

CALIFORNIA SCHOOL NUTRITION ASSOCIATION



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OFFICER'S HANDBOOK

FORWARD

This Officers Handbook is intended to assist Chapter Officers and Committee Chairs in performing their official duties. This handbook aims to define their responsibilities and to clarify the procedures for conduction of Chapter business.

At the termination of your office please transfer this “Handbook” to your successor.

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CODE OF ETHICS

Members of the California School Nutrition Association are committed to the improvement of community-directed quality child nutrition programs. Members are charged to fulfill an obligation to their association, school, community, and related professional groups in achieving common goals.

CSNA members shall:

- Guide professional conduct by the highest professional standards
- Uphold the CSNA mission
- Seek to enhance continuous learning within the profession and apply this knowledge to improve the quality of the program
- Participate in development of pertinent legislation
- Promote public support to improve the image of school nutrition programs
- Appreciate and respect the value, dignity, and differences of all persons
- Use the highest ethical and moral standards while conducting business.

CSNA IS...

California School Nutrition Association, Inc. (CSNA) is the only professional organization for people engaged in school food service in public or private schools, colleges, and universities.

CSNA was organized in 1953 and has a membership in excess of 2000 members in over 34 affiliate chapters and 350 Industry members. CSNA is affiliated with the 53,000 members of the School Nutrition Association (SNA).

CSNA'S PURPOSE IS...

To improve the health and vigor of our nation's children through proper food.

To maintain and further high standards for school food service programs.

To further the professional growth among the members.

To provide for an exchange of ideas and sharing of experiences, and to promote cooperation and growth among the members.

To promote legislation designed to foster adequate school food service programs.

To acquaint the school community with the vital roll of school food service in national health and well-being.

CSNA MISSION

The mission of the California School Nutrition Association, as a powerful voice for all involved in school nutrition programs, is to provide a forum for personal and professional development by offering innovative educational programs, supporting legislative efforts, and promoting community awareness for the purpose of improving the well-being of California's children.

CSNA OFFERS...

Representation of membership in the development of legislation on the state and national level for child nutrition programs.

Cooperation with allied associations and the public in an effort to promote school food service.

Two outstanding professional publications: *CSNA Poppy Seeds* and the *SNA School Food Service & Nutrition*

Continuing education programs called Credentialing and Certification which stimulate professional and personal growth.

The opportunity of attending all national conventions, state conferences, seminars, and educational programs designed to increase the efficiency and quality standards of food service programs.

CSNA'S CHAPTER STRUCTURE IS...

LOCAL CHAPTERS:

Any group of five or more people engaged in school food service work may organize and become a Chapter of CSNA.

PURPOSES OF THE CHAPTERS ARE:

- To acquaint school food service personnel with their professional organization.
- To develop leadership.
- To develop a strong network of members with similar interests.
- To promote legislation relating to school food service programs.
- To further professional growth of its members.
- To promote interest in the National and State Associations.
- To promote the exchange of ideas and information.
- To aid in disseminating information on state or college conducted workshops to interested people and employees.
- To promote good public relations within the school district with principals, teachers, classified personnel, students and parents.

STATE ASSOCIATION – CSNA

Composed of the Chapters and any persons living in an area where no Chapter is available. A headquarters office is maintained to support the association.

SCHOOL NUTRITION ASSOCIATION ASSOCIATION – SNA

Was organized in 1946 and is composed of members of all state associations.

MEMBERSHIP REQUIREMENTS

1. **School Food Service and Nutrition Members.** School Food Service and Nutrition member categories shall consist of employees, managers, supervisors, directors, and educators employed in eligible fields. A member in this class who ceases to be employed may continue as a member in this class provided employment has not been accepted in a noneligible field.
2. **Associate Members.** Associate Member categories shall consist of retired members, students enrolled in post-secondary school food service programs, industry individuals, corporations and others committed to furthering the goals of the Association.
 - a. **Retired Members.** Retired members shall consist of a School Food Service and Nutrition member who retires from an eligible field, provided employment has not been accepted in a noneligible field. Periodic employment less than six months within each school year will not alter retired status.
 - b. **Student Members.** Student members shall consist of persons enrolled in post-secondary institutions with curriculum emphasis on food service management, dietetics, nutrition, or other related areas of study. Student members shall not be currently employed in school food service.
 - c. **Industry Members.** Industry members shall consist of individuals or organizations in industry, including food service management companies, who are committed to furthering the goals of the Association and do not qualify for other types of membership. An Industry member does not have the right to vote, serve as a delegate, or hold elected office.
3. **Affiliate Members.** Affiliate member categories shall consist of non-voting supporter members.
 - a. **Retired members** who choose this category.

b. Persons engaged in non-school community nutrition programs.

