

# Indiana School Nutrition Association

## Bylaw and Policy Manual

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## **EXECUTIVE BOARD MEMBER**

### Statement of Responsibility

Being elected or appointed to serve on the ISNA Executive Board is a high honor and privilege and one that carries with it a serious responsibility to serve the interests of ISNA and its members. It is the desire of ISNA that all Executive Board members should conduct themselves and perform their duties in an exemplary fashion, commensurate with the position of leadership that has been bestowed upon them by the membership.

Board members must always abide by the legal duties of care, loyalty and obedience pertaining to their role. As fiduciaries of ISNA resources and guardians of its mission, each Executive Board Member has basic responsibilities that derive from these legal duties:

- To support the mission and purpose of ISNA, and to abide by its Bylaws and policies;
- To be diligent in preparation for, attendance at, and participation in Executive Board meetings and related activities on behalf of ISNA;
- To ensure that the financial and business affairs of ISNA are, to the best of the Executive Board Member's awareness, managed in a responsible manner;
- To act always in good faith and in the best interests of ISNA, above any personal interest; and
- To maintain the confidentiality of sensitive or proprietary information obtained as a result of Executive Board service.

Executive Board Members must also recognize that the Board acts only as a collective entity. Success depends on the contributions of all Executive Board Members and their ability to work well together.

Executive Board and Research Committee positions are volunteer positions. Executive Board Members should not be compensated for contributions unless special circumstances occur in which an Executive Board vote approves such compensation.

## **OVERVIEW OF RESPONSIBILITIES BY POSITION TYPE**

### **ELECTED OFFICERS**

1. Involvement as an ISNA Elected Officer requires ISNA membership.
2. Participation, unless running for Vice President, does not require prior experience on the board.
  - a. To be nominated for Vice President, ISNA Board participation for 2 of the past 10 years is required.
3. The Elected Officers represent the following positions:
  - a. President
    - i. Four year commitment as Vice President, President Elect, President and Immediate Past President.
  - b. President Elect
    - i. Four year commitment as Vice President, President Elect, President and Immediate Past President.
  - c. Vice President
    - i. Four year commitment as Vice President, President Elect, President and Immediate Past President.
  - d. Immediate Past President
    - i. Four year commitment as Vice President, President Elect, President and Immediate Past President.
  - e. Secretary
    - i. Two year commitment
  - f. Treasurer
    - i. Two year commitment
4. Responsibilities include:
  - a. Fulfill the duties of the position, as outlined by the position's standard operating procedure (SOP).
  - b. Review and recommend updates to the position's SOP annually, in order to reflect current practices and procedures.
  - c. Approve recommended SOP updates, as needed.
  - d. Assist the President in carrying out the President's Plan of Action and the ISNA Strategic Plan.
  - e. Prepare a written report for all Executive Board meetings to summarize position-related activities.
  - f. Provide guidance and leadership to all appointed members of the Executive Board and Research Committees.
  - g. Submit pertinent and timely articles for ISNA publications such as the *Food for Thought* as directed by Association Services (acting as publisher of *Food for Thought*).
  - h. Provide necessary budgetary input for the Treasurer and abide by all policies related to Expense Reimbursement.
  - i. Attend all other special meetings and orientations as called by the President.
  - j. Participate in SNA conferences and events according to position (5.3).
  - k. Submit a separate, written report summarizing the experience of any

association paid conference event attended.

- i. To be provided to the Executive Board at the meeting following the event.
- l. Vote on behalf of the position/membership, whether such vote occurs at a meeting or electronically.

### APPOINTED POSITIONS

1. Involvement in an ISNA Appointed position requires ISNA membership or Industry Partnership.
2. These positions represent the standing committees and include:
  - a. Professional Development Chair
    - i. Professional Development Assistant Chairs (2)
  - b. Bylaws & Policy Chair
  - c. Membership Chair
  - d. Public Relations Chair
  - e. Legislative Chair
  - f. Industry Advisory Chair
  - g. Regional Representative Chair
3. Responsibilities include:
  - a. Fulfill the duties of the position, as outlined by the position's standard operating procedure (SOP).
  - b. Review and recommend updates to the position's SOP annually, in order to reflect current practices and procedures.
  - c. Lead a committee to perform the necessary functions and goals of the appointed position.
  - d. Prepare a written report for all Executive Board meetings to summarize position-related activities.
  - e. Submit pertinent and timely articles for ISNA publications such as the *Food for Thought* as directed by Association Services (acting as publisher of *Food for Thought*).
  - f. Provide necessary budgetary input for the Treasurer and abide by all policies related to Expense Reimbursement.
  - g. Attend all other special meetings and orientations as called by the President.
  - h. Assist the President in carrying out the President's Plan of Action and the ISNA Strategic Plan.
  - i. Participate in SNA conferences and events according to position (5.3).
  - j. Submit a separate, written report summarizing the experience of any association paid conference event attended.
    - i. This is to be provided to the Executive Board at the meeting following the event.
  - k. Vote on behalf of the position/membership, whether such vote occurs at a meeting or electronically.

### STANDING COMMITTEES

1. These committees, led by an appointed chair(s), serving as an Executive Board Member, represent the following:
  - a. Professional Development
  - b. Bylaws & Policy
  - c. Membership
  - d. Public Relations
  - e. Legislative

- f. Industry Advisory
- 2. Composed of ISNA Members representing all areas of membership.
  - a. Committee Members will be chosen by the Chair prior to the September Board meeting and approved by the ISNA Executive Committee annually.
  - b. Committees are expected to operate in accordance with the bylaws and policies of ISNA.



3. Work to meet the needs and goals of the committee's realm of responsibility to the Association under direction of the Committee Chair.
4. Participate in meetings throughout the year as requested by the Committee Chair.
  - a. Meetings should occur via email or phone conference as applicable in order to limit unnecessary travel expense.
  - b. If the Committee Member's physical presence is required by the Committee Chair for a meeting, mileage for reimbursement may be claimed (5.1).

#### RESEARCH COMMITTEE CHAIRS

1. These appointed positions represent the following Professional Development (PD) core areas:
  - a. Nutrition
  - b. Administration
  - c. Marketing & Communication
  - d. Operations
2. These Committee Chairs are appointed by the Professional Development Chair/Assistant Chair(s).
3. Serve as Members of the Professional Development Committee to act under direction of the Professional Development Chair/Assistant Chair(s) in planning content and topics for professional development events.
4. Lead a committee by planning meetings, creating agendas, and communicating results to Committee Members and Professional Development Chair/Assistant Chairs.

#### RESEARCH COMMITTEE MEMBERS

1. Committee Members representing all areas of membership, including industry and allied organization members.
  - a. No more than ¼ (25%) of the committee may be non-ISNA members.
  - b. Committee Members will be recruited and chosen by the Research Committee Chair with assistance in recruitment from the Executive Board.
    1. Contribute ideas and suggestions on related topics to plan professional development content for events.
2. Write pertinent and timely articles for *Food for Thought* as assigned by Association Services (acting as *Food for Thought* publisher)
3. Participate in 1-2 meetings per year as requested by Research Committee Chair
4. If the Committee Member's physical presence is required for a meeting, mileage for reimbursement may be claimed (5.1).

## **Code of Ethics for the Indiana School Nutrition Association Board of Directors**

The leadership of all associations is ultimately responsible for the creation of the culture which will permeate the association and its membership. A strong ethically-grounded association is only possible when it is governed by a strong ethical board. In turn, the strength of the board is grounded in the ethical conduct and approach of each of its individual board members.

### ***Statement of Commitment***

*“In establishing policy for and on behalf of Indiana School Nutrition Association (ISNA) members, I am a custodian in trust of the assets of their association. Members recognize the need for competent and committed elected board members to serve their Association and have put their trust in my sincerity and abilities. In return, the members deserve my utmost effort, dedication, and support.”*

*“Therefore, as a board member of The Indiana School Nutrition Association, I acknowledge and commit that I will observe high standards of ethics and conduct as I devote my best efforts, skills and resources in the interest of the Indiana School Nutrition Association and its members. I will perform my duties as a board member in such a manner that members’ confidence and trust in the integrity, objectivity and impartiality of the Indiana School Nutrition Association are conserved and enhanced. To do otherwise would be a breach of the trust which the membership has bestowed upon me.”*

### **Ethical Guidelines**

#### ***General***

1. I will always hold the betterment of the membership of the Association as my priority, including during all participation in discussions and voting matters.
2. I recognize that I am obligated to act in a manner which will bear the closest public scrutiny.
3. It is my responsibility to contribute to the Executive Board any suggestions for ways to improve the Association’s policies, standards, practices or ethics.
4. I will not abuse my position as a board member by suggesting to any person that I am entitled to or expect any special treatment beyond regular members of the Association.
5. I will declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to any matter being discussed in my presence during a meeting.
6. If the board decides at any time during a meeting that I have a conflict, I will accept their request that I refrain from participating in the discussion and I will leave the meeting at the board’s request. I understand that the board’s decision will be recorded in the minutes, either with or without reasons for the decision being recorded
7. I understand that the following activities are considered by the Association to be conflicts of interest, and that conflicts of interest are not limited to the following situations:
  - where a board member makes a decision or does an act motivated by other or additional considerations than “the best interests of the Association”.

