

BYLAWS SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.	Reference Code: ARTICLE I
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MEMBERSHIP

SECTION A. CLASSES OF MEMBERSHIP

Membership in the Association shall consist of five (5) classes -- active, life, retired, Sustaining and student.

1. **ACTIVE MEMBERS**

Active members shall consist of persons employed in eligible fields.

2. **LIFE MEMBERS**

Life membership shall be conferred upon any President of the School Nutrition Association, who is a member from Wisconsin, upon completion of the presidential office.

3. **RETIRED MEMBERS**

An active member who retires from eligible employment becomes a retired member.

4. **SUSTAINING MEMBERS**

Sustaining members shall consist of individuals or organizations that are committed to furthering the goals of the Association.

5. **STUDENT MEMBERS**

Student members shall consist of persons enrolled in post secondary institutions with curriculum emphasis on quantity food service/nutrition/management interested in advancing the goals of the Association.

SECTION B. ELIGIBLE FIELD

1. Persons employed in food and nutrition programs that serve meals to children at the preschool, school district, college, state, or federal levels.
2. Persons engaged in teaching or administration at the aforementioned levels.

SECTION C. RIGHTS AND PRIVILEGES OF MEMBERS

All active, life and 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.

BYLAWS SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.	Reference Code: ARTICLE I (continued)
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MEMBERSHIP (continued)

SECTION C. RIGHTS AND PRIVILEGES OF MEMBERS (continued)

1. Active members who cease to be employed in an eligible field may continue as members until their membership renewal date.
2. Each voting delegate of the House of Delegates must be an active, retired, or life member of the Association.
3. Life members shall have all the rights and privileges of active members. A life member who becomes employed in a non-eligible field shall forfeit the right to life membership.
4. Sustaining and student members shall be nonvoting members.
5. All members shall be eligible to attend the meetings of the House of Delegates as observers.
6. An official publication of the Association shall be distributed to all five (5) classes of membership.

SECTION D. DUES

1. Dues for each class of membership shall be established by a two-thirds (2/3) vote of the delegates voting in the House of Delegates. All rights and privileges of membership shall be terminated for nonpayment of dues.
2. Collection procedures.
 - a. Dues shall be submitted through the School Nutrition Association Direct-to-National Program.
 - b. Life membership bestowed on a Past School Nutrition Association President from Wisconsin shall be paid by the state association.

The Executive Board may approve a discount of member dues for the purpose of promoting membership.

BYLAWS SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.	Reference Code: ARTICLE II
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OFFICERS

SECTION A. ELECTED OFFICERS

The elected officers shall be: President, President-Elect, , Secretary/Treasurer, Chapter President Representative, Committee Chairs and Industry Representative.

Proviso: Vice President will be struck from Section A at the close of the 2019 Annual Summer Conference

SECTION B. ELIGIBILITY OF OFFICE

Candidates for State office shall have held membership in the Association for at least two (2) years immediately preceding the nomination. All candidates shall:

1. Have demonstrated leadership in the Association or their district.
2. Be regularly employed in an eligible field in the state of Wisconsin. In the event of job changes, officers shall be employed in an eligible field in the state of Wisconsin within six (6) months or terminate their eligibility to stay in office.
3. Not serve in more than one (1) state elected office simultaneously.
4. Be elected for a specified time and shall retain active membership at time of nomination and election.
5. Be a School Nutrition Association certified or credentialed member, or hold a valid Bachelor’s degree in a program related to school nutrition.

Vacancies shall be filled by two-thirds (2/3) majority of the Executive Board.

SECTION C. TERMS OF OFFICE

All officers shall hold office until the end of the Annual National Conference. Members may serve only two (2) terms in each elected position. In the event of an emergency vacancy, the Executive Board may reinstate the most recent officer, from that position, to fill the remainder of the term, by two-thirds (2/3) vote.

1. **PRESIDENT**
The President shall be the chief elected officer and shall serve one (1) year.
2. **PRESIDENT-ELECT**
The President-Elect shall serve for one (1) year unless in the event of the President’s death, resignation, or removal from office, the President-Elect may finish the President’s term of office and be eligible for the term of President the following year. Candidates for this office shall have held a previous elected position on the board or have served as Chapter President or on a state committee or advisory board within the past 2 years.

3. Past President

Proviso: Vice President will be struck from 3. With Past President inserted with “The Past President shall serve a one year term.” at the close of the 2019 Annual Summer Conference

4. SECRETARY/TREASURER

The Secretary/Treasurer shall be elected in even numbered years and shall serve for two (2) years.