4. **Life Members.** Life membership shall be conferred on the President upon completion of office. In addition to life-time membership in **CSNA**, a plaque, and a Presidents pin shall be given to the outgoing President. In order to vote, serve as a delegate, or hold office, other qualifying membership requirements must be met.

5. **Honorary Members.** Honorary members shall consist of persons recognized by the Executive Committee for outstanding service to the Association and must have received the Honorary Merit Award. One award may be issued annually, which consists of a suitably framed parchment certificate or plaque and a life-time membership to **CSNA**. Selection of honorary members shall not be limited to current **CSNA** membership. Honorary members shall not have the right to vote, serve as delegates or hold office unless other qualifying membership requirements are met.

ELIGIBLE FIELD. Eligible field shall be defined as:

1. Person employed at the preschool, school, school district, college, state or federal levels in a food and nutrition program which serves meals.
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 employed by the Association.

RIGHTS AND PRIVILEGES OF MEMBERS. All School Food Service and Nutrition members and Associate Retired members whose dues are currently paid, shall be entitled to vote for the election of officers and to vote by mail upon any matter submitted to the voting membership.

1. **Retired members.** Retired members shall have the rights and privileges of School Food Service and Nutrition members except they shall not be eligible for nomination to elective office.
2. **Life Members.** Life members shall have all rights and privileges of School Food Service and Nutrition members. A Life member who becomes employed in a noneligible field shall forfeit the right to life membership and shall become an Honorary member.
3. **Associate Members.** Associate members with the exception of Retired members and the Industry Representative shall be non-voting members.
4. **Affiliate Members.** Affiliate members shall be non-voting members.
5. All members of **CSNA** shall be eligible to attend the House of Delegates as observers but shall not have the right to participate.
6. The official publication, **POPPY SEEDS**, shall be distributed to all members.

GOVERNMENT

BOARD OF DIRECTORS

The government of the Chapter shall be managed and conducted by the Executive Board and its adopted bylaws.

Members of the Board of Directors should be the Elected Officers which may include President, President-Elect, Secretary, Treasurer and Standing Committee Chairs unless otherwise specified in the chapter's bylaws.

RESPONSIBILITIES:

Review and approve the plans and program of work for all committees. Work with other Chapters to help develop joint programs or workshops. Recommend the investments of monies of the Chapter. Make and amend bylaws for the management of the Chapter's business and affairs. Recommend names of representatives to the House of Delegates. Advise the President if emergency action is needed between Chapter meetings and report any decisions to the Chapter. Develop policies and programs of work in conjunction with those recommended by the CSNA Board of Directors. Elect or appoint a member to fill any and all vacancies for the unexpired term of an elected office that becomes vacant. Meet at the call of the President. Meet before the regular Chapter meeting and plan agenda. Conduct or attend officer leadership training.

PRESIDENT

TERM OF OFFICE:

See Chapter Bylaws

DUTIES:

- Shall be the Chief Executive Officer of the Chapter, the Chair of the Board of Directors, an advisor member of all committees: except the Nominating Committee
- Shall preside at all meetings of the Chapter and Board.
- Shall use Parliamentary Procedure in conducting meetings.
- Shall prepare a written agenda which is the outline of items to be covered at a meeting.
- Shall appoint Tellers to count ballots.
- Shall appoint Committee Chairs as provided in the Chapter Bylaws for approval by the Board.
- Shall appoint special Committees when the need arises.
- Shall co-sign all checks.
- Shall send Regional Coordinator and the CSNA website a copy of all meeting announcements.
- Shall submit information to Regional Coordinators monthly or after each meeting or activity.
- Shall be official representative between the local chapter and CSNA.
- Shall represent the Chapter at the House of Delegates meeting, and attend all CSNA Board of Directors meetings.
- Shall be responsible for keeping the bylaws current.
- Shall work with the President-Elect in preparing a yearly outline of the dates, programs and places where meetings are to be held. Program shall be submitted at the first meeting of the Board.
- Shall work with the Board to develop a budget to present at the first chapter meeting of the school year.
- Shall conduct the election of new officers in the Spring and submit list of officers to CSNA Headquarters by the summer *Poppy Seeds* deadline.
- Shall at the completion of the term of office be responsible for the transferring of each officer's files to the new officers.
- Shall distribute information on promotional materials available.
- Shall insure that Certification Approval Forms are submitted before each meeting.
- Shall check monthly roster for "soon-to-expire" memberships and contact those members to promote renewal.

SUGGESTED AGENDA

Call meeting to order (one tap of the gavel)

Pledge of Allegiance

Secretary shall read or distribute the minutes of previous meeting and Board meeting.

Reports of Officers:

- President, President-Elect, Treasurer (Financial Report), Secretary (Correspondence and report of the Board)

Reports of Standing Committees:

- Usually contains information for the general membership (report is accepted). If report recommends future action, motion shall be made by the reporting chairperson to adopt the recommendations of the committee. The membership then votes upon the motion.

Special Committee Reports

Old Business

New Business

Motions

Announcements

Program

Adjournment

YEARLY CALENDAR – SUGGESTED MONTHLY GUIDE FOR THE PRESIDENT

June to August

Attend Officer Training Workshop conducted by your Regional Coordinator. Meet with the Program Chair and committee to form a rough draft of the program of work for the year. Review programs for certification approval. Meet with Treasurer, Secretary, and President-Elect to plan a tentative budget for the current year. Meet with the Board to plan a Chapter calendar containing dates, time, places and programs for the current year.

September

Present and distribute the recommended yearly budget, calendar, and program of work to the membership at the first chapter meeting. Mail copies to Regional Coordinator.

October

Send chapter activities, if available, to *Poppy Seeds* by October 10. Attend or send a representative to CSNA's Fall Board of Director's meeting. Give a report at next regular Chapter meeting. Participate in the Fall Membership Drive.

November

Recruit new members.

December

Encourage membership to vote for National and State Officers. Remind members that all membership applications must be mailed to CSNA Headquarters Office by December 15 to count for House of Delegates representation and 100% Membership Applications. Recruit new members.

January

Send chapter activities, if available, to *Poppy Seeds* by January 10. Recruit new members and begin soliciting for new officers.

February

Attend or send a representative to CSNA's Winter Board of Director's meeting. Give a report at next regular Chapter meeting. Complete work on Golden Poppy Award application and mail to the CSNA Membership Director by the due date. Recruit new members.

March or April

Present the Nominating Committee's report and conduct the elections. Send new officer list to CSNA Headquarters Office by the Summer Poppy Seeds deadline. Attend CSNA Conference and represent the Chapter at the House of Delegates meeting or arrange for an alternate if unable to attend.

April

Send any chapter activities, if available, to *Poppy Seeds*. Prepare for May installation meeting. Recruit new members.

May

Bring President's pin to installation meeting and present pin and gavel to the incoming President. Attend CSNA Spring Officers Workshop.

June

Attend Area Training Workshop. Have the Chapter's bank account changed over to the new officers. Plan a meeting for the old and new Board members to exchange all materials.

PRESIDENT-ELECT

TERM OF OFFICE

See Chapter Bylaws.

DUTIES:

- Shall be a member of the Executive Board, Budget Committee, and Chair of the Program.
- Assist President in planning chapter programs.
- Shall become acquainted with the duties of the President, other offices, Board and Committees.
- Shall work with the President in preparing a yearly outline of the dates, programs and places where meetings are to be held. Calendar of programs shall be presented at the first meeting of the Board for acceptance.
- Shall distribute the yearly calendar of events with a list of officers to the members not later than the second meeting of the year.
- Shall be responsible for having the Past President's pin at the installation meeting.
- Shall insure that the Certification Program Approval Forms are sent to the Professional Development Chair in September for entire year or prior to each meeting if necessary and that the signed approval form and signed rosters are mailed to SNA within 30 days of the chapter meeting.

PROGRAM IDEAS FOR CHAPTER MEETINGS

Programs should meet certification criteria and be well organized, stimulating and interesting. Careful planning is necessary to maintain the interest of the group. Programs may stimulate attendance at meetings.