- where a board member is awarded a contract with the association without following the proper RFP submission procedure and where he/she is awarded the contract based upon board position rather than appropriate parameters as defined within the specific RFP.
- where a board member learns of an opportunity for profit which may be valuable to him/her personally or to another association of which he/she is a member, or to other persons known to the director or member.
- where a director, in any circumstance as related to the Association, puts his/her personal interests ahead of the best interests of the Association.

### ***Information***

8. I will not knowingly take advantage of or benefit from information that is obtained in the course of my official duties and responsibilities as a board member, and that is not generally available to the at-large membership.
9. I will be alert to information which the Association can use to develop improved policies and strategies.
10. I will protect the Associations' information closely and will not release or share confidential information without the permission of the person who provided it.
11. I will maintain confidentiality of all information which the board deems ought to be kept confidential.

### ***Resources***

12. I will be mindful of resources which are in my trust on behalf of the Association, and will help establish policies which ensure the maximization of secure and protected resources.
13. I expect to be reimbursed for legitimate expenses incurred by myself for the sake of the Association. I will keep all such expenses reasonable and justifiable and will discuss expenses which may be in question with the Association's financial representative or audit committee.

### ***Gifts and Hospitality***

14. Should business associates or others offer me gifts, favors, or benefits on a personal basis because of the business the Association does with them, I will recognize that such offers may be an effort to secure advantage from me, and I will reject such offers on the basis that it is against the Association policy to accept gifts from such business contacts. The extent to which is normal, promotional handouts of a nominal value.
15. I will not routinely accept the hospitality of others. For example, when meals are taken with business colleagues, I will pay for as many meals as do my colleagues.

### ***Representing the Association***

16. As part of my duties as a board member, I represent the Association informally and formally to other associations, societies, government officials, and business representatives. I recognize that it is important that I represent the Association in such a way as to leave others with a positive impression of the association. In my duties I will preserve and enhance the good reputation of the Association and will avoid behavior which might damage its image.

### ***Interpretation***

17. The President of the Association shall ensure that the practice of this policy will be fair, just, and equitable in all situations of interpretation and application.

### ***Enforcement***

18. The President is ultimately responsible for immediate interpretation, application and enforcement of the board members' code of ethics policy. All complaints concerning a possible code of ethics violation shall be made in writing to or by the President with a copy provided to the complainant. If it is the President who is believed to have committed an ethics violation, a complaint may be referred to the Executive Committee.

The President shall make an initial determination of the issue and shall attempt initial resolution of the problem with the complainer and the complainant. In the instance of a charge of ethics violation made against the President, the Executive Committee will meet in a special session to determine a resolution to the complaint.

If the initial attempt at resolution is not successful, the President shall appoint a tribunal composed of three board members to investigate the complaint. The tribunal is required to investigate as required and submit a written report to the President within thirty (30) days. The President will render his/her decision within ten (10) days of receiving the tribunal's report.

If a complaint of ethics violation is made against the President, the Executive Committee will meet in a special session (with the President absent) to determine the facts surrounding the complaint and will attempt resolution with the President. If resolution is not attained, the Executive will make a report to the Executive Board who will hold a hearing and determine resolution by secret ballot.

The President's decision may be appealed in writing to the Executive Board for consideration at the Association next regularly scheduled meeting. A special meeting may be called by the Executive Committee for a final decision. The final decision shall be delivered in writing to the complainer and complainant.

***Delegation and Penalties***

19. Should the President be the subject of a written complaint, the President Elect shall perform the duties normally assigned to the President in the matter of the ethics subject.
20. Penalties imposed for breach of the code of ethics may include, but are not limited to, the following:
  - Excluding the board member from portions of all future meetings and discussions which relate to the stated conflict of interest, and/or
  - censure of the board member, in private, in public, or both, and/or
  - removal of the board member from office by a resolution passed by a vote of two- thirds of the Executive Board, voting at a special meeting

**I have read and I accept** The Indiana School Nutrition Association Code of Ethics for Board Members

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Date

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Signature of Board Member

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Board Position

### **Conclusions**

The basic components of ethical behavior incorporate base principles of fairness and honesty and are therefore fairly obvious, yet there are other potential pitfalls for the individual board member who may not be aware of the possible implications of his/her actions or, in some instances, lack of actions. A board as a whole has ethical obligations to its individual board members, and ultimately to each individual Association member.

The Executive Board member is firstly responsible to ensure that it has a clear understanding of its roles, responsibilities and functions, and then to ensure that this information is clearly articulated and conveyed to all board members. By making clear the purpose and requirements of the board and all of its members, the board will reduce the likelihood of swaying from its ethical mission, and by clearly retaining its focus and purpose it will help to ensure that any unethical behavior by its board members will stand out as improper and inappropriate.

Through continual rigorous efforts to maintain an ethical association, Associations can increase chances to serve their membership in a positive manner, unencumbered by unnecessary distractions caused by unethical behaviors of any individual board members.

## **NON-BOARD MEETING ACTION ITEMS**

1. In the event of a time sensitive issue where a vote is needed on an action item outside of a board meeting, the following procedure will be used.
  - a. Necessary background information concerning the action item is provided to those eligible to vote.
  - b. A process is utilized to ensure that within a stated time frame, those voting have the ability to do so.
    - i. Options for the vote include the following:
      1. Vote to approve the item.
      2. Vote against the item.
      3. Request further discussion.
2. If further discussion is requested based on the initial vote, another vote is taken once the discussion has concluded.
3. The results of the vote are then shared with the Executive Board.

## PRESIDENT

1. The President shall serve as Chairperson of the Executive Board, and as ex-officio member of all other committees and advisory councils as needed. In this capacity, the President shall:
  - a. Set the date, time and place for Executive Board meetings and Executive Committee meetings.
  - b. The President shall prepare an agenda for each Executive Board and Executive Committee meeting and notify Board Members at least two (2) weeks before the date of the meeting as stated in policy.
2. The President shall appoint prior to October 31<sup>st</sup> and subject to the **APPROVAL** of the Executive Board:
  - a. Chairpersons/Assistant Chairpersons of Standing Committees.
    - i. Professional Development, By-Laws & Policy, Membership, Public Relations and Legislative
  - b. Chairperson of Region Representatives from the elected Region Representatives.
  - c. State Agency Representative in cooperation with the Director of the Office of School and Community Nutrition Programs.
3. The President shall see that all orders, recommendations and resolutions of the Executive Board are carried into effect.
4. The President shall submit an article for each issue of *Food for Thought* by the deadline established by Association Services (acting as *Food for Thought* publisher).
5. The President shall perform the following functions with regard to the Annual State Conference:
  - a. Prepare a report for the ISNA Annual Business Meeting.
  - b. Pass the President's pin to the incoming President at the Annual State Conference.
6. The President shall establish and follow up on the implementation of the SNA Annual Plan of Action as presented at the National Leadership Conference.
7. The President is encouraged to apply for the SNA Thelma Flanagan Award.
8. The President shall appoint an Auditing Committee consisting of three (3) members to audit all of the Association's financial records after July 31 and prior to the Annual Conference
  - a. It is suggested that at least one (1) of the three (3) be a past ISNA treasurer.
9. Contracted Personnel/Association Services
  - a. Responsible for organizing the evaluation process of Association Services and signing of contracts.
    - A. Evaluations shall be completed by the Professional Development Chair/Assistant Chairs and each Executive Committee Member.



- B. Evaluations should be tallied and summarized in coordination with the President Elect.
  - C. Final evaluation and contract should be presented to the Executive Committee for approval prior to actual evaluation.
  - D. President and President Elect should present the evaluation and contract to Contracted Personnel/Association Services prior to contract start.
  - E. The contract shall be signed at the time of the evaluation.
10. The President shall determine additional attendees to the SNA conferences listed in Policy 5.3 based on budget and subject to Executive Board **APPROVAL**.
11. The President, in cooperation with the President Elect, shall plan the location, date and agenda for a Strategic Planning session for the Executive Board to be held each year to evaluate, update and/or revise the mission statement, goals and objectives of the Association.
- a. This meeting is to be held prior to the September Board meeting.
12. In the event of a tie vote for an office, the President shall immediately direct Association Services to communicate to the Executive Board for the purposes of breaking the tie prior to the Annual State Conference.
- a. The President shall not vote unless the poll results in a tie.
13. The President shall make necessary arrangements for a floral or memorial tribute to be sent on behalf of the Executive Board in the event of a death of a Board Member or a Past President, or the spouse, child or parent of a Board Member.
- a. The Past President will assume this responsibility if the death occurs in the President's family.
  - b. The Executive Director will see that appropriate recognition of deceased Association Members occurs in the *Food for Thought* and at the Annual State Conference (5.5).
14. When there is a need to contact the Board to communicate information or initiate legislative needs, the President will be responsible for notifying the Executive Board and Research Committee Chairs.
15. The President shall exercise all other general powers of supervisory and active management usually vested in the office of President.

