

# THE LOCAL CHAPTER

*The local chapter is the foundation upon which State and National Associations build. It is in the local chapter that responsibilities of leadership are developed. State and National Associations are founded on the attitudes and activities of the local chapter.*

## **BECOMING AN AFFILIATED CHAPTER:**

Compose By-laws which are in harmony with the By-laws of TSNA, naming your chapter, setting local dues and determining the number of yearly meetings.

1. Hold elections for local officers and appoint committee chairs. ALL officers and chairs must be members of TSNA and SNA. Elections shall be held during the first two weeks of April and officers shall be installed at the TSNA annual conference in June.
2. Complete the "Application for Chapter Affiliation" and submit it along with a copy of your by-laws to the Executive Director of TSNA. After your application for affiliation has been reviewed, you will be notified of your new status as a chapter affiliate of TSNA, or contacted for further information. Upon completion of the affiliation process, you will receive your charter. Your gavel and chapter flag will be presented to you at the annual conference in June.

## **RE-AFFILIATION OF EXISTING CHAPTERS:**

All local Chapters must hold elections during the first two weeks of April. ALL officers and chairs must be members of TSNA and SNA. Following the local elections it will be the responsibility of the newly elected President to complete the requirements of re-affiliation by filing the "Chapter Re-affiliation Form" with the Executive Director prior to the April 30th deadline. A late fee of \$25.00 will be required of any re-affiliation postmarked after the deadline.

## **IN-ACTIVE CHAPTERS:**

In-Active chapters are required to re-affiliate each year in order to keep their charter. The system Supervisor shall check "In-Active" on the form, and return it to the Executive Director prior to the April 30th deadline. A late fee of \$25.00 will be required of any re-affiliation postmarked after the deadline. A chapter may reactivate at any time by electing officers and filing a re-affiliation form with the Executive Director.



# TSNA Application for CHAPTER AFFILIATION & RE-AFFILIATION

The \_\_\_\_\_ School Nutrition Association, or School Nutrition Association having completed requirements for Chapter organization on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as prescribed by the By-laws of Tennessee School Nutrition Association, hereby applies for affiliation with aforesaid Tennessee School Nutrition Association. Attached is a copy of our chapter By-laws.

The 1995 House of Delegates adopted a resolution requiring **ALL LOCAL CHAPTERS to hold elections during the FIRST TWO WEEKS OF APRIL each year.** Following the local elections it will be the responsibility of the newly elected President to complete the requirements for **Re-Affiliation** by completing this form before the **April 30th deadline.** TSNA bylaws require all local chapter officers be members of TSNA and SNA. Chapters ignoring these requirements will be in danger of having their charters revoked. Officers will be installed during the TSNA Annual Conference in June. All terms will run from conference to conference, coinciding with the terms of TSNA officers.

***Please list names, complete addresses and email addresses of officers:***

President	<div style="margin-bottom: 10px;">Name _____</div> <div style="margin-bottom: 10px;">— Address _____</div> <div style="margin-bottom: 10px;">City/State/Zip _____</div> <div>Work (    ) _____ - _____ email _____</div>
President-Elect	<div style="margin-bottom: 10px;">Name _____</div> <div style="margin-bottom: 10px;">— Address _____</div> <div style="margin-bottom: 10px;">City/State/Zip _____</div> <div>Work (    ) _____ - _____ email _____</div>
Vice-President	<div style="margin-bottom: 10px;">Name _____</div> <div style="margin-bottom: 10px;">— Address _____</div> <div style="margin-bottom: 10px;">City/State/Zip _____</div> <div>Work (    ) _____ - _____ email _____</div>
Secretary	

	Name _____ Address _____ City/State/Zip _____ Work (   ) ____ - ____ email _____
Treasurer	Name _____ Address _____ City/State/Zip _____ Work (   ) ____ - ____ email _____

Return to:

Melissa Livesay, Executive Director  
Tennessee School Nutrition Association  
136 Lynnwood Smith Road  
McMinnville, TN 37110 info@tnsna.com

RETURN BY:

**April 30<sup>th</sup>**

Approved for Affiliation this \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ by  
\_\_\_\_\_

# **SAMPLE BY-LAWS**

The By-laws of the \_\_\_\_\_ Chapter of the Tennessee School Nutrition Association an affiliate of the School Nutrition Association.

## **Article I - Name**

The name of the organization shall be the \_\_\_\_\_ Chapter of the Tennessee School Nutrition Association.

## **Article II - Purpose**

The purpose of this organization shall be as follows:

1. To promote healthy children through nutritionally sound non-profit School Nutrition Programs.
2. To develop and maintain high standards for School Nutrition Programs.
3. To encourage and promote efforts between school personnel and the public so as to assure nutritious school meals for every school child.
4. To support legislation designed to promote School Nutrition Programs.
5. To promote interest in the recruitment and training of school food service personnel and to improve and protect their status.

## **Article III - Membership**

Of the organization shall consist of any person engaged in nutritionally adequate, educationally sound and non-profit school food service work or related activities upon payment of dues to chapter. A qualified member, who ceases to be actively engaged in non-profit school food service work, may continue as a member, provided he or she does not accept employment in other fields.

## **Article IV - Officers**

Officers of the chapter shall consist of President, President-Elect, Vice-President, Secretary and Treasurer. The President, President-Elect and Vice-President shall hold office for a term of one (1) year; President-Elect and Vice-President shall move up through the chairs to serve as President. The Secretary and Treasurer shall serve terms of two (2) years.

## **Article V - Elections**

An annual election shall be held for the office of Vice-president. The Secretary shall be elected in even years, while the Treasurer shall be elected in odd years. The nominating committee shall consist of the past three (3) chapter Presidents. A slate shall be presented to the membership for a ballot vote.

## **Article VI - Meetings**

The chapter shall hold at least \_\_\_\_\_ meetings during the year.

## **Article VII - Executive Committee**

The Executive Committee shall be composed of the elected officers: President, President-Elect, Vice-President, Secretary and Treasurer.

## **Article VIII - Executive Board**

The Executive Board shall be composed of the elected officers, chairpersons of standing committees and special committees appointed by the President.

## **Article IX - Committees**

The Chapter shall choose committees in harmony with the Tennessee School Nutrition Association, i.e., Budget, Legislation, Professional Development, By-laws, Membership, Publicity, Scholarship and Awards, Nutrition Advisory Council, etc. Special committees needed to further the interest of the chapter (i.e. Fund Raising), may be appointed by the President, subject to the approval of the Executive Board.

## **Article X - Chapter Dues**

Chapter dues shall be \$ \_\_\_\_\_ per year, and membership shall run from \_\_\_\_\_ to \_\_\_\_\_.

## **Article XI - Amendments**

These By-laws may be amended by a two-thirds vote of the members present at any Chapter meeting, provided all members receive copies of the proposed amendments no less than thirty (30) days prior to the meeting.

## **Article XII - Parliamentary procedure**

Roberts Rules of Order shall constitute the parliamentary authority for the conduct of the business of the Chapter.

# CHAPTER EXECUTIVE COMMITTEE DUTIES

Having been elected to an office in your chapter, you have accepted responsibilities that will affect the welfare of that chapter. You are the leaders, the planners and the motivators in directing your chapter through the Program of Work. Strong leadership is the difference between an active, healthy chapter and a lethargic one. Your term of office will be rewarding if, at the end of the year, you can look back and know that you have done your best.

## **PRESIDENT:**

1. File the *"Chapter re-affiliation form"* with the Executive Director of TSNA. Provide the names of the delegates who will attend the House of Delegates.
2. Attend the House of Delegates and the Chapter Presidents workshop at the TSNA Annual Conference where you will represent your chapter and receive the State Plan of Action.
3. Work with the other members of the Executive Committee to prepare your Program of Work using the State Plan of Action. Set goals for your year as President and prepare an annual budget.
4. Appoint chairperson of each committee. Choose strong people who will work together to accomplish the goals you have set for the chapter. Stay informed as to the progress of each committee.
5. Plan a calendar for the year listing meetings dates and possible programs.
6. Provide an agenda for and preside at all meetings of the chapter.
7. Approve disbursements in accordance with chapter policy.
8. Read all materials sent to you from TSNA and SNA and keep the membership informed. Respond promptly and provide any information requested of you. Successful communication must be a two- way exchange.
9. At the end of your term as President, pass this handbook on to the in-coming President.

## **PRESIDENT-ELECT:**

1. Attend the House of Delegates and the Chapter Presidents Workshop at the annual TSNA Conference
2. Work with the President and other members of the Executive Committee in preparing the Program of Work and the annual budget.
3. Preside at the chapter meetings in the event the President must be absent.
4. Assist the President in the performance of his/her duties.

5. Supervise and advise the Vice-President who is being trained for the jobs of President-Elect and President.



### **VICE-PRESIDENT:**

1. Work with the President and other members of the Executive Committee in preparing the Program of Work and the annual budget.
2. Represent the President or President-elect at meetings they are unable to attend.
3. Attend committee meetings and act as a liaison between committees and the President.
4. Observe and listen to the President and President-Elect. This is your year to learn.

### **TREASURER:**

1. Work with the President and other members of the Executive Committee in preparing the Program of Work.
2. Act as chairperson of the Budget Committee and supervise the planning of the annual budget.
3. Receive and deposit all funds of the chapter and make disbursements in accordance with chapter policy.
4. Keep an accurate record of and monitor all receipts and disbursements, making sure they are in line with the budget.
5. Collect the dues of the ***"State Only"*** members and remit along with a roster of names and addresses to the Executive Director of TSNA prior to the **December 31st** deadline. **DO NOT** collect the TSNA state dues of chapter members who belong to SNA. They will pay their state dues along with their SNA dues.
6. Present a financial report at each regular meeting. Render a year-end report on June 30th.

### **SECRETARY:**

1. Preserve the records of the chapter.
2. Keep accurate records (minutes) of all chapter meetings.
3. Notify members of chapter meetings.
4. Keep an up-to-date roster of all members.
5. Read the minutes of the previous meeting at all chapter meeting
6. Provide each member of the Executive Committee with a copy of the minutes.

# DELEGATE ASSEMBLY

It should be considered an honor to represent your chapter in the House of Delegates. It is in the House of Delegates that by-laws are amended, policies are adopted and plans are laid for the future. As chapter affiliates it is important that you have input into the formation of these policies which affect the direction of your local chapter and your State Association.

Each Chapter Affiliate of TSNA should be represented by two (2) delegates at the House of Delegates which is held during the annual conference each June. Ideally, these delegates should be your Chapter President and the President-Elect. In the absence of one of these officers, another officer should be appointed; however, if all members of the Executive Committee are unable to attend the conference, the membership may elect any active member to represent them.

*Please list your two (2) delegates below:*

**The \_\_\_\_\_ Chapter of TSNA**

Delegate One	<p>Office Held (if any) _____</p> <p>Name _____</p> <p>—</p> <p>Address _____</p> <p>City/State/Zip _____</p> <p>Work ( ) ____ - ____ email _____</p>
Delegate Two	<p>Office Held (if any) _____</p> <p>Name _____</p> <p>—</p> <p>Address _____</p> <p>City/State/Zip _____</p>

	_____
	Work (    ) _____ - _____ email
	_____

**If not sending delegates, please write "NONE" and return form anyway!!**

Return to:      Melissa Livesay, Executive Director  
Tennessee School Nutrition Association  
136 Lynnwood Smith Road  
McMinnville, TN 37110

<b>Deadline April 30th</b>
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# Chapter Presidents

## IMPORTANT NOTICES:

**ALL LOCAL CHAPTERS** are required by TSNA Bylaws to hold annual elections prior to affiliating.

Following the local elections it will be the responsibility of the newly elected President to complete the requirements for Re-Affiliation by filing the **Chapter Re-Affiliation form before the April 30th deadline**. After the April 30<sup>th</sup> deadline, a fee of \$25 will be charged to the chapter.

All local chapter officers must be members of TSNA. Remember, these are bylaw requirements, not suggestions. Chapters ignoring these requirements will be in danger of having their charters revoked.

If you have further questions or concerns please let me know.

Melissa Livesay, TSNA Executive Director  
136 Lynnwood Smith Road  
McMinnville, TN 37110

Phone: 931-743-6923  
Email: [info@tnsna.com](mailto:info@tnsna.com)