programs for all state conferences, seminars,
338 and workshops.

339

340 Section 3. Meetings

341 The board shall meet no fewer than four times per year, at times and places to be
342 determined by the executive committee. The board may also conduct business by
343 electronic means as allowed by state law. Ten days' notice shall be required for prior to
344 board meetings.

345

346 Section 4. Compensation and Reimbursement

347 Members of the association serving in elected or appointed capacities shall receive
348 no salaries for their services. The board shall set limits within budgetary restraints on

349 reimbursement of expenses for association members who travel on official business.

350

351 Section 5. Nomination and Election

352 A. There shall be a nominating committee composed of five members: the three most
353 recent past presidents and two additional members not on the board appointed by
354 the president. If any of the three most recent past president decline to serve, the
355 president shall appoint a non-board member so the committee equals five
356 members. The chair shall be elected by and from the nominating committee.

357

358 B. The nominating committee shall: (1) solicit candidates for leadership positions and
359 provide the Board with a slate of no more than two candidates for each elected
360 position at the last board meeting of the fiscal year; (2) provide the slate to the
361 membership by May 1 and (3) oversee the association's election procedures and
362 provide recommendations to the board. Additional nominations may be made by
363 petition of 50 signatures, provided the petition is received within ten days of the
364 announcement of the slate. Signatures may be electronic.

365

366 C. Elections shall be conducted at the annual meeting, except that in the case of an
367 uncontested position, the candidate shall be declared elected without a ballot being
368 taken. Three tellers shall be appointed by the president to validate and count ballots
369 and report the results to the president. A majority vote shall elect, except when
370 there are three or more candidates for any officer position, in which case election
371 shall be by preferential vote. Election for director positions shall be by plurality vote.
372 Candidates shall appear in random order on the ballot.

373

374 D. The communications, industry, and nutrition committee chairs shall be elected in
375 even numbered years, and the member services, legislation, and professional
376 development committee chairs shall be elected in odd numbered years. Standing
377 committee chairs shall serve a two year term, commencing at the end of the annual
378 meeting and ending at the end of the annual meeting two years hence.

379

380 Section 6. Resignation, Removal and Fitness to Serve

381 A. A voting board member who is absent from two consecutive meetings of the board
382 for reasons that have not been determined valid by the board shall be considered to
383 have resigned.

384

385 B. A member of the executive board may be removed by a three fourths vote of
386 remaining members of the board if found in violation of conditions required for
387 election, a breach in fundamental principles or rules of the Association, or failing to
388 work under the framework of the Association. Upon receipt of such charges, the
389 board shall conduct an investigation, hold a hearing, and render a decision. The
390 accused board member shall be provided with advanced written notice of the
391 meeting at which the hearing is held, including reason for the proposed removal, an
392 opportunity to contest the proposed removal in writing or in person at such meeting
393 of the board, and final written notice of board decision.

394

395 C. The board may declare a newly elected, but not yet installed, board member unfit to
396 serve if found guilty by a three fourths vote of violating any conditions required for
397 election, a breach of fundamental principles or rules of the association, or failure to
398 work under the framework of the association. The board shall, upon receipt of such
399 charges, investigate, hold a hearing, and determine whether such charges have
400 merit and if the board member is unfit to serve.

401
402 Section 6. Executive Committee

403 A. There shall be an executive committee composed of the president, president-elect,
404 vice president, secretary, treasurer, and chair of the area representatives. The
405 executive director shall serve as a nonvoting ex-officio member.

406
407 B. The executive committee shall meet at least four times per year, and at other times
408 at the request of the president or four members of the executive committee.

409
410 C. The executive committee shall conduct association business consistent with the
411 actions and policies established by the board and general members, and report its
412 actions to the board. In addition, the executive committee shall administer contracts
413 for services, employ certified public accountants to review the association's finances
414 annually or as deemed necessary, assist the treasurer with the development of the
415 annual budget, analyze reports, and monitor the strategic plan and the annual plan
416 of action.

417
418 Section 7. Administration.

419 The executive board may contract for professional management services on behalf of
420 the association and in accordance with association policies and the annual plan of
421 action. Management services shall be secured through an RFP (request for proposal)
422 process and through open bidding.

423
424
425 **Article VII – Leadership and Training**

426
427 Section 1. Leadership Training Workshop

428 A leadership training workshop shall be held annually following the installation of
429 association and affiliate chapter officers at a date and location determined by the board,
430 for the purpose of developing leadership and presenting the association's plan of action
431 for the ensuing year. Association officers, standing committee chairs, area
432 representatives, affiliate chapter officers, the executive director, and other association
433 leaders shall be invited to attend.

434
435
436 **Article VIII – Committees**

437
438 Section 1. Committees.

439 A. There shall be such standing and special committees and advisory boards as are
440 named in these bylaws or authorized by the executive board. Individuals shall not

441 chair more than one standing committee at the same time. Members of a committee
442 shall be members in good standing recommended by the committee chair to the
443 president and approved by the board, and have expertise or interest in the subject
444 area of the committee or board on which they serve.

445
446 Section 2. Standing Committees

- 447 A. There shall be the following standing committees, who shall report to the executive
448 board: communications, industry, legislative, member services, nutrition, and
449 professional development. Committees shall have members as needed, and may
450 form sub-committees, all of which are appointed by the president with the approval
451 of the board. All standing committee chairs shall submit suggestions for their
452 subcommittee chairs and vice chairs to the president before the last board meeting
453 of the fiscal year for approval by the board at that meeting. Subcommittee chairs shall
454 be nonvoting, and shall be recommended by the president and approved by the
455 board.
- 456
- 457 B. Communications Committee – The communications committee shall be composed
458 of an elected chair, committee members, and subcommittees as deemed necessary.
459 The communications committee shall be responsible for developing a marketing plan
460 promoting a professional image for the association and school food service.
461 Subcommittees shall include website management and liaisons to other professional
462 organizations.
- 463
- 464 C. Industry Committee – The industry committee shall be composed of an elected chair
465 from the regular membership, the executive director, president-elect, and an industry
466 co-chair appointed by the industry committee from industry members on the
467 committee, which may number no more than ten. Each industry representative shall
468 be appointed for a three year staggered term. Industry membership shall have a
469 minimum of one and a maximum of three representatives from Michigan-based food
470 brokers, food distributors, equipment suppliers, manufacturers, service organizations
471 and representatives at-large. The responsibilities of this committee shall be to
472 promote industry involvement in association activities and plan industry related
473 events.
- 474
- 475 D. Legislative Committee – The legislative committee shall be composed of an elected
476 chair, a co-chair recommended by the president and approved by the board, the
477 president, president-elect, the area representatives or their designee, association
478 members, and industry representatives. The responsibility of this committee shall be
479 to monitor state and federal legislative activities pertaining to school food service
480 and provide recommendations to the board for the association’s position on
481 legislative issues. The chair of this committee shall coordinate the activities of the
482 state’s delegation to the annual School Nutrition Association’s Legislative Action
483 Conference in Washington D.C. and shall represent the association at association
484 expense. This committee shall also plan an annual state legislative activity.
- 485
- 486 E. Member Services Committee – The member services committee shall be composed

487 of an elected chair, the affiliations subcommittee chair, and other committee
488 members as needed. The committee shall develop and implement a plan to promote
489 growth and retention of association membership among school food service
490 employees, school districts, and industry partners. The committee shall also be
491 responsible for assisting in the organization of new affiliate chapters and
492 communication with the existing chapters.
493

494 F. Nutrition Committee – The nutrition committee shall be composed of an elected chair
495 and committee members as deemed necessary. The nutrition committee shall
496 monitor child nutrition research and positions, and make recommendations to the
497 board for the association’s position on child nutrition related issues. The nutrition
498 committee chair shall represent the association as a member of the statewide
499 training subcommittee.
500

501 G. Professional Development Committee – The professional development committee
502 consists of an elected chair, an area representative, and additional members as
503 needed. The professional development committee shall provide oversight for the
504 professional development and certification activities of the association, manage
505 award and scholarship programs, and make recommendations to the board.
506 Certification, resources, statewide training, and scholarships and awards shall be
507 subcommittees of this committee.
508

509 Statewide Training Subcommittee – The statewide training subcommittee shall be
510 composed of a chair, vice chair, the professional development chair, the nutrition
511 committee chair, the president-elect, Michigan Intermediate School District
512 Consultants with food service responsibilities; six food service directors; assistant
513 food service directors, supervisors, or managers who are members of SNAM, a
514 representative of Michigan School Business Officials (MSBO) Food Service Program
515 and Research Committee; an at-large SNAM member, and a representative from the
516 Michigan Department of Education (MDE) Child Nutrition Program. The chair and
517 vice chair shall be appointed for one year terms, and the vice chair shall succeed to
518 the position of chair at the end of the term. The assistant food service directors,
519 supervisors, and managers shall be appointed to staggered three year terms by the
520 SNAM executive board. The statewide training conference subcommittee shall
521 design and deliver a professional development training program for school food
522 service employees through a series of formal classes of varying length.
523

524 Section 3. Other Committees

525 A. Bylaws, Resolutions, Policy and Procedures Committee – The bylaws, resolutions,
526 policy and procedures committee shall be appointed by the board, and its chair shall
527 be appointed by the president. The bylaws committee shall consider proposed
528 amendments and assist the proposers in developing and editing their proposals.
529 The bylaws committee shall forward completed proposals to the board of directors
530 for consideration by the leadership assembly. The board of directors may only
531 withhold proposals from consideration and vote if they are in conflict with law, the
532 articles of incorporation, bylaws, or the SNA affiliation agreement.

- 533
534 B. Conference Committee – The conference committee shall be composed of the
535 president-elect as chair, the executive director, and additional subcommittee chairs
536 and members. The conference committee shall plan the annual state conference.
537 Subcommittees may include program, entertainment, decorations, marketing, local
538 arrangements, emporium, exhibits, and registration.
539
540 C. Strategic Planning Committee – The strategic planning committee shall be
541 composed of the vice president as chair, the executive committee, and all area
542 representatives in the second year of their term. The strategic planning committee
543 shall develop and update the strategic plan, work with the president on the annual
544 plan of action, and plan the direction, stability, vision, and responsiveness to the
545 changing environment of the association.
546

547 Section 4. Special Committees and Advisory Boards

548 Special committees or advisory boards may be appointed by the president with the
549 approval of the board for special purposes, and may exist no longer than the term of the
550 president making the appointment.
551

552
553 **Article IX – Parliamentary Authority**

554
555 The eleventh edition of *Robert's Rules of Order Newly Revised* shall govern this
556 association in all cases to which it is applicable and in which it is not inconsistent with
557 these bylaws and any special rules of order the association may adopt. When a new
558 edition of the parliamentary authority is published, the board may, by majority vote and
559 after ensuring that they have familiarized themselves with the changes in the new
560 version, update the edition reference in the bylaws. Members shall be notified promptly
561 after the change is made.
562

563
564 **Article X - Amendment**

565
566 Section 1. Submission

567 Amendments to these bylaws may be proposed in writing no later than thirty days prior
568 to any executive board meeting by (1) request of an affiliate chapter; (2) majority vote of
569 the board; (3) an association committee or advisory board; or (4) written petition of ten
570 members. Bylaws amendments changes are to be presented by the bylaws,
571 resolutions, policy and procedures committee for approval of the board before the
572 required general membership approval.
573

574 Section 2. Amendment

575 At least eighty days prior to the convening date of the leadership assembly, proposed
576 amendments shall be made available electronically to all members, who shall be able
577 to submit comments on the proposed amendments via electronic means for a period of
578 30 days. A final draft of the proposed amendments shall be sent to SNA at least 45

579 days prior to the convening of the leadership assembly, in accordance with the state
580 affiliation agreement. Thirty days prior to the convening of the leadership assembly, a
581 final draft of the proposed bylaws amendments shall be made available electronically to
582 all members.

583
584 Section 3. Review

585 The leadership assembly shall consider and vote on amendments to the bylaws. A two-
586 thirds vote of those cast shall be required to amend these bylaws.

587
588 **Article XI – Dissolution**

589
590 In the event of dissolution or final liquidation of the association, all remaining assets and
591 property of the association shall, after paying or making provision for the payment of all
592 the liabilities and the obligations of the corporation and for the necessary expenses
593 thereof, be distributed to such organizations organized and operated exclusively for
594 purposes as shall at the time qualify as an exempt organization or organization under
595 Section 501 (c) (3) or 501 (c) (4) of the Code as the executive board shall determine. In
596 no event shall any of the assets or property be distributed to any member, officer or any
597 private individual.



**SCHOOL
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1001 Centennial Way, Suite 200
Lansing, MI 48917
Toll Free: 800-677-8955
www.michigansna.org