## PRESIDENT ELECT

1. The President Elect shall serve for one (1) year with additional one (1) year terms as President and Immediate Past President in the years to follow term as President Elect.
2. In preparing to assume the duties of the President, the President Elect shall:
  - a. Be prepared to take over the role of President in the President's absence.
  - b. Assist the President in planning the board orientation and strategic planning session.
  - c. Succeed to the office of President at the end of the Annual State Conference of the Association following the election or in the event of the death, resignation or removal from office of the President.
3. The President Elect shall serve as chairperson of the ISNA Annual State Conference. In this capacity, the President Elect shall:
  - a. Work closely with the Executive Director to secure conference location and all other duties under Association Services contract.
  - b. Seek **APPROVAL** from Executive Committee for registration fees, budget and agenda prior to Annual State Conference.
  - c. Work closely with the Professional Development Chair to ensure education session times and formats are scheduled properly according to the Professional Development content plans and budgets.
  - d. Work closely with the Public Relations Chair and the Executive Director to coordinate marketing plans.
  - e. Executive Director shall coordinate volunteer teams utilizing members of the Executive Board and established ISNA Committees.
  - f. Suggested positions: Exhibits, Industry Sponsorships, Registration, Decorations, Entertainment, Hostesses, Presiders, Fundraisers/Charities.
  - g. Direct the Executive Director on ordering of the Past President's pin and selecting a gift for the President to be presented at the Annual State Conference.
  - h. Prepare a final written conference report to present to the Executive Board.
    - i. Report to include financial summary and evaluation summary from the Executive Director and be provided in such a manner that clearly shows itemized revenue and expenses.
4. The President Elect shall pass on to the incoming President Elect all cumulative and pertinent materials including all Annual State Conference information.
5. The President Elect represents the Association at the request of the President.

6. The President Elect shall schedule sites for Executive Board Meetings for the term of office as President as soon as possible.
7. Assist the President with the evaluation of the Executive Director during the input gathering phase along with the presentation of the final evaluation.

## **VICE PRESIDENT**

1. The Vice President shall be elected to serve a term of one (1) year. The Vice President will also serve one (1) year terms as President Elect, President, and Immediate Past President in the years to follow term as Vice President.
2. The Vice President studies the duties and responsibilities of the President, the President Elect, and other members of the Executive Board Committees, and Advisory Councils.
3. The Vice President succeeds to the office of President Elect at the end of the Annual State Conference of the Association or in the event of death, resignation or removal from office of the President Elect.
4. The Vice President shall oversee awards and is responsible for the promotion, and distribution process for awards and scholarships. The Vice President shall create a Selection Committee of at least three (3) members to vote upon award and scholarship recipients.
5. The Vice President performs the duties of the President Elect in his/her absence.
6. The Vice President serves as voting delegate to the House of Delegates at the annual meeting of the School Nutrition Association if a second alternate is needed.
7. The Executive Director confirms the site and dates for Annual State Conference for term as President Elect.

## **SECRETARY/TREASURER**

1. Secretary/Treasurer shall be elected in odd numbered years and shall serve for two (2) years.
2. The Secretary/Treasurer shall maintain a correct record of all meeting minutes of the Executive Board and the Executive Committee in files belonging to the Association. In this capacity, the Secretary/Treasurer shall:
  - a. Include attendance in the reports.
  - b. Send, within two (2) weeks after the Executive Board Meeting, the minutes of the previous meeting to members of the Executive Board.
3. Working with the Executive Director, ensure the following are posted on the ISNA website in a timely manner and available to others:
  - a. Minutes of the Executive Board meetings.
  - b. A record of the business of the ISNA Annual Business Meeting.
4. The Secretary/Treasurer shall provide guidance to the Financial Secretary to ensure all Association policies are being followed.
5. The Secretary/Treasurer along with the Financial Secretary shall supervise and monitor the funds, investments and securities of the Association. In this capacity the Secretary/Treasurer along with the Financial Secretary shall:
  - a. Pay all approved obligations promptly.
    - i. All expense claims for Board or Committee reimbursements should be submitted for approval to the President and/or the Secretary/Treasurer on the Claim for Payment form (5.2a) with receipts attached (5.1 and 5.2).
    - ii. All expense claims must be approved by the President and/or Secretary/Treasurer.
    - iii. Draft a proposed budget prior to the May Executive Board meeting.
    - iv. Obtain approval of the Executive Board at the May Board meeting.
      1. The budget, once approved by the Executive Board, shall be presented by the Secretary/Treasurer during the financial report to members at the ISNA Annual Business Meeting.

- v. The following information is taken into consideration when preparing the budget for approval.
  1. Input from the Executive Committee and Professional Development Chairpersons.
  2. Analysis of past expenditures.
  3. Anticipated increases in cost.
  4. The Professional Development calendar for the upcoming year.
6. In order to complete the efficient transfer of information between Secretary/Treasurers; the following procedures should be used:
  - a. The Secretary/Treasurer shall pass on to the incoming Secretary/Treasurer all meeting minute templates and necessary files (paper or electronic) needed for the upcoming year, belonging to the Association.
    - i. All other files unnecessary to the operation of the Secretary/Treasurer's current duties belonging to the Association will be dated and filed by year with the Executive Director for a period of seven (7) years.
  - b. The outgoing Secretary/Treasurer along with the Financial Secretary and the President shall have the responsibility to train the newly elected Secretary/Treasurer on all matters related to the Association's books.
    - i. The new Secretary/Treasurer shall have full responsibility after the November meeting.
  - c. The Financial Secretary shall prepare the financial report for each Executive Board Meeting, in conjunction with the new Secretary/Treasurer.
7. The Secretary/Treasurer is a member of the Executive Committee and shall be expected to attend meetings of the Committee as called and shall assist in the evaluation of the Association's contract positions.

### **ISNA Sub Account Reporting**

(Revised from CPA recommendations, February 1998)

In order to have accounting controls on all ISNA funds wherever they are, the following procedures should be followed per CPA advice.

1. In addition to the Executive Director and Financial Secretary as approved signers, all bank accounts should have two approved signers from the Executive Committee on file at the bank in the event the regular signer is unable to function.
  - a. For instance, an incoming Treasurer would have their signature plus the current President's signature on the account.
    - i. This could remain in effect for the Treasurer's two (2) year term as the Immediate Past President is still on the Executive Committee.
2. There should be an annual internal audit of each account belonging to ISNA. The President shall appoint a committee to do this work.
3. The records are available at any time for Executive Board review.
4. Claims, receipts and bank records are to be on file for five (5) years to back up year-end financial reports which are kept for ten (10) years.
5. As a control, a copy of each bank statement is accessible to both the Treasurer and Executive Director and is to be reviewed monthly.
6. Year-to-date reports will be prepared by the Financial Secretary and given to the Treasurer for reporting to the Executive Board at the Board meetings. The annual year-end financial report is for the period of July 1 through June 30 and is reported at the Annual Business Meeting during the ISNA State Conference.
7. When providing financial information annually to the CPA for preparation of the ISNA tax return, access to the financial accounting software is provided.
8. The Executive Director will provide the Professional Development Chair and Assistant Chairs an itemized record of income and expenses to indicate whether the function was profitable, which each Chair will use in their Board reports.
  - a. Any State Conference monetary activity should be part of the President Elect's report.
9. The Financial Secretary will provide income, expense and bank balance information to the Treasurer to complete combined regular financial reports to the Board.

### **Credit/Debit Card Guidelines**

1. No one person can open any charge accounts on behalf of the ISNA without the **PRIOR** approval of the Executive Board.
2. One credit/debit card will be issued for the Association and will be held by the Executive Director. The card may be used by the Association Executive Director and the Executive Committee.
  - a. Additional cards (for contractors) may be issued with the approval of the Executive Committee.
  - b. If an association credit/debit card is not utilized, payment can be provided by personal means and a claim then submitted for reimbursement (5.1, 5.2 and 5.2 a).
3. The Executive Board shall set the credit/debit limit on the charge account.
4. The Executive Committee shall approve expenditures for all the cash back and/or other rewards associated with the credit/debit card.
5. No cash advancements will be allowed.
6. The card may be used for the following expenses only: travel expenses such as airfare, hotel and meals; conference/seminar/workshop expenses such as attendee gifts, duplicates/copies and supplies; and general office supplies such as paper and ink. All other expenses require prior approval from the Executive Committee.
7. Any credit/debit cards must be rendered upon request to the ISNA or at the end of the Executive Director's (or other's) contract.
8. No alcoholic beverages can be charged to the ISNA credit/debit card.
9. The credit card statement shall be mailed to the Financial Secretary.
10. All receipts must be submitted to the Financial Secretary for verification to pay the charges on the credit/debit card statement within three (3) days of the transaction, in part to avoid interest and late fee charges.