BYLAWS SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.	Reference Code: ARTICLE II (continued)
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OFFICERS (continued)

SECTION C. TERMS OF OFFICE (continued)

5. CHAPTER PRESIDENT REPRESENTATIVE

The Chapter President Representative shall be elected in odd numbered years and shall serve for two (2) years. Candidates for this office shall have served as a Chapter President.

6. COMMITTEE CHAIRS

Committee chairs shall be elected for a two (2) year term. Elections shall be on the following schedule:

<u>Odd Years</u>	Education <u>Proviso: Annual State Conference Planning inserted at the close of the 2019 Annual Summer Conference</u>
<u>Even Years</u>	Legislative and Public Policy Marketing & Member Services

7. INDUSTRY REPRESENTATIVE

The Industry Representative shall be elected for a two (2) year term in odd numbered years.

SECTION D. ELECTIONS

1. Election of Association Officers, with the exception of the Industry Representative, shall be conducted by the following two methods:

a. IN ADVANCE

A ballot will be included in the Spring *School Tray Today* to be returned by members choosing to vote in advance no later than two (2) weeks prior to the Annual State Conference. Ballots may be returned by mail, fax or e-mail.

b. LIVE

On the first day of the Annual State Conference, candidates will be allowed to address the audience as set in the Policy and Procedure Manual. Members will be allowed to privately vote using a paper ballot following the candidate presentations. Votes will be tallied by Executive Management. Elected persons will be informed prior to announcement of their installation. Installation will be conducted prior to the end of the Annual State Conference at which time winning names will be announced.

Ballots must contain a members' individual Identification Number in order to be valid. The ballot will contain clear instructions that members have the option to vote either in advance, or live if they are attending the Annual State Conference. Every active member may vote once.

Election of the Industry Representative shall be by a ballot sent to all SNA-Wisconsin Sustaining Members. In the case of a vacancy of the Industry Advisory Representative to the Board, a special election will be held in accordance with the Policy and Procedure Manual.

BYLAWS SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.	Reference Code: ARTICLE II (continued)
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OFFICERS (continued)

SECTION E. RESPONSIBILITIES OF ELECTED OFFICERS

For the strength of this organization, elected Officers are expected to attend all scheduled Executive Board meetings and the meeting of the House of Delegates.

1. PRESIDENT

- a. Represents the Association in policy matters, is the chief spokesperson, and first point of contact for all media inquiries.
- b. Serves as Chair of the Board and Executive Committee.
- c. Presides at Executive Board and Executive Committee meetings.
- d. Serves as an ex-officio member of all committees and advisory boards.
- e. Prepares the agenda for Executive Board and Executive Committee meetings.
- f. Appoints and may remove, with the approval of the Executive Board, members of committees and advisory boards.
- g. May remove, with the approval of the Executive Board, the Chairs of all committees and advisory boards.
- h. Initiates response to action taken by the House of Delegates and the Executive Board.
- i. Establishes time schedules for meetings.
- j. Initiates and directs the implementation of an annual Plan of Action.
- k. Shall serve on the Annual State Conference Steering Committee
- l. Shall serve on the Nominating Committee.
- m. Shall submit nomination of at least one (1) SNA-Wisconsin member, each year, for a School Nutrition Association committee and, as applicable, for a School Nutrition Association Executive Board position.
- n. Shall perform such other duties as assigned by the Executive Committee.

2. IMMEDIATE PAST PRESIDENT

- a. May serve as Co-Chair and Coordinator of the Annual State Conference Steering Committee if desired.
- b. Will serve in advisory capacity to the President and as a mentor for the President Elect.
- c. Shall perform such other duties as assigned by the Executive Committee or President.

Proviso: Will serve will be struck from item a. with May serve inserted. Item b. "Will serve in an advisory capacity to the President and as a mentor for the President elect." Will be inserted at the close of the 2019 Annual Summer Conference

3. PRESIDENT-ELECT

- a. Studies the duties and responsibilities of the President, other members of the Executive Board, committees, advisory boards, and Chapter affiliates.
- b. Chairs the Nominating Committee and prepares the Ballot.
- c. Chairs Industry Advisory Committee.
- d. Serves on the Legislative and Public Policy Committee
- e. Prepares an annual Plan of Action for the ensuing year to be consistent with the National Plan of Action.

- f. Presents the approved annual Plan of Action to Chapter affiliates at a meeting prior to year as President or at Annual Leadership training/workshop.
- g. Represents the Association at the request of the President.
- h. Performs the duties of the President in the President's absence.
- i. Recommends, for the approval of the Executive Board, members of committees and advisory boards.
- j. Shall preside at the House of Delegates meeting.

BYLAWS SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.	Reference Code: ARTICLE II (continued)
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OFFICERS (continued)
SECTION E. RESPONSIBILITIES OF ELECTED OFFICERS (continued)
PRESIDENT-ELECT (continued)

- j. Succeeds to the office of President:
 - 1. At the end the of term of office; or
 - 2. In the event of the President's death, resignation, or removal from office unless the Executive Board has voted to reinstate the most recent officer from that position.
- k. Shall perform such other duties as assigned by the Executive Committee or President.

Proviso: item 4. Vice president will be struck at the close of the 2019 Annual Summer Conference

5. SECRETARY/TREASURER

- a. Supervises and monitors Executive Management Company to ensure:
 - 1. Minutes of all meetings of the House of Delegates, the Executive Board and Executive Committee are accurately recorded and distributed.
 - 2. Notices and agendas are sent to the Executive Board and Executive Committee.
 - 1. Updated Board and Chapter directory is maintained.
 - 2. House of Delegates protocol is maintained and meeting notification is mailed to all members of the House of Delegates.
- b. Supervises and monitors funds through Executive Management Company to ensure:
 - 1. Annual budget is drafted, submitted to the Executive Board for approval and when approved, distributed to Committee Chairs.
 - 2. Financial report is submitted at all Executive Board Meetings and at House of Delegates meeting.
 - 3. Reimbursement requests, credit card expenses, Executive Management costs and all other expenses are acceptable and in line with current budget.
- c. Form and lead a subcommittee to conduct a professional audit every four years, at the end of a Secretary/Treasurer's term, and/or upon change of management services.
- d. Form and lead a subcommittee to conduct an annual internal review of finances.
- e. Serves on the Education Committee.
- f. Shall perform such other duties as assigned by the Executive Committee or President.

BYLAWS SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.	Reference Code: ARTICLE II (continued)
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OFFICERS (continued)
SECTION E. RESPONSIBILITIES OF ELECTED OFFICERS (continued)

6. CHAPTER PRESIDENT REPRESENTATIVE
 - a. Promotes the annual Plan of Action to Chapter Leaders.
 - b. Represents and expresses the views of the Chapter Leaders to the Executive Board.
 - c. Provides liaison between Chapter Leaders and the Executive Board.
 - d. Promotes membership and professional growth within Chapters.
 - e. Assists in planning and implementing Chapter Leadership training/workshop.
 - f. Serves on the Executive Committee.
 - h. Serves on Marketing & Member Services Committee.
 - i. Serves on the Annual State Conference Steering Committee.
 - j. Submits annual budget for the Chapter President Representative.
 - k. Shall perform such other duties as assigned by the Executive Committee or President.

7. COMMITTEE CHAIRS
 - a. Conduct committee meetings in accordance with presentation of the annual Plan of Action.
 - b. Submit annual budget.
 - c. Appoint one member to serve on Nominating Committee.
 - d. Report committee activities to the Executive Board.
 - e. Shall perform all other duties assigned by the Executive Committee or President.

8. INDUSTRY REPRESENTATIVE
 - a. Act as Executive Board liaison on the Industry Advisory Committee.
 - b. Represent and express the views of Sustaining members to the Executive Board.
 - c. Support the annual Plan of Action at all functions and meetings.
 - d. Provide guidance to SNA-Wisconsin when making decisions involving industry.

BYLAWS SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.	Reference Code: ARTICLE III
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MEETINGS

SECTION A. TYPE OF MEETING

1. STATE CONFERENCE

There shall be an Annual State Conference, the date and place of which shall be determined by the Executive Board.

2. HOUSE OF DELEGATES

There shall be a meeting of the House of Delegates at the Annual State Conference called by the President-Elect.

3. EXECUTIVE BOARD

The Executive Board shall convene three (3) times each fiscal year, and at the call of the President, or upon request of two-thirds (2/3) of members of the Executive Board. The President may call additional meetings of the Executive Board throughout the year as needed.

Meetings of the Executive Board, Executive Committee or committees of the board may be conducted by telephone or by other electronic means in accordance with Section 181.0820 of the Wisconsin Non-Stock Corporation law (or any successor statutory provision).

The Executive Board may vote by written ballot or by e-mail, except no action may be taken by written ballot or e-mail ballot unless at least two-thirds (2/3) of the Executive Board members then in office approve of such action.

4. EXECUTIVE COMMITTEE

The Executive Committee shall meet on call of the President or at the request of four (4) members of the Executive Committee with ten (10) days written notice to members of the Executive Committee.

5. LONG RANGE PLANNING

At least once in each three (3) years, the Association shall hold a planning meeting.

SECTION B. EXPENSES

The Executive Board shall set limits within budgetary restraints for reimbursement of, and procedures for, expenditures by the Executive Management staff and members who travel on official association business.

BYLAWS

Reference Code: ARTICLE IV

**SCHOOL NUTRITION ASSOCIATION OF
WISCONSIN, INC.****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 Executive Board manages the affairs of the Association. The House shall adopt policies, hear committee and officer reports, take action on recommendations, resolutions, amendments to the Articles of Incorporation and Bylaws: and have all other powers and duties specifically provided to it by the Articles of Incorporation and Bylaws.

1. COMPOSITION

- a. The voting delegates shall include the Executive Board, along with state Past Presidents, Chapter Leaders, or their elected/appointed delegates, or alternates.
- b. Voting delegates of the House of Delegates shall be active, life or retired members.

2. RESPONSIBILITIES

- a. Formulate the philosophies and goals.
- b. Debate and review matters of professional interest.
- c. Make general and specific recommendations to the Executive Board.
- d. Review reports of Executive Board members.
- e. Take action on proposed resolutions and amendments to the Bylaws.
- f. May initiate removal from office for just cause, an Executive Board member, upon petition of two-thirds (2/3) of the members of the Executive Board or one-third (1/3) of the members of the House of Delegates.

3. VOTING

Each delegate is entitled to one (1) vote.

4. QUORUM

Two-thirds (2/3) of the eligible voting delegates shall constitute a quorum.

5. CONSENT WITHOUT MEETING

Any action required or permitted by the Articles of Incorporation, Bylaws or any provision of law to be taken at a meeting or by resolution of the members of the House of Delegates may be taken without a meeting. House of Delegates members may take action by a written resolution approved by 51% or more of members entitled to vote on the said resolution. Notice of such meeting shall be transmitted by US mail or electronic means to all members who shall be able to approve the resolution in writing or by transmitting such approval back to the sender by e-mail. When the resolution is adopted, all members, including those who did not vote, shall be notified of the approval. Such notification may be by e-mail.

6. DELEGATE REPRESENTATION

Official membership data shall be sent to the President-Elect thirty (30) days preceding the Annual State Conference. Only eligible delegates shall be seated on the floor of the House of Delegates. The number of voting delegates for each Chapter shall be calculated on the following basis:

- a. All Chapters, regardless of membership, shall have one (1) delegate.
- b. Executive Board members do not count as the Chapter delegate.

<p>BYLAWS</p> <p>SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.</p>	<p>Reference Code: ARTICLE VI</p>
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EXECUTIVE BOARD

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

1. COMPOSITION

- a. Members shall consist of the President, President-Elect, , Secretary/Treasurer, Chapter President Representative, Immediate Past President, Committee Chairs. The Industry Representative and the State Director for the School Nutrition Team from the Department of Public Instruction (or designee) shall be ex-officio members.
- b. The Executive Management Representative shall be a nonvoting member.

Proviso: Vice president will be struck from item a. at the end of the 2019 Annual Summer Conference

2. RESPONSIBILITIES

- a. Directs Association affairs in accordance with the philosophies, general policies, and goals adopted by the House of Delegates.
- b. Considers general and specific recommendations made by the House of Delegates.
- c. Employs outside technical services.
- d. Appoints persons to act for the Association and defines their specific responsibilities.
- e. Adopts the annual budget including, but not limited to, budgets for all state meetings.
- f. Manages and directs all financial affairs.
- g. SNA-WI will conduct a professional audit every four years and/or upon change of management services.
- h. Authorizes Secretary/Treasurer to sign checks and maintain credit card and other financial documents for the Association. In the event of inability to sign checks, the Executive Board will authorize an appropriate representative.
- i. Approves organizational structure, job descriptions, and reimbursement for service.
- j. Approves all committee and advisory board appointments.
- k. Fills vacancies of unexpired terms of Executive Board members, unless otherwise specified.
- l. Reviews and approves the program for all state conferences and seminars.
- m. Adopts a Strategic Plan of Action.
- n. Adopts a Plan of Action for ensuing year prior to the Annual State Conference.
- o. Recommends position and policies to the House of Delegates.
- p. Provides leadership in working with allied associations and groups which share a similar purpose.

3. QUORUM

A majority of the members shall constitute a quorum.

BYLAWS SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.	Reference Code: ARTICLE VI
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EXECUTIVE COMMITTEE

1. COMPOSITION

- a. Elected members shall consist of the President, as chair, President-Elect, , Secretary/Treasurer, Chapter President Representative, and Immediate Past President.
- b. The Executive Management Representative shall be a nonvoting member.

Proviso: Vice president will be struck from item a. at the end of the 2019 Annual Summer Conference

2. RESPONSIBILITIES

- a. Proposes to the Executive Board the administrative and management policies of Association business consistent with the actions and policies established by the Executive Board and the House of Delegates.
- b. Conducts all business referred to it by the Executive Board.
- c. Acts when time does not practically permit a meeting of the entire Executive Board, as determined by the President.
- d. Reviews the annual budget.
- e. Reviews the financial status.
- f. Analyzes reports.
- g. The Secretary/Treasurer is to lead a subcommittee to conduct an annual internal review of the SNA-WI finances.
- h. Publishes an annually audited financial statement in the Association's publication.
- i. Reports all actions taken to the Executive Board.

3. QUORUM

A majority of the members shall constitute a quorum.

BYLAWS SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.	Reference Code: ARTICLE VII
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CHAPTERS

All Chapters wanting to be affiliated with the SNA-Wisconsin shall have at least one (1) designated representative and shall be chartered by the Executive Board. Each affiliate shall be entitled to representation in the House of Delegates, provided the following conditions are met:

1. Chapter affiliates Articles of Incorporation, and/or Constitution and/or Bylaws shall not conflict with the state Articles of Incorporation, Bylaws, or Policy and Procedures.
2. Only active members regularly employed in an eligible field, and life members for whom no conflict of interest exists, shall be eligible to serve as Officers of Chapter affiliates.
3. Each Chapter affiliate shall adopt a Plan of Action consistent with the annual Plan of Action.
4. Each Chapter shall hold no less than two (2) meetings per year. One (1) of these meetings may be held at the Chapter sharing rally at Annual State Conference.

Chapters are not limited to the geographically predetermined Chapters. Any person can start a Chapter and ask to be affiliated if all conditions above are met.

BYLAWS SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.	Reference Code: ARTICLE VIII
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SECTIONS

The Association shall consist of sections according to the special type of food and/or nutrition activities in which members are engaged. Sections by membership type are:

1. EMPLOYEE/MANAGER LEVEL

Shall be composed of the following membership type designations:

SNE – School Nutrition Employee
SNM – School Nutrition Manager

STU – Student
RET – Retired

AFE – Affiliate Employee
AFR – Affiliate Retired

2. DISTRICT/SUPERVISOR LEVEL

Shall be composed of the following membership type designations:

DDS – Foodservice/Nutrition Directors, Supervisors, Specialists
MCD – Foodservice/Nutrition Directors, Supervisors, Specialists (Major City Directors)
SDS – State Agency Directors, Supervisors, Specialists

EDU – Foodservice/Nutrition Educator
OTH – Other

BYLAWS SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.	Reference Code: ARTICLE IX
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COMMITTEES

SECTION A. COMMITTEES

There shall be the following committees: Nominating, Legislative and Public Policy (“Legislative”), Education, Steering and Marketing & Member Services. All committees report to the Executive Board.

1. **TERMS**

Members shall be appointed by the President, subject to Executive Board approval as defined in the Policy and Procedure Manual.

2. **ELIGIBILITY**

Members of a committee shall be SNA-Wisconsin members in good standing.

3. **ACTIVITIES**

The committees shall develop annual strategies to implement the annual Plan of Action.

SECTION B. SPECIAL COMMITTEES

Special committees shall be appointed by the President with the approval of the Executive Board.

In the case of a vacancy on any standing or Special Committee, the President may appoint a member to fulfill the remainder of the term.

<p style="text-align: center;">BYLAWS</p> <p style="text-align: center;">SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.</p>	<p style="text-align: center;">Reference Code: ARTICLE X</p>
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ADVISORY BOARDS

There shall be an Industry Advisory Board. This board shall consist of members as defined in the Policies and Procedures. This board shall report to the President.

<p style="text-align: center;">BYLAWS</p> <p style="text-align: center;">SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.</p>	<p style="text-align: center;">Reference Code: ARTICLE XI</p>
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PUBLICATIONS

SECTION A. THE SCHOOL TRAY TODAY

The SCHOOL TRAY TODAY shall be the official publication of the Association.

SECTION B. OTHER PUBLICATIONS

The Executive Board shall authorize other publications and establish such procedures as are necessary.

<p style="text-align: center;">BYLAWS</p> <p style="text-align: center;">SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.</p>	<p style="text-align: center;">Reference Code: ARTICLE XII</p>
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REMOVAL FROM OFFICE

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

<p style="text-align: center;">BYLAWS</p> <p style="text-align: center;">SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.</p>	<p style="text-align: center;">Reference Code: ARTICLE XIII</p>
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PARLIAMENTARY AUTHORITY

The current edition of Robert’s Rules of Order for Parliamentary Procedure guides this Association in all parliamentary situations that are not otherwise provided for in the law, the Articles of Incorporation, Bylaws, or Policies and Procedures.

BYLAWS SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.	Reference Code: ARTICLE XIV
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AMENDMENTS

SECTION A. METHOD OF PROPOSAL

Proposed amendments to these Bylaws shall be in writing at least sixty (60) days prior to the next scheduled House of Delegates meeting, to the President-Elect, in the following ways:

1. By an official request of a Chapter Leader.
2. By majority vote of the Board.
3. By an official request of Association committees or advisory boards.
4. By written petition signed by one (1) % of the members.

SECTION B. PROCEDURE FOR AMENDING BYLAWS

Amendments to the Bylaws shall be adopted by a two-thirds (2/3) vote at any meeting of the House of Delegates. These procedures will stand, provided:

1. The President-Elect receives the amendments in writing postmarked at least sixty (60) days prior to the next meeting of the House of Delegates.
2. Proposed amendments will be posted on the SNA-Wisconsin web site and/or in the Wisconsin community of the School Nutrition Association web site with an e-mail notice about posting to the House of Delegates members.
3. Copies of the proposed amendments have been mailed to the delegates, by direct mail, email or fax, at least thirty (30) days prior to the next House of Delegates meeting.

BYLAWS SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.	Reference Code: ARTICLE XV
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RESOLUTIONS

1. All proposed resolutions to be considered at a House of Delegates meeting shall be submitted to the President-Elect in writing, postmarked at least sixty (60) days prior to the meeting. Upon consent of a majority of the delegates a written resolution may be submitted from the floor of the House of Delegates.
2. Proposed resolutions submitted at least sixty (60) days prior shall be mailed with the Bylaw amendments.
3. Adoption of proposed resolutions shall require a majority vote.

Resolutions which are in conflict with the Bylaws shall not be presented to the House of Delegates.

<p style="text-align: center;">BYLAWS</p> <p style="text-align: center;">SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.</p>	<p style="text-align: center;">Reference Code: ARTICLE XVI</p>
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FISCAL YEAR

The fiscal year of the Association shall be from August 1 each year through July 31 of the succeeding year.

<p style="text-align: center;">BYLAWS</p> <p style="text-align: center;">SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.</p>	<p style="text-align: center;">Reference Code: ARTICLE XVII</p>
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DISSOLUTION

Should dissolution of the Association become necessary, it shall be dissolved in accordance with Article II of the Articles of Incorporation.

BYLAWS SCHOOL NUTRITION ASSOCIATION OF WISCONSIN, INC.	Reference Code: ARTICLE XVIII
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DEFINITIONS

As used in these Bylaws, definition of terms are as follows:

SECTION A. NONVOTING MEMBER

Individuals without voting privileges.

SECTION B. CHAPTER AFFILIATE

School food service associations organized and chartered by the Executive Board.

SECTION C. ELIGIBLE FIELD

Any field defined in Article I MEMBERSHIP

SECTION D. NON PROFIT

Any school food and nutrition program maintained by a school food authority for the benefit of children, all of the income from which is used solely for the operation or improvement of such service and exempt from income tax under 501 (C) (3) Internal Revenue Code of 1954, as amended.

SECTION E. COMMITTEES/ADVISORY BOARDS

Groups of individuals appointed by the President, with Executive Board approval, charged with the responsibility of planning and implementing activities to promote their particular area of emphasis in the annual Plan of Action.