SUGGESTIONS FOR PROGRAMS

Disaster preparedness – Fire safety – New food products – Recipes or preparation of foods for school meals – Safety – Sanitation – Use and care of equipment – Work simplification

RESOURCES TO PRESENT PROGRAMS

Speakers from school food service programs, colleges, administrators, parents, vendors, sanitarians – Panel discussions – Skits or demonstrations – Tours – Films – Posters – Publications such as *CSNA Poppy Seeds*, *SNA School Foodservice and Nutrition*, other professional magazines – Keys to Excellence Manual – Healthy Kids Resource Center

SPECIAL ACTIVITIES FOR MEETINGS

Administrator's Night – Holidays – Tasting party – Installation – Potluck – Hospitality for new members – Fun night – Recipe exchange

MONEY-MAKING IDEAS

Special Dinners – Food sales – Bazaar or carnival – Bus trips – 50/50 raffle – Catering – Rummage Sale – Operating Bingo Concession – White Elephant or Silent Auctions

SECRETARY

TERM OF OFFICE:

See Chapter Bylaws.

DUTIES:

- Shall be responsible for keeping a correct record of all meetings of the Board and Chapter in books belonging to the Chapter.
- Shall be in charge of all incoming and outgoing correspondence, keeping copies on file.
- Shall notify members of meetings. Include information on membership renewal and amount of CEUs approved on meeting notices.
- Shall serve as a member of the Board.
- Shall have the Chapter bylaws available at all meetings.
- Shall read or distribute minutes at the next regular meeting and request approval.

RECORDING MINUTES

- Head minutes with name of organization and date.
- Keep minutes brief and record action only. Record what is done, not what is said ie. “After considerable discussion, it was decided etc.”
- Motion should be written with exact wordings, names of person who made and seconded the motion and action taken.
- Record each motion in a separate paragraph.

FINAL FORM OF MINUTES

- Shall be typewritten and maintained in a permanent file.
- Minutes, when approved, should be signed and dated by the Secretary.
- “The minutes are approved as read.” If minutes are corrected, “The minutes stand approved as corrected.”
- Minutes should be maintained forever.

California School Nutrition Association
Chapter Name and Number

_____ (type of meeting – general, board)

Minutes of _____ (date)

Place _____

Presiding Officer _____ (name & position)

Meeting was called to order by _____ (name & position)

Correspondence (list who it was from and a short summary of each piece of correspondence)

Treasurer's Report

Beginning Balance \$ _____

Receipts \$ _____

Disbursements \$ _____

Ending Balance \$ _____

Committee Reports (list name, position & short summary)

Unfinished Business (list name, position & short summary)

New Business (list name, position & short summary. Motions are listed here.) A motion made by _____ (name) that _____ (use the exact wording of the motion) was _____ (adopted, defeated, tabled.)

Program _____ (name of speaker) presented _____ (title or subject & short summary)

Announcements

Adjourned at _____ (time)

Secretary _____ (signature)

President (signature after they have been approved by the chapter.)

TREASURER

TERM OF OFFICE:

See Chapter Bylaws.

DUTIES: (SUBJECT TO CHAPTER BYLAWS)

- Shall receive and have custody of all funds and keep full and accurate accounts of all receipts and disbursements of all Chapter monies.
- Shall prepare and present a Treasurer's Report at each chapter meeting with the ending balance to be reported in the Secretary's minutes and the full report filed for audit.
- Shall meet with the President and other Executive Committee members to prepare a budget. Budget is to be presented to the membership at the first Chapter meeting with a motion for approval.
- Shall deposit all monies collected immediately in the Chapter's designated account.
- Shall maintain accurate records of income by source.
- Shall pay all bills immediately with a check only when an invoice or receipt is presented. Motion is required to pay expenses that are not already approved in the budget.
- Shall receive chapter dues reimbursements from CSNA. Shall forward dues on to CSNA if dues are received directly from the members.
- If there is no Membership Chair, shall perform all the duties assigned to that office.
- Shall arrange for an annual audit to be completed by September 1st each year.
- Motion is required to accept the audit report.
- Shall provide new bank signature cards for the new Treasurer and President as co-signers.
- Shall be responsible for purchase of Past-President's pin.

RECEIPTS (THERE SHOULD BE A PERMANENT RECORD OF CHAPTER FINANCIAL TRANSACTIONS.)

A bound book of duplicate, consecutively numbered receipts shall be used to record ALL monies received. The original receipt is given to the payer and the duplicate receipt constituting a permanent record for the Chapter, is to be left in the receipt book. ALL checks shall be endorsed "for deposit only" immediately upon their receipt. Receipts shall be issued for any monies received indicating its purpose. No check shall be written unless a receipt is submitted.

DEPOSITS

Monies shall be promptly deposited into the chosen bank. Monies are to be deposited in the form received, i.e. checks, currency or coin. Make duplicate deposit slips – one for the bank and one for the Chapter records. The total of the deposit must equal the total of the receipts.

BANK STATEMENT

Bank statements shall be balanced as soon as received from the bank. Note the outstanding checks. Maintain a permanent numerical file of canceled checks. File bank statements by the month.

BILLS

An itemized report of outstanding bills shall be presented at each Board meeting. Payment of bills shall be made by check only, never cash. Checks shall have the name of the Chapter imprinted, shall have the signatures of two officers, i.e. President and Treasurer (Secretary should be listed as an alternate). Checks sent to the CSNA Headquarters Office shall be made payable to CSNA. The date of payment and check number shall be recorded on each paid bill. Do not pay any bills without a receipt or some type of written explanation of what the payment is for.

Suggested Treasurer's Report Format

Income	Actual	Budget
Dues	\$80.00	110.00
Rummage Sale	100.00	150.00
Fundraiser 1	25.00	25.00
Fundraiser 2	0.00	200.00
50/50	10.00	100.00
Meals	5.00	35.00
Total	\$220.00	620.00
Expenses		
Board Meeting	15.00	25.00
Supplies	5.00	125.00
Rummage Sale Costs	25.00	25.00
Fundraiser 1 Costs	10.00	15.00
Fundraiser 2 Costs	0.00	100.00
Installation	50.00	50.00
President (meetings & conference)	15.00	75.00
President-Elect	5.00	30.00
Treasurer	0.00	5.00
Secretary	0.00	5.00
Hospitality	0.00	5.00
Program Speakers	10.00	25.00
Miscellaneous	5.00	10.00
Total	\$140.00	\$495.00
Total Profit/Loss Year to date	\$80.00	\$175.00
Beginning Balance June 30, 20__	61.73	
Net Ending Balance		
Checking	41.73	
Savings	100.00	
Total	141.73	

Treasurer's Reports should be maintained for 7 years.

IMMEDIATE PAST PRESIDENT (OPTIONAL)

DUTIES

- Shall serve as an advisor to the Board.
- May act as the Parliamentarian or the Historian for the Chapter.

DUTIES OF STANDING COMMITTEES

GUIDELINES FOR EFFECTIVE COMMITTEES:

- A Committee achieves results and assists the Chapter in achieving its goals and has a common purpose and a determination.
- Special committees may be appointed to meet specific needs. Members of all committees must be approved by the Board.
- For example, a good committee will produce results if:
 - It has a clear statement of purposes in writing.
 - The chairman guides the committee process.
 - It has selected members who are interested and qualified.
 - It carefully plans the work to be done.
 - It establishes priorities and work through the assignment one step at a time.
 - Members express opinions, ask questions, respect the opinions of other members, evaluate progress, and “think through” the anticipated results.
 - It works as a team rather than individual performers.
 - It sets a timeline.

CERTIFICATION CHAIR

- Shall be knowledgeable of the certification process and be the chapter’s resource person.
- Shall apply for certification approval to CSNA Professional Development Chair for the entire year or individually for each meeting if not done by President-Elect.
- Shall make a roster for certified members available at every meeting and send it with the CEU Approval Form to SNA within 30 days of each meeting.
- Shall remind members that certification fees increase dramatically if SNA membership expires.
- Shall promote certification and credentialing.
- Shall recognize members who are certified/credentialed.

HOSPITALITY CHAIR

May be responsible for greeting attendees at chapter meetings, name tags, sign in sheets, introduction of guests and refreshments as needed.

LEGISLATION CHAIR

- Shall keep the members informed of all legislation at state and federal level.
- Shall assist in identifying each member’s legislators.

MEMBERSHIP CHAIR

- May maintain a record of members' renewal date by month and send a reminder card to them 2 months in advance of renewal date and call when any membership expires.
- Shall be responsible for relaying information on membership from the CSNA Office to the members.
- Shall actively promote membership and membership retention at each meeting.

NOMINATING COMMITTEE

- Shall request suggestions for candidates from Board and open nominations from membership of the Chapter from the floor.
- Verify membership status of all nominees.
- Announce nominations of slate of officers to membership one meeting prior to membership vote.

PARLIAMENTARIAN

- Shall act as the authority for conduct of meetings according to Robert's Rules of Order.

PUBLICITY CHAIR

- Shall be responsible for publicity to local newspapers and *PoppySeeds* and other publications.
- May use the CSNA Website to find local media contacts.

SPECIAL PROJECTS CHAIR (WAYS AND MEANS)

- Shall be responsible for presenting ideas and cooperate in carrying out any special projects chosen by the members and approved by the Board.
- Shall keep the membership informed on their activities.

NUTRITION ADVISORY COUNCIL CHAIR

- Shall promote the Nutrition Advisory Council concept to the membership.
- Shall promote activities that encourage interaction between students and school food service staff.
- Shall be a resource person to members interested in starting Nutrition Advisory Councils.

REGIONAL COORDINATORS

Duties

It is the responsibility of the Regional Coordinator to give guidance to the chapters and maintain communication between CSNA and the chapters.

Act as a chapter resource for information and material.

Help develop and actively promote the Plan of Action – Golden Poppy.

Organize new chapters within the region.

Recruit new members within the region.

Visit each chapter at least once a year to stimulate interest in CSNA, promote awards and grants, and promote legislative activities.

Organize a Regional Officers Training Workshop and encourage joint meetings.

Communicate with chapters monthly by newsletter, phone or e-mail.

Install new officers for chapters upon request.

Submit names of possible candidates for CSNA office to the Nominating Chair.

Maintain copies of each chapter's bylaws, programs and meeting dates.

Assist chapters in reviewing and/or revising chapter bylaws and preparing the Golden Poppy notebook.

Encourage chapters to submit program schedules for the CSNA Web page.

Check the CSNA Web page at least monthly.

Contact each chapter president before each Board of Directors Meeting to check attendance, get any update on the chapter activities, answer questions and give any needed direction. Contact any chapter president unable to attend to see if they received the Board Packet and have any questions.

Submit typed Board Reports for House of Delegates, Fall, and Winter Board meetings.

Attend Regional Directors' meetings at Spring Officers Workshop and prior to each Board Meeting.

Attend CSNA Conference (staff Membership Booth and participate in the program at the Area Breakfast/Lunch), House of Delegates, Fall and Winter Board meetings and Spring Officers' Workshop.

BASIC PROTOCOL

SPECIAL INVITATIONS

- Guest/Speaker should be offered a choice of dates.
- Written invitations are best and should include city, place, hour, and date of meeting.
- Telephone invitations should be confirmed by letter thus obtaining a written confirmation and acceptance.
- Do not hesitate to tell your guest/speaker how long they are to speak.

COMPLIMENTARY TICKETS

- Always pay for the dinner of anyone you ask to do something for your organization or to whom you issue a special invitation.

GUEST WELFARE

- Arrange to meet your guests. (Hospitality Chair)
- See that your guest is escorted to meetings and is taken care of by yourself or someone assigned the job.

GUEST SEATING

- Presiding officer always sits at the center table or right off center or next to podium.
- Guest/Speaker seated at right of the Presiding officer and takes precedence over other dignitaries.

CORRECT INTRODUCTIONS

- Before your introductions, confirm your guests are in the audience.
- When guests/speakers are introduced ask them to rise.
- You introduce the highest ranking guest first.
- Pronounce all names correctly – check to be sure.
- In introducing, briefly give the speaker's background and why they will make the particular talk and last of all give the speaker's complete name, facing the audience so they hear it clearly.
- When a National President or Congressman is introduced, the membership rises and applauds.
- When speaker concludes, the president thanks the speaker.

THANK YOU NOTES

- Send thank you notes to your guest/speaker promptly and tell them they helped to make the meeting a success.

INSTALLATION

- President presents the gavel with the handle towards the incoming President.

INSPIRATIONS & INVOCATIONS

- Should be short and generalized.
- Inspirational – Assembly remains seated. It is an expression along spiritual or ethical lines. Does not conclude with “Amen.”
- Invocation – President requests assembly to rise or bow their heads, waits for silence, gives invocation and concludes with “Amen.”
- Memorial within a meeting – Must be short. Mention deceased members by name and end by a moment of silence.

GIFT PRESENTATION

- Presentation – Short talk, mention occasion and name of person last, then present gift.
- Acceptance – Merely say, “Thank you” if several are receiving gifts. If special gift is presented, accept the gift with a few words expressing appreciation. Open package and show the gift.

PRESIDENTIAL PROTOCOL

- After installation, a President makes a short acceptance speech and thanks everyone from coming, and adjourns the meeting.
- President should offer an important assignment to the runner-up in election.
- Should not always appoint the same members to important committees. All members should have an opportunity to serve.