### **IMMEDIATE PAST PRESIDENT**

1. The Immediate Past President shall serve for one (1) year after the term of President.
2. The Immediate Past President shall serve as the Chairperson of the Nominations Committee, abiding by the guidelines of Policy 3.1.
3. The Immediate Past President shall notify all nominees of the results of the annual ISNA election within fifteen (15) days of the election.
4. Reviewing the Food for Thought and other publications, including social media, in conjunction with the Executive Director.

## **REGION REPRESENTATIVES**

1. ISNA regions correspond with the Indiana Congressional districts by county:
  - a. Region 1-Lake—Porter—La Porte
  - b. Region 2-St. Joseph—Elkhart—Starke—Marshall—Kosciusko—Pulaski---  
Fulton—Miami—Wabash
  - c. Region 3-Lagrange—Steuben—Noble—De Kalb—Whitley—Allen—  
Huntington—Wells—Adams—Jay
  - d. Region 4-Newton—Jasper—Benton—White—Cass—Carroll—Warren—  
Tippecanoe—Clinton—Fountain—Montgomery—Putnam—Hendricks
  - e. Region 5-Howard—Grant—Blackford—Tipton—Boone—Hamilton—Madison
  - f. Region 6-Delaware—Randolph—Hancock—Henry—Wayne—Shelby—  
Rush—Fayette—Union—Bartholomew—Decatur—Franklin—Jennings—  
Ripley—Dearborn—Jefferson—Switzerland—Ohio
  - g. Region 7-Marion
  - h. Region 8-Vermillion—Parke—Vigo—Clay—Sullivan—Greene—Owen—  
Knox—Daviess—Martin—Gibson—Pike—Dubois—Posey—Vanderburgh—  
Warrick—Spencer
  - i. Region 9-Morgan—Johnson—Monroe—Brown—Lawrence—Jackson—  
Orange—Washington—Scott—Crawford—Harrison—Floyd, Clark
2. Representatives shall be elected to serve for two (2) years.
  - a. Representatives representing odd number districts will be elected in odd number years.
  - b. Representatives representing even number districts in even number years.
3. Representatives shall live or work in the area they are representing.
  - a. It is permissible for someone outside of the region to be a Representative in the case of special circumstances.
4. Representatives shall represent their Region at Executive Board meetings.
5. Representatives shall encourage networking opportunities for members within their Region.
6. Representatives shall submit timely content regarding Regional activities for publication in *Food for Thought* as assigned by the Executive Director.

**CHAIRPERSON OF REGION REPRESENTATIVES**

1. The President shall appoint a Region Representative who has served at least one (1) year in that position to serve as Chairperson of Region Representatives.
2. The Chairperson of Region Representatives shall, in conjunction with the President, evaluate/update the Association's regional structure.
3. The Chairperson of Region Representatives serves on the Executive Committee, attending meetings and performing duties as designated, and acts as the liaison between Region Representatives and the Executive Committee.
4. Provide mentoring and support to Region Representatives.
5. Shall partner with the Membership Chairperson to increase Association membership.
6. Shall partner with the Legislative Chairperson to relay pertinent legislative information to members.

## NOMINATION AND ELECTION PROCESS

1. The following Executive Board positions are nominated and elected through this process:
  - a. Vice President, Secretary/Treasurer and Regional Representatives
2. The Leadership Development Committee shall be selected and chaired by the Immediate Past President and shall consist of an active Past President, the Membership Chair and at least two (2) Regional Representatives.
3. The Chairperson, on behalf of the Leadership Development Committee, shall submit the slate of nominations to the Executive Board for approval annually by July 1.
4. To prepare the slate, the Chairperson and Committee should follow the below guidelines:
  - a. Coordinate with President Elect to ensure Executive Board appointments and elected Officers will not have any duplicate candidates.
  - b. Seek names and mentor potential candidates throughout the year. Names of possible nominees can be found through sources such as: Executive Board, Professional Development Committees and *Food for Thought* requests. Any Member can nominate another Member.
  - c. Evaluate the names received for eligibility per the requirements in Policy 3.1a.
    - i. The Chairperson shall obtain the most recent membership list from ISNA Executive Director. Any nominee who is not a current Member shall be rejected.
    - ii. The Chairperson shall review the past ten (10) year history of of board members document for nominee eligibility.
      - a. ISNA Executive Director will maintain an up-to-date document for the Chairperson.
    - iii. Ask nominees to complete "Candidate Information Form" (3.1c).
    - iv. Candidate Information Forms submitted shall be evaluated by the Leadership Development Committee using the Candidate Determination Criteria.
    - v. Leadership Development Committee shall prepare a slate for approval with no more than two (2) nominees for each office to be filled.
5. Upon approval of slate by Executive Board, submit the ballot information and candidate profiles to Executive Director by the publishing deadline for the summer *Food for Thought* issue.
6. ISNA Executive Director shall be responsible for overseeing the conditions of elections according to the following:
  - a. Voting Period

- i. Period of voting shall be two (2) weeks in length.
    - ii. Executive Director will notify members of voting starting and ending dates and times as the ballot is released.
  - b. Ballots
    - i. There shall be two types of secret ballots: electronic and paper.
    - ii. Ballot information shall be delivered to all eligible Member to vote via email and in summer issue of *Food for Thought*.
    - iii. Ballots shall be returned to ISNA office, verified, and compiled by ISNA Executive Director. Validation includes:
      - a. Ensure that Member's name, Region, and Membership Number are provided.
      - b. Are submitted within the given time period.
      - c. Verify that Member is voting for the Region in which they are a Member.
    - iv. Compiled ballots and results records shall be kept for one (1) year and are subject to audit by Chairperson and/or Executive Committee.
    - v. Any ballot that does not comply with the conditions above will not be counted.
    - vi. Ballots will not be reviewed until after the date and time established that the voting period has ended.
    - vii. A majority vote of ballots returned shall constitute an election.
    - viii. In the event of a tie vote for an office, the Executive Director will immediately email a tie ballot listing the names and office of the tie vote to all voting members of the Executive Board.
    - ix. This ballot is to be returned via email by the designated date.
      - a. President shall not vote in the tie ballot unless return of the tie ballot results in a second tie.
7. Executive Director shall announce election results to membership.
- a. Newly elected Officers will be installed at ISNA Annual Conference.

**NOMINATION AND ELECTION PROCESS**  
**Candidate Determining Criteria**

1. Assuming all candidates are current Members and have submitted candidate information forms, the following criteria should be considered when making a determination:
  - a. Previous Association involvement (amount and timeframe)
  - b. Known or demonstrated leadership ability
  - c. Willingness to serve
  - d. Regions or area of state for Regional Representatives
  - e. Areas of responsibility within the state Association
  - f. Workshops, conferences, etc. attended
  - g. Attendance at meetings
  - h. Job responsibilities and how it would relate to position sought
  - i. Effective performance in Association activities
  - j. Availability to attend meetings
  - k. Goals of office as specified on Candidate Information Sheet
  - l. Ability to communicate with membership
  - m. Number of nominations received
  - n. To be eligible for Vice President, one must have served on the Board for two (2) of the past ten (10) years (3.1b).
2. The nominees that are eliminated shall be notified by the Immediate Past President and their names given to the President Elect for possible Committee appointment.

<b>TO BE ELIGIBLE FOR VICE PRESIDENT, A MEMBER MUST HAVE SERVED ON THE BOARD FOR TWO OF THE PAST TEN YEARS</b>			
<b>OFFICE</b>	<b>2004-2005</b>	<b>2005-2006</b>	<b>2006-2007</b>
PRESIDENT	Paulette Libak	Lori Gerke	Lyndia Cahill
PRESIDENT ELECT	Lori Gerke	Lyndia Cahill	Hattie Johnson
VICE PRESIDENT	Lyndia Cahill	Hattie Johnson	Linda Aemmer
SECRETARY	Hattie Johnson	Jan Black	Jan Black
TREASURER	Bertha Bennett	Bertha Bennett	Shirley Chadd
DD # 1	Diane Schweitzer	Diane Schweitzer	Diane Schweitzer
DD # 2	Chris Urbanski	Tammy Watkins	Tammy Watkins
DD # 3	Kathy Smith	Kathy Birchman	Kathy Birchman
DD # 4	Diane Stiening	Diane Steining	Diane Steining
DD # 5	Peggy Haskett	Tracy Huser	Tracy Huser
DD # 6	Bill Bussear	Bill Bussear	Bill Bussear
DD # 7	Sadie Higginbotham	Sadie Higginbotham	Sadie Higginbotham
DD # 8	Diana Newman	Kim Combs	Kim Combs
DD # 9	Betty Huddleston	Betty Huddleston	Betty Huddleston
DD # 10	Linda Edison	Linda Edison	Shenae Rowe
DD # 11	Linda Aemmer	Linda Aemmer	Vacant
DD # 12	Shirley Chadd	Shirley Chadd	Susan Wood
LEGSLATIVE	Warren Casey	Steve Wright	Chryie Thompson
MEMBERSHIP	Teresa Kietzman	Teresa Kitzman	Teresa Kitzman
CERTIFICATION	Diane Rice	Cindy Ansett	Cindy Ansett
MULTI UNIT	Jan Black	Libby Butler	Linda Eidson
SINGLE UNIT	Deb Carper	Lindia Aemmer	Diane Steining
NUTRITION ED	Dorey Herman	Kathy Kane	Kathy Kane
BY-LAWS/POLICY	Loretta Stuber	Bonnie Burbrink	Bonnie Burbrink
INDUSTRY	Jack Farling	Michael Miller	Bryan Durr
STATE AGENCY	Mike Gill	Mike Gill	Mike Gill
IMMED PAST PRES	Bonnie Burbrink	Paulette Libak	Lori Gerke

*See 2007-2008  
information for  
new structure  
regarding Regional  
Reps.*

**Past Ten (10) Year History of Executive Board Members**





<b>TO BE ELIGIBLE FOR VICE PRESIDENT, A MEMBER MUST HAVE SERVED ON THE BOARD FOR TWO OF THE PAST TEN YEARS</b>						
<b>OFFICE</b>	<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
PRESIDENT	Hattie Johnson	Linda Aemmer	Jan Black	Amy Anderson	Sara Gasiorowski	Cindy Licciardone
PRESIDENT ELECT	Linda Aemmer	Jan Black	Amy Anderson	Sara Gasiorowski	Cindy Licciardone	<i>Vacant</i>
VICE PRESIDENT	Jan Black	Amy Anderson	Sara Gasiorowski	Cindy Licciardone	Courtney Williams	Lindsey Hill
SECRETARY	Sara Gasiorowski	Sara Gasiorowski	Diane Schweitzer	Diane Schweitzer	Candy Hagar	Candy Hagar
TREASURER	Shirley Chadd	Tracy Huser	Tracy Huser	Tracy Huser	Tracy Huser	Tracy Huser
Chair of Regional Reps	Diane Schweitzer	Betty Huddleston	Theresa Kietzman	Courtney Williams	Lori Shofroth	Marsha Stephens
Regional Rep (RR) I	Diane Schweitzer	Diane Schweitzer	Theresa Kietzman	Theresa Kietzman	Marsha Stephens	Marsha Stephens
RR II	Tammy Watkins	Celeste Dooms	Celeste Dooms	Celeste Dooms	Celeste Dooms	Jill Riggs
RR III	Lori Gerke	Lori Gerke	Patricia Ramsey	Patricia Ramsey	Carla Clifford	Carla Clifford
RR IV	Diane Stiening	Diane Stiening	Diane Stiening	Lori Shofroth	Lori Shofroth	Karyn Needham
RR V	Sadie Higginbotham	Sadie Higginbotham	Sadie Higginbotham	Sadie Higginbotham	Mari Bolin	Mari Bolin
RR VI	Tracy Huser/Kim Combs	Frances Arnold	Courtney Williams	Courtney Williams	Kellie Collins	Janet Dunmyer
RR VII	Betty Huddleston	Betty Huddleston	Jay Turner	Jay Turner	Jay Turner	Jay Turner
RR VIII	Shenae Rowe	Carla Angel	Donna Hook	Donna Hook	Donna Hook	Christine Wagner
RR IX	Susan Wood	Susan Wood	Shirley Alexander	Shirley Alexander	Shirley Alexander	
LEGSLATIVE	Katie Rogers	Katie Rogers	Jennifer McFarland	Jennifer McFarland	Jennifer McFarland	Jennifer McFarland
MEMBERSHIP	Theresa Kietzman	Linda Hobbs	Linda Hobbs	Linda Hobbs	Victoria Moore	Victoria Moore
CERTIFICATION	Cindy Anstett	Faye Waugh	Vickie Coffey		Membership/Cert combined Oct. 2011	
MULTI UNIT	Colleen Hostetler	Linda Eidson	Cindy Licciardone	Lindsey Hill	Lindsey Hill	Martha Silverthorn
SINGLE UNIT	Tracy Huser	Colleen Hostetler	Colleen Hostetler	Betsey Flores	Mandy Copenhaver	Mandy Copenhaver
BY-LAWS/POLICY	BonnieBurbrink	Jan Swander	Jan Swander	Jan Swander	Jan Swander	Jan Swander
INDUSTRY	Steve Wright	Julie Moore	Tim Christianson	Jeanna DeSutter	Cathy Sparks	Mary Roberts
STATE AGENCY	Mike Gill	Mike Gill	Julie Sutton	Julie Sutton	Julie Sutton	Julie Sutton
IMMED PAST PRES	Lyndia Cahill	Hattie Johnson	Linda Aemmer	Jan Black	Amy Anderson	Sara Gasiorowski
NUTRITION ED	Kathy Kane	Kathy Kane	Emily Mattern	Emily Mattern	Shannon Nesius	Shannon Nesius
EXHIBITS CHAIR-Ad Hoc		Theresa Kietzman	Theresa Kietzman	Dan Irish/B. Flores		
PROF DEVELOPMENT		-	Kathy Kane	Kathy Kane	Kathy Kane	Lori Shofroth/Julie Boettger
ASSOC SERVICES	Carol Costerison	Carol Costerison	Carol Costerison	Carol Costerison	Carol Costerison	Carol Costerison

<b>TO BE ELIGIBLE FOR VICE PRESIDENT, A MEMBER MUST HAVE SERVED ON THE BOARD FOR TWO OF THE PAST TEN YEARS</b>						
<b>OFFICE</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
PRESIDENT	Cindy Licciardone	Lindsey Hill	Candy Hagar	<i>Lori Shofroth</i>	Martha Silverthorn	Jill Riggs
PRESIDENT ELECT	Lindsey Hill	Candy Hagar	Lori Shofroth	<i>Martha Silverthorn</i>	Jill Riggs	Dee Orick
VICE PRESIDENT	Candice (Candy) Hagar	Lori Shofroth	Martha Silverthorn	<i>Jill Riggs</i>	Dee Orick	Leeanne Koeneman
SECRETARY/TREASURER		Betsey (Flores) Willard	Dee Orick	<i>Dee Orick</i>	Marcella Franks	Marcella Franks
SECRETARY	Betsey Flores				Marcella Franks	Marcella Franks
TREASURER	Betsey Flores					
Chair of Regional Reps	Marsha Stephens	Christine Wagner	Christine Wagner	<i>Penelope Garrett</i>		
Regional Rep						
RR I	Marsha Stephens	Marsh Stephens	Bette Johnston	<i>Bette Johnston</i>		
RR II	Jill Riggs	Jill Riggs	Jill Riggs	<i>Jessica Murray</i>		
RR III	Raina Sisson	Raina Sisson	Erin Ripley	<i>Erin Ripley</i>		
RR IV	Karyn Needham	Donna McKnight	Donna McKnight	<i>Kellette Lease</i>		
RR V	Mari Bolin	Jay Turner	Erin Brattain	<i>Erin Brattain</i>		
RR VI	Janet Dunmyer	VACANT	Penny Garrett	<i>Penelope Garrett</i>		
RR VII	Jay Turner	Mari Bolin	Vacant 11-20-15	<i>Vacant</i>		
RR VIII	Christine Wagner	Christine Wagner	Christine Wagner	<i>Christine Wagner</i>		
RR IX	VACANT	Leigh Anne Peterson	Stacie Green	<i>Stacie Green</i>		
LEGISLATIVE	Michael Miller	Michael Miller	Michael Miller	<i>Michael Miller</i>		
MEMBERSHIP	Victoria Moore	Victoria Moore	Leigh Anne Peterson	<i>Vacant</i>		
CERTIFICATION	Victoria Moore	Victoria Moore				
MULTI UNIT	Martha Silverthorn					
SINGLE UNIT						
BY-LAWS/POLICY	Jan Swander	Jan Swander	Victoria Moore	<i>Nancy Smith</i>		
INDUSTRY	Terri Greene	John Durbin	Adam Schut	<i>Renee Bowen</i>	Matt Swift	Laura Adams
STATE AGENCY	Julie Sutton	Julie Sutton	Julie Sutton	<i>Julie Sutton</i>		
IMMED PAST PRES	Sara Gasiorowski	Cindy Licciardone	Lindesy Hill	<i>Candice Hagar</i>		
NUTRITION ED	Shannon Nesius					
EXHIBITS CHAIR-Ad Hoc						
PROF DEVELOPMENT	Julie Boettger/Lori Shofroth	Julie Boettger	Julie Boettger	<i>Julie Boettger</i>		
ASST PD CHAIR		Sara Kenworthy	Sara Kenworthy	<i>Sarah Kenworthy</i>		
ASST PD CHAIR		Jill Riggs	Jill Riggs	<i>Marcella Franks</i>		
PUBLIC RELATIONS		Martha Silverthorn	Nancy Smith	<i>Pamela Casey</i>		
ASSOCIATION SERVICES	Carol Costerison					
ASSOCIATION COORD		Sheri Shipp	Sheri Shipp	<i>Sheri Shipp</i>		
FINANCIAL SECRETARY		Amy Schut	Amy Schut	<i>Amy Schut</i>		
INTERIM ASSOC. COORD				<i>Kelly Taylor</i>		



### ISNA CANDIDATE INFORMATION FORM

Please include a recent photograph of yourself. This form will be used to evaluate candidates for nomination and if chosen as nominee, published in *Food for Thought* election issue.

<b>CANDIDATE FOR OFFICE OF:</b>	
---------------------------------	--

<b>Name:</b>		<b>School Corporation:</b>	
<b>Home Address:</b>		<b>School Address:</b>	
<b>Home Phone:</b>		<b>Work Phone:</b>	
<b>Email:</b>		<b>Current Job Title:</b>	
<b>How many years have you worked in school nutrition?</b>			
<b>How many years have you been a Member of ISNA?</b>			
<b>Describe your involvement in attending professional development events (workshops, conferences, etc.) at both the state and national level:</b>			
<b>Describe your involvement with ISNA:</b>			
<b>Describe work or volunteer experience relevant to school nutrition:</b>			
<b>What do you view as the obligations and duties of an ISNA Officer to our membership?</b>			
<b>How can ISNA better meet the needs of its members?</b>			
<b>Why do you want to be considered for an elected leadership position with ISNA?</b>			

## **PROFESSIONAL DEVELOPMENT STANDING COMMITTEE**

1. The Professional Development (PD) Chair shall work with the two Professional Development Assistant Chairs to oversee all professional development events offered by ISNA.
  - a. Oversee Professional Development Standing Committee; comprised of Research Committee Chairs: Nutrition, Administration, Communication, and Operations
    - i. Obtain input from Industry Partners, Indiana Department of Education's Office of School and Community Nutrition and other appropriate groups/organizations.
  - b. Utilize the Research Committee Chairs as a team to plan education sessions for each of the four (4) specialty training topics.
    - i. Determine overall topic and structure of all PD events.
    - ii. Work with the Executive Director to give recommendation for registration fees to the ISNA Executive Committee for approval at least four (4) months prior to the event.
2. The PD Chair shall be responsible for the following:
  - a. Oversee all aspects of PD programs to ensure events meet the ISNA mission statement and goals.
  - b. Present an eighteen (18) month PD calendar to the Executive Board for approval in February.
  - c. Create an annual timeline for Research Committee meetings and responsibilities.
  - d. Create, analyze and utilize standardized evaluation forms and processes for all PD events.
  - e. Work closely with the Executive Committee and Executive Director in building and following event by event budgets and the ISNA annual budget.
    - A. Establish monetary guidelines for all speakers.
      - a. SNA members (Volunteers)
        - i. Single hour sessions are recognized by a thank you note from the Research Committee Event Chair.
        - ii. Multiple hour sessions are provided complimentary registration (5.3) and a thank you note from the Research Committee Event Chair.
      - b. Non-SNA Members
        - i. Complimentary meal(s) offered/provided, \$25 gift card, and a thank you note from the Research Committee Event Chair.
      - c. Paid Speaker
        - i. Thank you note from the Research Committee Event Chair and payment of contract

- f. Solicit and maintain the speaker contracts.
  - i. PD Committee can approve all contracts valued at equal to or less than \$5,000.00 by majority vote. All contracts valued at greater than \$5,000.00 must also be approved by the Executive Committee.
- g. Approve all topics, speakers and presentations recommended by Research Committee Chairs prior to the PD event.
- h. Coordinate volunteer schedules as needed for single-day events (i.e. Presiders, Registration, Auction, Greeters, etc.).

## **BYLAWS /POLICY STANDING COMMITTEE**

1. The Bylaws/Policy Chair may appoint a (standing) Bylaws/Policy Committee consisting of a minimum of three (3) ISNA members from all areas of membership.
  - a. This committee will not need approval by the ISNA Executive Board.
5. The Bylaws/Policy Committee, under the leadership of the Bylaws/Policy Chair shall be responsible for the following:
  - a. Reviewing the proposed Bylaw amendments.
  - b. Reviews the Bylaws annually to ensure they are consistent with current philosophy and recommends change if necessary.
6. Be familiar with the ISNA policy related to all Committees and Officers.
7. Bring to the attention of the Executive Board any deviations in existing policy as it occurs so the Executive Board may take a majority vote to:
  - i. Adopt a new policy.
  - ii. First reading: new policies are presented and discussed.
  - iii. Second reading: policy presented after possible revisions based upon input.
    - a. Vote taken after second reading.
  - iv. Waive the existing policy.
  - v. Comply with existing policy.
  - vi. Modify the existing policy.
    - Modified policy is presented, discussion occurs and then a vote is taken.
8. The Executive Director shall ensure the most current versions of the bylaws and policies are reflected on the Association's website.

## MEMBERSHIP STANDING COMMITTEE

1. The Membership Chair shall appoint a (standing) Membership Committee consisting of a minimum of three (3) ISNA members from all areas of membership.
  - a.
2. The Membership Committee, under leadership of the Membership Chair, shall be responsible for the following:
  - a. Recommends to the Executive Board policies and procedures pertaining to the implementation of Association's membership and certification programs.
  - b. Analyzes membership trends and certification efforts by others and recommends appropriate action.
  - c. Maintains liaison with appropriate state and federal: agencies, professional associations and organizations.
  - d. Assist Executive Director with member database to ensure information is available to all Members of the ISNA Executive Board.
3. The Chairperson, or designee, shall be responsible for:
  - a. Coordinating membership/certification materials for Association functions.
    - i. Membership Chair should work together with Professional Development Chair to ensure all planned education sessions meet certification requirements.
  - b. Submitting membership/certification articles for each issue of *Food for Thought*, including a list of new members in alphabetical order.
  - c. Administering current SNA membership programming and efforts.
  - d. Making arrangements to have a membership/certification table at the Annual State Conference and other Association meetings to distribute appropriate information and to answer questions.
  - e. Writing letters to non-members who attend professional development meetings and the Annual State Conference inviting them to join the Association.
  - f. Fulfill obligations as SNF Ambassador.



## DUES STRUCTURE

**Member Categories:** defined per School Nutrition Association standards.

Dues Category	Membership Category	Description	National Dues	State Dues	Eligible to vote?
<b>FN District Director (DDS)</b>	School Nutrition Director, Supervisor, Specialist	Working in a school nutrition program at the school district level.	\$120.00	\$8.50	YES
<b>Major City Director (MCD)</b>	School Nutrition Director, Specialist-Major City	Working in school nutrition program with enrollment of 40,000+ or city population of 200,000+	\$120.00	\$8.50	YES
<b>State Agency Director &amp; Staff (SDS)</b>	State Agency Director, Supervisor, Specialist	Working in state office for child nutrition programs, including nutrition education.	\$120.00	\$8.50	YES
<b>Nutrition Educator (EDU)</b>	School Nutrition Educator	Faculty working in a college/university setting.	\$120.00	\$8.50	YES
<b>Other (OTH)</b>	Other	Principals, Superintendents, Teachers, etc.	\$120.00	\$8.50	NO
<b>SN Manager (SNM)</b>	School Nutrition Manager	Managers, head cooks, asst. managers.	\$35.00	\$6.50	YES
<b>SN Employee (SNE)</b>	School Nutrition Employee	Cooks, bakers, bookkeepers, technicians, assistants, etc.	\$33.00	\$6.50	YES
<b>Retired (RET)</b>	Retired	Retired members.	\$33.00	\$6.50	YES
<b>Student (STU)</b>	Student	Full time student enrolled in post secondary nutrition, health or other food related program.	\$33.00	\$6.50	NO
<b>AFE</b>	Affiliate Part-Time Staff (<4 hrs per day)	Optional category does NOT include SN magazine.	\$17.00	\$3.50	NO
<b>AFR</b>	Affiliate Retired	Optional category does NOT include SN magazine.	\$17.00	\$3.50	NO

Life Members: SNA Past Presidents    \$    0.00

## **PUBLIC RELATIONS STANDING COMMITTEE**

The Public Relations (PR) Chair is the overall visionary for the PR of ISNA. This position helps to create the strategic plan and develops the PR marketing plan based on the strategic plan. The marketing plan will have a timeline and include outreach to stakeholders. The PR Chair will coordinate with Association Services on the design and production of any materials necessary to carry out the marketing plan.

1. The Public Relations (PR) Chair shall appoint a (standing) Public Relations Committee consisting of a minimum of four (4) ISNA members.
2. The PR Committee, under leadership of the PR Chair, shall be divided into four (4) areas of responsibility, each to be directed by one of the committee members:
  - a. Social Media: create and maintain all ISNA social media platforms, while ensuring adherence to ISNA's *Social Media Guidelines*.
  - b. Print Media: work with the PR Chair and Executive Director to design, develop content and edit *Food for Thought* and prepare articles and press releases with the purpose of promoting a positive image of ISNA to Allied Organizations and the public.
  - c. Video: work with schools and professional videographers to create videos about ISNA and to be used on the Association website, at conferences and publicly. Topics should include the following: member benefits, awards, scholarships and training.
  - d. Website: work with the PR Chair and Executive Director to maintain an up to date and informative website.

### **LEGISLATIVE STANDING COMMITTEE**

1. The Legislative Chair shall appoint a (standing) Legislative Committee consisting of a minimum of three (3) ISNA members from all areas of membership.
2. The Legislative Committee, under leadership of the Legislative Chair, shall be responsible for:
  - a. Evaluating, interpreting, recommending, and responding to federal and state legislation and regulations.
  - b. Informing the membership of current legislation.
  - c. Developing legislative policy and positions for Executive Board approval and acts on behalf of the Association on legislative matters, all subject to 501c3 guidelines.
  - d. Providing quarterly content for publication in *Food for Thought*.
3. Determine the direction for the Legislative Committee according to current strategic plans.
4. The PPL Legislative Chairperson is expected to attend the Legislative Action Conference (LAC) with appropriate expenses paid by ISNA (5.1).
  - a. Other pertinent seminars may be attended pending Board approval.
  - b. A written report shall be presented to the ISNA Executive Board at the meeting following the function.

### **STATE AGENCY REPRESENTATIVE**

1. Acts as a representative on behalf of the State Agency and its Affiliated Membership with ISNA.
2. Selected in cooperation with the Director of School and Community Nutrition.
3. Facilitate a mutually beneficial relationship between the State Agency and ISNA.
  - a. Provide information to those ISNA members in the field of school and community nutrition programs.
    - i. Gather input from those members.
4. Attend and prepare a written report for ISNA Executive Board meetings and quarterly content for publication in *Food for Thought*.

### **INDUSTRY ADVISORY COMMITTEE REPRESENTATIVES**

1. The Industry Advisory Committee is composed of volunteer Industry Members recruited from the ISNA Industry Partnership registration.
  - a. Industry Advisory Committee members must also be ISNA Industry Partners, but all partnership levels are eligible.
  - b. Industry Advisory Committee members serve one (1) year, with the opportunity of renewing committee membership annually.
  - c. There is no maximum limit on the number of Industry Advisory Committee members.
  - d. Industry Advisory Committee members missing two (2) consecutive meetings shall constitute a resignation, unless the absences are considered excused by the Executive Committee.
2. The Chairperson and Assistant Chairperson of the Industry Advisory Committee act as the Representatives to the ISNA Executive Board.
  - a. Industry Advisory Representatives serve for two (2) years; the first year as the Assistant Chairperson and the second years as the Chairperson, with a new Assistant Chairperson appointed by the ISNA President annually.
3. The Chairperson and Assistant Chairperson are responsible for preparing a written report of the committee's activities and attending ISNA Executive Board meetings.
4. Industry Advisory Committee members will be appointed to sub-committees by the Chairperson/Assistant Chairperson for the purpose of triaging communication and initiatives.
  - a. Sub-committee preferences will be obtained during the ISNA Industry Partnership registration.
  - b. Sub-committees include the following areas of service: Recruitment, Fundraising, Education and Legislative.

## ISNA CONTRACTOR EVALUATION PROCESS AND APPROVAL POLICY

### Contract Solicitation Process:

- Applicable to contracted positions and facilities greater than \$5,000.00
- Request for Proposal (RFP) created and agreed upon by Executive Committee. RFP then sent out to qualified parties and posted on ISNA website.
- RFP responses should be evaluated by Executive Committee.
- Contracts written and agreed upon by Executive Committee vote.
- Executive Committee should bring recommendation to Executive Board and allow discussion.
- Final contracts executed by Executive Board vote.
- Contracts should be one (1) year terms allowable for rollover option up to four (4) additional years.
- RFP process should be completed at a minimum of every five (5) years.

### Evaluation Process for Current ISNA Contracted Positions:

- All contractors to be evaluated using approved ISNA evaluation process.
  - Evaluation process must be completed annually thirty (30) days prior to expiration of contract.
  - Contractor should be given then (10) days to respond with any changes in terms as requested.
1. Evaluation form record per ISNA Policy 4.1.
  2. Evaluation form completed independently by each member of evaluation task force.
    - a. Evaluation task force members are as follows:
      - i. Executive Director: Executive Committee, Professional Development Chair and Industry Advisory Council Chair
      - ii. Financial Secretary: Executive Committee
      - iii. *Food for Thought* Designer: Executive Committee, Public Relations and Industry Advisory Council Chair
  3. President summarizes evaluation by the following method:
    - a. Report average of scores in each criterion.
    - b. Include all evaluator comments.
  4. Evaluation summary should be discussed with Executive Board.
    - a. Executive Committee determines contract language and terms for new or renewing contracts, pending Board approval.
  5. Evaluation summary is presented to contractor as follows:
    - a. Executive Director: presented by President and President Elect (or designee)
    - b. Financial Secretary: presented by President, President Elect and Treasurer (or designee)
    - c. Other contractors: presented by President and President Elect (or designee)
  6. New or renewing contracts should be presented at time of evaluation summary to contractor. If no contract to be offered, contractor should be notified at this time.



## EXECUTIVE DIRECTOR EVALUATION FORM

- n/a = Not Applicable (evaluator does not have knowledge of performance in this area)  
 1 = Needs Improvement  
 2 = Meets Requirements  
 3 = Exceeds Requirements

**If an evaluation of a “1” is given, evaluator MUST leave a comment and a corrective action.  
 Comments are encouraged by evaluators under each evaluation area.**

1. Availability (based on current contract) to ISNA members, board members and Industry; providing excellent professional customer support. Communication is timely, accurate, professional with an attitude that is positive and respectful at all times.	n/a	3	2	1
COMMENTS:				
2. Availability and readiness for board meetings; providing administrative support, relevant information that is accurate and delivered in a positive and professional manner.	n/a	3	2	1
COMMENTS:				
3. <i>Food for Thought</i> is published in a timely manner maintaining high publication standards. Collaborating with PD, Public Relations and ISNA Members for the most up to date, relevant information that is of member interest, accurate and professional.	N/A	3	2	1
COMMENTS:				
4. Member database is organized, current, accurate and usable. Maintaining Indiana-specific classifications (i.e. Regions).	N/A	3	2	1
COMMENTS:				
5. All reports and administrative needs are met in a timely fashion with accuracy for all Executive Committee meetings, Board meetings and ISNA events.				
COMMENTS:				
6. Facility negotiations and contracts for conferences and meetings are thorough, accurate, timely and meet association needs.	N/A	3	2	1
COMMENTS:				
7. Facility arrangements for conference, PD events and meetings are secured to offer an excellent experience for ISNA members.	N/A	3	2	1
COMMENTS:				



8. Excellent support, hospitality and customer service are provided to Industry partners to ensure satisfaction and continued industry involvement.	N/A	3	2	1
COMMENTS:				
9. Records to support office and operation expenses are well organized, accessible and accurate and are available at the request of board members at any time.	N/A	3	2	1
COMMENTS:				
10. Works with other ISNA Contractors in a productive, helpful and respectful manner	N/A	3	2	1
COMMENTS:				
11. Shows a positive, professional attitude and ability to provide feedback, tools and ideas to the board to positively grow the association.	N/A	3	2	1
COMMENTS:				
ADDITIONAL GENERAL COMMENTS:				

Presented by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Witnesses: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

ISNA EXECUTIVE DIRECTOR

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed \_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_  
*Signature does not signify agreement with the evaluation only that the evaluation was delivered and*

*explained in full to the current ISNA Executive Director. If the current Executive Director does not agree with the evaluation as presented, he/she may provide a statement that will be attached to the current evaluation and kept on file.*

## PROFESSIONAL DEVELOPMENT COORDINATOR

### EVALUATION FORM

- n/a = Not Applicable (evaluator does not have knowledge of performance in this area)  
 1 = Needs Improvement  
 2 = Meets Requirements  
 3 = Exceeds Requirements

**If an evaluation of a “1” is given, evaluator MUST leave a comment and a corrective action.  
 Comments are encouraged by evaluators under each evaluation area.**

1. Availability and support (based on current contract) to PD leadership, research committees, and ISNA board members in a professional and productive manner.	n/a	3	2	1
COMMENTS:				
2. Prepares and communicates the most up to date relevant information for ISNA Executive Committee and board meetings.	n/a	3	2	1
COMMENTS:				
3. Assists with Food for Thought articles and works with committee members for article development and due dates.	N/A	3	2	1
COMMENTS:				
4. Collaborates with outside consultants, developments/implements new and existing curriculum, secures trainers and develops and evaluates RFP's in a satisfactory manner for ISNA members.	N/A	3	2	1
COMMENTS:				
5. All reports and administrative needs are met in a timely fashion with accuracy for all Executive Committee meetings, Board meetings and ISNA events.				
COMMENTS:				
5. Identifies trainers and maintains a speaker and trainer list that is available upon request of relevant ISNA board members and contractor staff.	N/A	3	2	1
COMMENTS:				
6. Works with Executive Director, Region Representative Chair and Region Representatives to host and staff Regional Workshops in an excellent manner.	N/A	3	2	1
COMMENTS:				

7. Recommends PD event topics that are based on relevancy, need and membership recommendations.	N/A	3	2	1
COMMENTS:				
8. Performs all duties in a competent and professional manner that is a positive reflection on ISNA and its membership at all times.	N/A	3	2	1
COMMENTS:				
9. Provides excellent customer service and hospitality to all guest speakers at ISNA events.	N/A	3	2	1
COMMENTS:				
10. Shows a positive, professional attitude and ability to provide feedback, tools and ideas to the board to positively grow the association.	N/A	3	2	1
COMMENTS:				
ADDITIONAL GENERAL COMMENTS:				

Presented by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Witnesses: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

ISNA PROFESSIONAL DEVELOPMENT COORDINATOR

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed \_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_  
*Signature does not signify agreement with the evaluation only that the evaluation was delivered and*

2/15/19

*explained in full to the current ISNA Professional Development Coordinator. If the current Professional Development Coordinator does not agree with the evaluation as presented, he/she may provide a statement that will be attached to the current evaluation and kept on file.*

## FINANCIAL SECRETARY EVALUATION FORM

- n/a = Not Applicable (evaluator does not have knowledge of performance in this area)  
 1 = Needs Improvement  
 2 = Meets Requirements  
 3 = Exceeds Requirements

**If an evaluation of a “1” is given, evaluator MUST leave a comment and a corrective action.  
 Comments are encouraged by evaluators under each evaluation area.**

2. Availability to board members-by email and phone; providing support in a timely and accurate manner with a professional and positive attitude.	n/a	3	2	1
COMMENTS:				
2. Availability for board meetings; providing support, relevant information that is accurate and delivered in a positive and professional manner.	n/a	3	2	1
COMMENTS:				
3. Accounts receivable and payable are kept current, accurate and up-to-date as well as communicated to the Executive Committee on a timely basis.	N/A	3	2	1
COMMENTS:				
4. Filings with IRS, IDOR and bonding agencies are accurate, completed and appropriately filed on time.	N/A	3	2	1
COMMENTS:				
5. Annual budget is accurately compiled in an organized and readable format and delivered on time.	N/A	3	2	1
COMMENTS:				
6. Works with ISNA Executive Director to provide each Event profit and loss statement accurately and in a timely manner.	N/A	3	2	1
COMMENTS:				
7. Records to support ISNA financial information are organized appropriately, presented in an understandable format and available upon request for review.	N/A	3	2	1
COMMENTS:				
8. Information is maintained and shared in coordination with the ISNA Treasurer to provide monthly budget reports to the association leadership.	N/A	3	2	1
COMMENTS:				

9. All accounting is completed in collaboration with the ISNA Secretary/Treasurer and the ISNA Executive Director, within 30 days of the close of the fiscal year, and is communicated to the ISNA Executive Board.	N/A	3	2	1
COMMENTS:				
10. Shows a positive, professional attitude and ability to provide feedback, tools and ideas to the board to maintain financial success of the association.	N/A	3	2	1
COMMENTS:				
11. Works with Financial Audit Committee in a positive and professional manner; procuring requested documents for Financial Audit Committee and Board Members as requested in a timely and accurate manner following all ISNA financial audit procedures and policies. Works with Financial Audit Committee to present ISNA President with a Financial Audit Review document in a timely manner.	N/A	3	2	1
COMMENTS:				
ADDITIONAL GENERAL COMMENTS:				

Presented by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Witnesses: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

ISNA Financial Secretary

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed

Name:

\_\_\_\_\_  
*Signature does not signify agreement with the evaluation only that the evaluation was delivered and explained in full to the current ISNA Financial Secretary. If the current Financial Secretary does not*

*agree with the evaluation as presented, he/she may provide a statement that will be attached to the current evaluation and kept on file.*



## **FOOD FOR THOUGHT DESIGNER EVALUATION FORM**

n/a= Not Applicable (evaluator does not have knowledge of performance in this area)

1= Needs Improvement

2= Meets Requirements

3= Exceeds Requirements

1. Deadlines are set, met and communicated to Executive Director and ISNA Executive Board.	n/a	3	2	1
Comments:				
2. Design is attractive, current and easy-to-read for members.	n/a	3	2	1
Comments:				
3. Ads are of adequate quality.	n/a	3	2	1
Comments:				
4. Works with Executive Director and Public Relations Chair to ensure the magazine's quality, read friendliness, accuracy and timely distribution.	n/a	3	2	1
Comments:				
5. Shows a positive, professional attitude and ability to provide feedback, tools and ideas to the Board to produce a high-quality magazine for ISNA members.	n/a	3	2	1
Comments:				
<b><u>General Comments:</u></b>				

Presented by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Witnesses: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

ISNA Financial Secretary

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Signature does not signify agreement with the evaluation only that the evaluation was delivered and explained in*

*full to the current ISNA Financial Secretary. If the current Financial Secretary does not agree with the evaluation as presented, he/she may provide a statement that will be attached to the current evaluation and kept on file.*

## **EXPENSE REIMBURSEMENT**

The following allowances for expense reimbursement will be made to ISNA Executive Board approved Members.

### 1. General information

- a. Reimbursement rates are based upon ISNA Policy 5.2.
- b. An internet website tool may be required to substantiate mileage.
- c. Receipts are required to substantiate all claims for reimbursement and are expected to be submitted within thirty (30) days after the transaction.
- d. Reward points, airline miles, etc. awarded to ISNA on a corporate account remain the property of ISNA.
  - i. These are to be applied toward hotel/airline fees for ISNA Board Members or speakers as approved by the Executive Committee.
  - ii. For travel as required representative of ISNA such as: board retreats, ANC, etc., the Executive Director will make all travel arrangements.
    - 1. Exception: overnight stays for Board meetings.
- e. All expenses submitted for reimbursement will adhere to the Code of Ethics for the ISNA Board (2.0 b, Point 13).

### 2. Approved Members to conferences, workshops and/or other functions is limited to the following expense reimbursements:

- a. Transportation to the event with two options:
  - i. Round-trip coach airfare to the function site for travel exceeding 250 miles from the traveler's starting point/home base.
  - ii. Mileage reimbursement if the site is within 250 miles of the traveler's starting point/home base, paid at the current mileage rate allowed by ISNA (5.2a).
- b. Registration expenses.
- c. Hotel room at single room rate with no personal charges (i.e. personal phone calls, refreshments, etc.).
  - i. Double occupancy is encouraged, but not required.
    - 1. If a Board Member brings a guest that is not a paid attendee, the Board Member will be responsible for half the room rate.
  - ii. Reimbursement may be claimed for the night preceding the conference and for the days(s)/evening(s) that the conference is in session.
- d. Meal expenses.
  - i. Meal reimbursement rates are not to exceed the established amounts (5.2) including room service.
- e. Other incidental expenses such as cab fares, transportation to and from airport, reasonable tips, etc.

3. Executive Board meeting expense reimbursement is as follows:
  - a. The cost of the meal furnished in conjunction with Executive Board meetings will be covered for all Executive Board Members and for any Committee Members required by the Board and/or President to be in attendance at the meeting.
  - b. If a Member of the Executive Board or Committee Member is required by the Board and/or President to be at the Board meeting has their pay docked by their employer for that day, they shall be entitled to claim reimbursement for wages lost at the rate of \$100.00 per day or the employee's daily rate, whichever is lower. Documentation will be required.
    - i. The employee shall submit the rate on the claim form (5.2a) by using a formula that includes the average hourly rate or a salary that has been broken down to an hourly rate.
  - c. If an Executive Board Member or Committee Member is required to be in attendance at the Executive Board meeting, the member may claim reimbursement based on the current mileage rate allowed by ISNA (5.2).
  - d. Overnight rooms may be claimed for reimbursement as follows:
    - i. If a Member of the Executive Board must travel more than 125 miles one way to attend an Executive Board or Executive Committee meeting, or the meeting begins prior to 9:00 AM (EST), reimbursement for the room will be provided at 150% of the state rate, not to exceed the cost of the room.
      1. Double occupancy is encouraged, but not required.
      2. Reimbursement will be made by completing a claim form (5.2a) and furnishing a copy of the room receipt.
    - ii. If a member is attending an ISNA meeting/event on consecutive days and/or evenings, reimbursement for associated costs will be reimbursed per Policy 5.2.
      1. Double occupancy is encouraged, but not required.
      2. Reimbursement will be made by completing a claim form (5.2a) and furnishing a copy of the room receipt.
  - e. The same policies as stated above shall apply to any other meeting that may require the attendance of any ISNA Member.
4. Regional Representatives mileage reimbursement may be claimed for Regional workshops.
5. Any exceptions to the above conditions must be approved by the ISNA President in conjunction with the Executive Committee.

## **CLAIM FOR EXPENSE REIMBURSEMENT**

1. