

**CALIFORNIA SCHOOL NUTRITION ASSOCIATION, INC.  
STANDING RULES**

**CSNA EXECUTIVE & FINANCE COMMITTEE**

- Shall select conference sites and present locations to the Board of Directors for approval.
- Shall approve representatives to the SNA Legislative Action Conference.
- Shall maintain a \$5,000 balance in the J.P. Morris Scholarship Fund when in a financial position to do so as determined by the Executive and Finance Committee at the close of the fiscal year.
- Shall administer the Partners in Education Award, A Memorial Fund, in memory of CSNA members and friends with a maximum of three recipients per year.
- Shall advise the President if emergency action is needed between Board of Directors meetings.
- Shall provide the Board of Directors with a comprehensive report of the Executive and Finance Committee's activities.
- Shall enter into a written contract annually with an Executive Director or agency for Headquarters Office services. Contract shall include costs to CSNA and general operating arrangements covering fiscal year of July 1 through June 30. President shall sign contract.
- Shall approve the contract for the annual audit. President shall sign contract.
- Shall in emergency circumstances direct the President-Elect or the Secretary to co-sign on CSNA accounts.
- Shall review the contract for the following year's conference site.
- Shall oversee conference.
- Shall approve *Poppy Seeds* advertising rates.
- Shall approve legislative position papers.
- Shall approve award & scholarship recipients as presented by the Awards & Scholarship Committee.
- Shall appoint, upon recommendation of the President, the Editor for a three year term. Shall be appointed one year prior to assuming duties of the chair.
- Shall confirm the President's recommendations for all other standing committee chairs as listed in the bylaws.
- Shall confirm the President's recommendations for all standing committee members.
- Shall appoint, upon the recommendation of the President, all special committee chairs and committee members.
- Shall approve CSNA delegate alternates to the SNA House of Delegates.
- Shall assign or reassign chapters to regions and approve region changes as recommended by the Membership Director.
- Shall approve changes in chapter names.
- Always act in the best interest of CSNA. Be professional and diplomatic with everyone.

**BOARD OF DIRECTORS**

- All committee motions are to be presented in writing with enough copies for all Board members.
- An overhead projector and/or LCD projector is to be provided at all meetings.

- Shall receive by mail and/or e-mail a copy of the proposed Program of Work and response form for approval by September 1.
- Shall adopt a budget. Shall receive by mail or email a copy of the proposed budget and response form by June 1. The budget will be presented and approved no later than July 1.
- Shall be advised by the President of all reimbursements made which are not authorized in the reimbursement policy of non-budget expenses.
- Shall upon the recommendation of the President, approve the appointment of Special Committees including duties, responsibilities and time line of committees.
- Shall upon recommendations of the Membership Director divide the state into not more than ten regions.
- Always act in the best interest of CSNA. Be professional and diplomatic with everyone.

## **OFFICERS**

### **PRESIDENT**

- Shall be, or President's appointed designee, the official representative of CSNA to other California allied organization conferences.
- Shall be granted a one year membership in California Association of School Business Officials if not a current member.
- Shall issue an invitation to all CSNA Past Presidents to attend Conference Installation as guests of CSNA.
- Shall attend conference meetings.
- Shall appoint, with approval of the Executive and Finance Committee, one member to the Industry Advisory Committee.
- Shall plan agenda for Board of Directors, Leadership Workshop, House of Delegates and Executive and Finance Committee meetings.
- Shall arrange with the Executive Director, Board of Directors and Leadership Workshop meeting locations.
- Shall attend SNA Legislative Action Conference.
- Shall attend SNA Annual National Conference as the first delegate to the SNA House of Delegates
- May attend California Wellness Conference, CSNA Legislative Action Conference, and CSNA Industry Seminar at CSNA expense, if employer cannot provide reimbursement. If reimbursement is given, the amount must be within the approved CSNA budget, and funds must be available.
- Appoints alternate delegates or meeting/conference attendees when necessary.
- Serves as an ex-officio member of all committees, with the exception of the Nominating Committee.
- Appoints with concurrence of the Executive and Finance Committee, all committee chairs and committee members except as herein provided.

- Appoints to each standing and special committee, with the exception of the Nominating Committee, one member of the Executive and Finance Committee to serve as Committee Advisor.
- Appoints a Parliamentarian.
- Responsible for the CSNA Program of Work in harmony with the SNA Program of Work.
- Presides as President at the CSNA House of Delegates and is a non-voting delegate except in the case of a tie to the CSNA House of Delegates.
- Oversees activities of the Headquarters Office immediately upon taking office.
- Reviews requests for Headquarters Office services.
- Signs the conference site contract.
- Approves all reimbursements which are not authorized in the reimbursement policy or are non-budgeted expenses prior to expense and submits to the Board of Directors for review.
- Co-signs on all CSNA accounts.
- Appoints two tellers for counting and tabulating of ballots.
- Sends a copy of all correspondence to the President Elect and Secretary.
- Immediately following term, shall attend ANC to be recognized for their scope of work.
- Performs other functions as assigned by the Executive & Finance Committee and Board of Directors.

#### **PRESIDENT - ELECT**

- Shall plan the Annual Conference Program for the conference to be held in the year they are President-Elect.
- Shall attend SNA Legislative Action Conference.
- Shall attend the SNA National Leadership Conference.
- Shall attend SNA Annual National Conference as the second delegate to the SNA House of Delegates
- Shall recommend committee Chairs, Committee Members, and Exhibit Coordinator to the Executive and Finance Committee for appointment during his/her term of office as President prior to conference.
- Co-signs on CSNA accounts in emergency circumstances only as directed by the Executive and Finance Committee.
- Performs other functions as assigned by the President and Executive & Finance Committee.

#### **VICE PRESIDENT**

- Shall attend SNA Annual National Conference, as the third delegate or alternate to the SNA House of Delegates
- Shall attend SNA National Leadership Conference, along with Vice President Elect and other designated CSNA Officers.
- Shall carry out duties as assigned by the President
- Shall be a member of the Conference Committee.

- Performs other functions as assigned by the President, Executive & Finance Committee and Board of Directors.
- Shall sit as a member of the Industry Seminar Committee
- Shall work in conjunction with treasurer as oversight of financial process for Executive and Finance Committee.

### **SECRETARY**

- Takes minutes of House of Delegates, Board of Directors and Executive and Finance Committee meetings, keeping minutes complete, not brief. Records all motions in CAPITALS.
- Prepares correspondence such as Thank Yous (including conference speakers), sympathy cards, congratulations, letters to legislators, etc. Confines expressions of sympathy and congratulations from CSNA to cards.
- Prepares Board of Directors and House of Delegates packages in conjunction with the Executive Director and confirms a quorum is present in order to conduct business.
- Prepares the Executive and Finance Committee Monthly E-Newsletter
- Provides executive digest for each quarterly issue of PoppySeeds.
- Solicits board reports to be sent to CSNA in a timely manner.
- Acts as historian for CSNA organizing and collecting photos and documenting activities of the association.
- Maintains the Manual of Operating Procedures in coordination with the Resolutions and Bylaws Chair.
- Performs other functions as assigned by the Executive & Finance Committee.

### **TREASURER**

- Shall work with the Executive and Finance Committee in the preparation of the annual budget.
- Shall distribute preliminary budget to officers and committee chairs prior to Leadership Workshop for the purpose of requesting budget changes. Budget requests should be returned to the Treasurer before the conclusion of the Leadership Workshop or other date determined by the Treasurer.
- Shall review the final budget with the Executive & Finance Committee and submit the final budget to the Board of Directors for approval prior to July 1st.
- Shall review all monthly/quarterly financial account statements and receive regular briefings from the Executive Director on all CSNA financial matters, including but not limited to budget, accounts, expenses and reports.
- Shall review and pre-approve financial reports (prepared by the Executive Director) for distribution at the Board of Director's meetings.
- Shall review backup documentation attached to checks for payment, sign checks and return to headquarters for all bills over \$500.
- Shall work with the Executive Director to arrange for the annual audit.
- Shall meet with the Executive Director and the auditor to receive the preliminary audit report.

- The auditor shall report to the Executive & Finance Committee to present the annual audit report no later than December 31st.
- Shall review and present the annual report to the House of Delegates for approval.
- Provides reimbursement forms to committee chairs and officers at meetings or as requested
- Conduct semi-annual site review visit to management office.
- Co-signs on all CSNA accounts.
- Co-sign all checks over \$500.
- Headquarters office shall provide access to all account statements to the Treasurer.
- Performs other functions as assigned by the Executive & Finance Committee.

### **MEMBERSHIP DIRECTOR**

- Shall administer Golden Poppy Award, an achievement award for the professional growth and development of chapters.
- Shall chair the CSNA Membership Committee
- Shall attend SNA National Leadership Conference.
- Plans and conducts meetings of the Regional Coordinators.
- Recommends to the Executive and Finance Committee a replacement in the event of Regional Coordinators vacancy.
- Recommends changes in regions or chapter names for Executive & Finance Committee approval.
- Divides the state into not more than ten regions.
- Assigns new chapters to a region with the approval of the Executive & Finance Committee.
- Assists in organizing new chapters not already in region.
- Assists chapters as needed.
- Obtains the number of delegates for affiliate chapters to the CSNA House of Delegates according to the number of memberships listed on CSNA membership roster, computed by CSNA Headquarters as of September 15.
- Shall be a member of the Conference Committee.
- Shall serve as regional coordinator for supervisory chapters

### **REGIONAL COORDINATORS**

- 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.

- Conduct 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 of Directors Packet and have any questions.
- Submit typed Board Reports for House of Delegates, and all Board of Directors meetings.
- Attend Regional Coordinators meetings at Leadership Workshop and prior to each Board of Directors Meeting.
- Attend CSNA Conference, House of Delegates, and all Board of Directors meetings and Leadership Workshop.

### **SCHOOL NUTRITION REPRESENTATIVE**

- Shall express the views of their member category to the Executive and Finance Committee and Board of Directors.
- Shall assist in the development and planning of the leadership training workshops for chapters and regional coordinators.
- Shall Work with the Professional Development Chair to provide continuing education workshops throughout the state.
- Shall serve on the membership committee
- Shall write three to four articles for the "Poppy Seeds" publication per year – The articles need to be completed two months prior to publication.

### **INDUSTRY REPRESENTATIVE**

- Write a minimum of two articles for the "Poppy Seeds" publication per year – The articles need to be completed two months prior to publication.
- Work with CSNA headquarters and your fellow industry members, have at least two but not more than four candidates nominated for the following years election.
- Assist in the events and planning of Conference. Share your ideas and gather suggestions from other industry members to help make these events well attended and productive.
- Inform Industry members by using CSNA headquarters as a central communication point via e-mail or fax. Communicate with state and local Industry Advisors to help keep a line of communication open between Industry and the Executive and Finance Committee and Board

of Directors. This will allow all Industry members to share their ideas, opinions or suggestions.

- Plan Industry Seminar in conjunction with the Industry Seminar Committee
- Shall, with the President, organize the installation.
- Always act in the best interest of CSNA. Be professional and diplomatic with everyone.
- Shall serve as an advisory member to the PP&L committee.

### **CO INDUSTRY REPRESENTATIVE**

- Shall be responsible for planning the Industry Seminar along with the Industry Advisory Board and other committee members
- Serve as a transition from co-chair to chair duties and responsibilities
- Assist the Industry Representative with any other duties as assigned

### **STANDING COMMITTEES**

- Each committee chair shall keep all literature and correspondence pertaining to the committee and pass it on to the next chair on or before the Leadership Workshop.
- Shall, as instructed by Treasurer, complete budget request forms prior to the Leadership Workshop or other date determined by the Treasurer for the following year's budget.
- Chair shall supply committee members with appropriate sections of the CSNA Bylaws, Standing Rules, Officers Guide and CSNA Program of Work.
- Shall have any materials which bear CSNA endorsement, approved for content and quantity by the Executive and Finance Committee.
- Shall advise the President and Executive and Finance Committee advisor of committee activities including dates and committee meetings.
- Shall send copy of the correspondence to President.
- Shall obtain Executive and Finance Committee approval for registration fees for workshops, seminars and conference.
- Shall obtain prior approval from the Executive and Finance Committee for non-budgeted expenses.
- Shall turn over all materials to successor at end of term.
- Shall obtain prior approval from the Executive and Finance Committee for Headquarters Office services.
- Shall have registration fee waived for the event that they chair, if applicable

### **CONFERENCE**

- Registration fees shall be set by the Conference Committee with approval of the Executive and Finance Committee by December 15 for inclusion in the conference edition of *Poppy Seeds*
- Non-exhibiting vendors shall not be allowed in the Exhibit Area until they have registered and paid the non-exhibiting vendor fee.
- Invited representatives of PTA, CASBO, CSEA, ADA and other Associations shall have registration fee waived.

***CONFERENCE CHAIR***

- The Conference Chair shall be responsible for all duties assigned and follow through on conference responsibilities. The Conference Chair shall call and conduct all planning committee meetings, maintain files on conference activities, attend meetings, and represent Conference Committee. Shall submit to the president a complete and comprehensive report of the previous conferences activities within one month of the end of conference. A progress report of current conference activities shall be submitted at each Board of Directors meetings and House of Delegates.

***CONFERENCE CO-CHAIR***

- Shall record the minutes of the CSNA Conference Committee meetings and distribute copies to the Conference Chair, Executive and Finance Committee and all Conference Coordinators.
- Shall be appointed by the Executive and Finance Committee and shall assume the duties of the Conference Chair the following year. Shall be under the general direction of the Conference Chair.

***EXECUTIVE AND FINANCE COMMITTEE MEMBERS***

- The President, President-Elect, Vice President, Treasurer, Industry Representative and Membership Director shall be members of Conference Committee. The President-Elect generally serves as Program Coordinator.

***COORDINATORS***

- The coordinators shall carry out duties necessary to achieve conference goals and shall attend meetings as directed by the Chair.
- Shall be under direct supervision and responsible to the Conference Chair. Shall appoint committee members and schedule meetings as needed to carry out the duties of the committee, Committee members shall assist the coordinator, attend meetings scheduled by coordinator, and attend conference meetings as directed by the Conference Chair.

***EVALUATIONS AND LOCAL ARRANGEMENTS COORDINATOR***

- Shall be responsible for the preparation distribution collection and summation of conference evaluation.
- Shall be responsible for local arrangements as assigned by Conference Chair.

***EXHIBITS COORDINATOR***

- Shall be appointed by the Executive and Finance Committee.
- Shall be under the general direction of the Conference Chair. Shall prepare and distribute exhibitor applications, and promote and coordinate conference exhibits/activities; maintains complete financial and general records of all exhibits activities.

***EXHIBITORS CO-COORDINATOR***

- Shall be appointed by the incoming President with Executive and Finance Committee approval.
- Shall be under the general direction of the Exhibits Coordinator.
- Shall assist the Exhibits Coordinator and keep informed.
- Shall oversee Exhibitor registration at Conference.
- May serve as Co-Coordinator one year and as Coordinator the following year.

***FINANCE COORDINATOR/TREASURER***

- Shall consult with the Conference Chair in preparation for the budget.

***HOSPITALITY COORDINATOR***

- Shall enlist and coordinate activities of hostess/hosts and shall confer with the Conference Committee regarding the hostess schedule.

#### INDUSTRY REPRESENTATIVE

- Shall, with the President, organize the recognition of Past Presidents.
- Shall, with the President, coordinate other Industry functions at Conference.

#### MEALS AND DECORATIONS COORDINATOR

- Shall be responsible for coordinating with the hotel or convention center all meal functions with the approval of the Conference Committee.
- Shall be responsible for all decorations and floral arrangements.

#### MEMBERSHIP DIRECTOR

- Shall coordinate Regional Event and provide general assistance to the committee.
- Shall coordinate recognition of chapter presidents, golden poppy awards and 100% memberships with the approval of the conference committee

#### PROGRAM COORDINATOR/PRESIDENT ELECT

- Shall be responsible for conference program of activities.
- Shall specify request for installation function.

#### PRESIDENT/ADVISOR

- Shall serve as Executive and Finance Committee advisor and specify requests for President's Reception/Party.

#### PUBLICITY COORDINATOR

- Shall be responsible for conference insert section and prepare article for Poppy Seeds.
- Shall be responsible for general publicity for the conference including letters to agencies (public and media), etc.
- Shall be responsible for enlisting and coordinating the activities of the conference photographer with committee approval.

#### REGISTRATION COORDINATOR

- Shall be responsible for member and non-member registration.

#### RESOURCE ROOM COORDINATOR

- Shall solicit materials for the conference resource room through communications in *Poppy Seeds*, letters to affiliate chapters, college/universities, government and private agencies.
- Shall set up and supervise the resource room and related activities.

#### SPECIAL SERVICES COORDINATOR

- Shall be responsible for securing equipment and signs as specified by Conference Committee requests.
- Shall be responsible for all conference meeting room set-up and equipment

#### TOURS AND TRANSPORTATION COORDINATOR

- Shall coordinate and arrange all tours and transportation activities at conference to include shuttle bus service as necessary.

#### RECREATION COORDINATOR

- Shall be appointed by the Conference Chair as necessary dependent on the conference site and program.
- Shall coordinate and arrange all recreational activities as designed by the Conference Chair.

#### PROFESSIONAL DEVELOPMENT CHAIR

- Shall be appointed by the incoming president.

- Shall plan and coordinate both Post and Pre-conference as necessary dependent on the program.
- Shall establish all CEU's for conference.

## **AWARDS AND SCHOLARSHIPS**

- Shall administer recognition awards.
  - Six special Recognition Awards are available to those individuals who are members of CSNA: Nutrition Award, Creativeness Award, Public Information Award, Professional Growth Award, Legislation Award and Communication Award.
  - Awards to be presented annually at the CSNA Conference. Awards to be a plaque.
  - The budget of the Committee shall allow up to \$100 toward transportation expenses to the recipients to attend the conference to receive their awards.
  - Recommendation for award must be made by district food service director, principal where employed, superintendent of district or president of local chapter.
  - Complete application with appropriate attachments to be submitted by October 1 to the Awards and Scholarship Committee for evaluation.
  - The nominees selected by the Committee shall be presented to the Executive and Finance Committee meeting for approval.
- Shall administer the Louise Sublette Award.
  - The recipient shall be responsible to or be a Food Service Manager.
  - Shall have achieved an outstanding accomplishment in one or more areas of excellence and shall provide a basis for program improvement in individual schools statewide.
  - Award to be presented at the CSNA Conference. Award shall be a plaque and SNA Annual Conference Registration, and, if a regional winner, travel, registration and hotel, up to the CSNA allowable amount, towards expenses to the SNA Conference that year to accept the award.
  - The budget of the Committee shall allow up to \$100 toward transportation expenses of the recipient to attend the CSNA Conference to receive the award.
  - Completed application with appropriate attachments to be submitted by December 1 to the Awards and Scholarships Committee for evaluation.
  - Recipients shall be certified members of CSNA and SNA.
  - The nominees selected by the Committee shall be presented to the Executive and Finance Committee meeting for approval.
- Shall administer the Moscone Commitment to Child Nutrition Award.
  - Award to be presented annually at the CSNA Conference. Award will be a plaque.
  - Recipient may be an individual or an organization that has made an outstanding contribution to the nutrition and/or nutrition education of California's children.
  - Association membership is recommended but not necessarily a requirement of recipient.
  - Names of award nominees may be submitted by chapters, committees, individuals or industry members or companies.
  - Background information regarding nominees to be submitted along with the name of nominee to Committee for evaluation.
  - Deadline for nomination to be submitted to the Committee Chair is December 1.
  - Names of nominees submitted including the nominee shall be presented to the Executive and Finance Committee for approval.
- Shall administer the Don Flahiff Industry Appreciation Award

(Background: It has been requested by Industry and supported by the Executive and Finance Committee to rename the Industry Appreciation Award the Don Flahiff Industry Appreciation Award. For those who don't know Don, he has devoted over 40 years to the school nutrition profession. He was in charge of school and government sales for SE Rykoff, for 25 years, during which time he ensured that SE Rykoff was a huge supporter of our Association. He later started his own business. He is responsible for starting the champagne reception before the President's banquet, has attended every California annual conference for 40 years, plus 12 SNA Legislative Action Conferences and many other California Conferences. Don has been Industry Advisor, and is extremely passionate about school food service. His peers describe him as "always giving of himself to help others, a trusted mentor, and being the drive and enthusiasm behind many traditions we still follow and value.")

- Shall be presented to an Industry representative in appreciation for outstanding contributions to CSNA.
  - No more than one such award will be given annually.
  - Names of all nominees submitted including the nominee shall be presented to the Executive and Finance Committee for approval.
  - Names of Industry members may be submitted by chapters, committees or individual members.
  - Letter with detailed background information regarding the nominee's contribution to support the Association's goals to be submitted to the Chair on or before October 1, exact date to be determined by the Awards & Scholarships Chair and will be posted on the website.
  - Award to be plaque to be presented at annual conference.
- Shall administer the Honorary Merit Award
- One award may be presented annually to an individual in recognition of outstanding service to the Association.
  - Nominations may be submitted by chapters, committees or individual members.
  - Nominees may be individuals other than CSNA members.
  - All names submitted including the nominee shall be presented to the Executive and Finance Committee for approval.
  - Award to be a framed parchment certificate or plaque to be presented at the annual conference and a lifetime membership to CSNA.
  - Letter with detailed background information regarding the nominee's contribution to support the Association's goals to be submitted to the Chair on or before October 1, exact date to be determined by the Awards & Scholarships Chair and will be posted on the website.
- Shall administer the Heart of the Program Award.
- Applicant will be below the rank of food services manager.
  - Application will be accompanied by a letter from the supervisor attesting to recipient's attendance, professional growth, creativity and ability to interact with students. Documentation of activities will be submitted. Documentation of incidence of applicant's "walking the extra mile" will be supplied. Included will be an on-the-job picture of applicant.
  - Application deadline will be December 1.
  - Award to be presented annually at the CSNA Conference. Award to be a plaque.
  - The budget of the Committee shall allow up to \$100 toward transportation expenses of the recipients to attend the CSNA Conference to receive their award.
- Shall administer the Outstanding Director of the Year Award.

- The recipient shall have been a member of the SNA District Director Section or Major City Director Section for the past five years.
- Shall be SNA certified. Credentialed as a School Nutrition Specialist (SNS) is preferred.
- Shall have served as a director/supervisor for a minimum of ten years.
- Shall have served in at least one position on the state or national board of directors or on an SNA national committee or state committee.
- Shall be involved in their community by sharing their foodservice and nutrition knowledge and expertise.
- All names submitted including the nominee shall be presented to the Executive and Finance Committee for approval.
- Application deadline will be December 1.
- Award to be a plaque presented at a conference.
- Shall administer the Geri Dee Lifetime Achievement Award
  - One award may be presented annually to an individual in recognition of outstanding service to the Association and the nutrition and/or nutrition education of California's children. This award is not intended to be given each year, and should only be awarded when a nominee truly meets the standards of this award.
  - Nominations may be submitted by chapters, committees or individual members.
  - Nominees must be CSNA current or past members.
  - All names submitted including the nominee shall be presented to the Executive and Finance Committee for approval.
  - Letter with detailed background information regarding the nominee's contribution to support the Association's goals to be submitted to the Chair on or before October 1.
- Shall administer the Josephine P. Morris Scholarship fund.
  - It is the intent of the Association to solicit continuous funding for this scholarship fund.
    - A balance of \$5000 shall be maintained in the Josephine P. Morris Scholarship fund through chapter and individual donations, memorials, interest and CSNA contributions, when in a financial position to do so as determined by the Executive and Finance Committee at the close of the fiscal year.
    - The amount of Josephine P. Morris Scholarship funds available for annual awards shall be no greater than ten percent (10%) of the annual fund balance as of June 30, each calendar year.
  - All monies donated to the scholarship fund shall be applied to the principal only.
  - Committee shall submit complete records of the status of each recipient to the Treasurer to become part of the financial records.
  - Josephine P. Morris Academic Scholarships
    - Academic scholarships are available to those people who have been members of CSNA for a minimum of one year.
    - All academic scholarship awards shall be based on a minimum of two units a semester or a maximum of fifteen units per school year.
    - Each academic scholarship shall be awarded for two years only at \$125 per unit earned. Reimbursement will be made after completion of course with a passing grade. Proof of completion and passing grade must be submitted to the Chair of the Awards and Scholarship Committee.

- Deadline for academic scholarship applications shall be December 1.
  - All academic scholarship recipients may re-apply for additional awards to continue their education.
  - Certificate to be presented at a CSNA Conference.
- Conference and Non-Academic Scholarships
- Conference and non-academic scholarships are available to anyone who works in a school district child nutrition program, including directors, supervisors, nutrition education specialists, and kitchen, office, warehouse, and delivery staff.
  - Special consideration will be given to first time CSNA Annual Conference attendees.
  - Conference and non-academic scholarship awardees must submit proof of attendance to the Chair of the Awards and Scholarship Committee.
- Shall administer a \$500 CSNA scholarship to be awarded to a graduating high school senior.
- Scholarship shall be awarded to a student nominated by a CSNA member, with preference given to the family member or dependent of a CSNA member.
  - Complete application with appropriate attachments shall be submitted by December 1.
  - The budget of the Committee shall allow up to \$100 toward transportation expenses of the recipient to be recognized at the CSNA Conference.
- Shall administer the Audrey Melikian Memorial Scholarship, awarding two \$250 scholarships to candidates who meet the guidelines set out by CSNA and for the purpose of supporting the professional development of CSNA members taking college-level classes
- Shall provide all awards & scholarship recipient information to Poppy Seeds editor for publication.
- Shall recommend to the Executive and Finance Committee recipients for Awards and Scholarships.

**EDITORIAL**

- The Committee shall act as an advisor to the Editor and Board of Directors. The Editor shall write or edit material for *Poppy Seeds*; aid in publicity of the CSNA Conference; collect, compile and send material for publication in the *SNA School Food & Nutrition*.
- Editor shall hold an annual *Poppy Seeds* Photo Contest by publishing Contest Rules and Application in the Winter issue of magazine each year. Winner shall receive \$100 cash prize at annual conference.

**PUBLIC POLICY AND LEGISLATION**

- The Gene White Legislative Fund shall be deposited in a separate account and used for specific activities such as newsletter, emergency legislative activities and LAC expenses.
- CSNA will abide by the Resolution to Re-Establish the Gene White Legislative Fund, dated 10/23/01. This Resolution is attached to the CSNA Standing Rules as Attachment 1.
- Delegates to the SNA Legislative Action Conference shall be coordinated in conjunction with the Executive and Finance Committee.
- Shall contact state and/or federal legislators prior to a vote on pertinent legislation.
- Co-Chairperson shall be appointed by the Executive and Finance Committee after recommendations are received from the PP&L Committee, and shall assume the duties of the PP&L Chair the following year. Shall be under the general direction of the PP&L Chair
- Members at Large will be appointed for two year terms.
  - Two School Nutrition members (I and II) and two Industry members (I and II). Members at Large I will be appointed to start in odd years, Members at Large II will be appointed to start in even years.
- Recommendations for all state appointed positions will be made by a vote of the PP&L Committee with final approval from the Executive and Finance Committee.
- Voting members of the committee will include: State Chair and Co-Chair; Supervisory Chapter Legislative Chair or chapter designee and appointed Member at Large positions. All other members of the committee will be advisory.
- Chair will present committee recommendations to Executive and Finance Committee for approval before any action is taken.
- Chair and Co-Chair will be jointly in charge of the program for State Legislative Action Conference with the entire committee maintaining the primary responsibility for the planning and coordination of the conference. PP&L Chair and Co-Chair will be given complimentary registration to the State Legislative Action Conference.
- CSNA will cover expenses to PP&L Committee meetings for the State Chair, Co-Chair, Member at Large positions and Executive and Finance Committee Advisory members in attendance. Supervisory Chapter Legislative Chair expenses should be covered by the Supervisory Chapters.

**NOMINATING**

- Shall prepare a slate of officers. Shall have at least one meeting prior to selecting the slate of officers. An eligibility list for the office of Vice President shall be maintained and verified with the Secretary's list prior to preparing the slate. A letter of intent shall be mailed to all members on the eligibility list. The candidate's biography will be sent with the ballot.

**NUTRITION STANDARDS**

- Chair will coordinate committee with a representative from each Supervisory Chapter and other members if needed. Chair will keep committee current on all nutrition activities and solicit input to ensure any position or action taken represents the needs of members.
- CDE and CDA liaisons will be members of this committee.
- Committee will advise other CSNA committees, including but not limited to Public Policy and Legislation, Marketing and Public Relations, and Professional Development, on matters concerning nutrition and health.
- Committee will prepare recommendations to Executive and Finance Committee and the Board of Directors on issues pertaining to nutrition and/or children's health for use when taking a position or action.
- Committee will serve as CSNA representative at meetings of organizations dealing with children's nutrition and health issues. Such organizations may include California Dietetic Association, Child Nutrition Advisory Council, American Heart Association, etc. At these meetings, chair of designee will respond to pertinent issues from a school nutrition perspective and report to CSNA Board of Directors on activities and goals of each of the organizations.
- It is recommended that the chair be a registered dietitian if possible.
- Shall be responsible for the development, review and/or revision of CSNA Nutrition Standards.
- Shall present CSNA Nutrition Standards to the Board of Directors for approval.

**PARLIAMENTARIAN**

- Shall provide the President and the Board of Directors with information and assistance regarding parliamentary procedure in accordance with Robert's Rules of Order at the House of Delegates and Board of Directors meetings.

**PROFESSIONAL DEVELOPMENT**

- Shall administer Continuing Education Workshop(s).
- Shall advise all chapters regarding CEU's
- Shall promote certification and/or credentialing to all members.

**MARKETING AND PUBLIC RELATIONS**

- Shall promote CSNA to other allied organizations
- Shall attend up to three allied organizations shows per year.

**INDUSTRY SEMINAR CHAIR**

- Shall be responsible for planning and conducting the annual Industry Seminar with advisement from the President, as well as organizing all other marketing and public service efforts.

**RESOLUTION AND BYLAWS**

- Shall review CSNA Bylaws, House of Delegates Standing Rules, CSNA Standing Rules, and Officers Guide for possible revision; assign specific duties to the members of the committee; submit amendments for changes in the Bylaws; review all amendments received; present amendments and resolutions at the House of Delegates meeting for vote; submit recommendations for changes the Standing Rules; review SNA Bylaws submitting proposed SNA resolutions to the Executive and Finance Committee; revise Bylaws to conform to amendments passed at the House of Delegates and ensure bylaws are updated on website once bylaw amendments are passed; revise CSNA Standing Rules to conform to motions passed at the Board of Directors meetings ensuring standing rules are updated on website once standing rules amendments are passed; revise the Officers Guide in odd numbered years following the Officers Workshop and update on website once changes are approved.

**NUTRITION ADVISORY COUNCIL**

- Shall be responsible for planning two NAC conferences
- Shall assist in planning NAC conference at the CSNA annual conference and the NAC conference to take place in the opposite region (North or South) of the annual conference.
- Shall assist in securing donations to support both NAC conferences.

**SPECIAL AND CONTINUING COMMITTEE/LIAISONS**

- Industry Advisory Board, chaired by Industry Representative
- Membership Committee, chaired by Membership Director
- State Department Liaison
- CDA Liaison
- ACDA Liaison
- CASBO Liaison
- SNA West Region Director
- Executive Director

Special and Continuing Committee/Liaisons are non-voting positions on the CSNA Board of Directors. The Industry Representative and Membership Director vote as members of the CSNA Executive and Finance Committee.

**REIMBURSEMENTS**

- Travel Reimbursement for official CSNA Business  
CSNA Officers, Committee Chairs and committee members traveling on approved CSNA business shall be reimbursed for transportation, rooms, meals, and other authorized expenses at the same rate of reimbursement for Board of Directors meetings. Transportation paid at the current IRS mileage rate or 21 day advance purchase coach airfare, whichever is the lesser of the two. Meals will be reimbursed as defined below.
- Attendance & Reimbursement at Board of Directors Meetings  
All claims for reimbursement must be submitted on printed CSNA form “Claim for Reimbursement” and handed to the Treasurer or Executive Director, or mailed to the CSNA office within 30 days of conclusion of the meeting.  
  
All reimbursement vouchers shall be signed as follows:
  - Committee members to be signed by Committee Chair
  - Regional Coordinators to be signed by Membership Director.
  - Continuing, Special Standing Committee Chair and State Officers to be signed by the President.
  - President to be signed by the President Elect.
- All expense claims forms shall be submitted to the CSNA Office within 30 days in order to be eligible for reimbursement. Claim forms received after 30 days are subject to rejection unless special circumstances exist and the circumstances are approved by the Executive and Finance Committee.
- Prior approval shall be obtained from the President for reimbursement not authorized in the above policy or other non-budgeted expense.
- Authorized persons-transportation, room, and meal expense shall be paid to the following:
  - Executive and Finance Committee
  - Standing Committee Chairs
  - Other Committee Chairs as authorized by the President.
  - Conference Co-Chair shall be invited to the CSNA Board of Directors meeting at the discretion of the Conference Chair. Expenses to be paid from conference funds.
- For all approved or budgeted travel, conventional and reasonable meals and tips are reimbursable to a maximum of \$70 in one 24 hour period. Members and staff are expected to attend all meal events provided as part of a paid conference or event and additional meals will not be reimbursed. A guideline for fractional days is: Breakfast \$15.00; Lunch \$20.00; Dinner \$35.00.
- Room allowance will be one-half the rate of a standard double room or as budgeted. If travel is in conjunction with a conference, reimbursement will be based on the hotel registration cost published in association with the meeting or conference attended. CSNA will not reimburse for rates above the conference rate unless circumstances are approved to justify the late registration or increased amount. Other hotel accommodations shall be booked in advance, at cost-effective rates, in an easily accessible location, so as not to incur additional ground transportation costs.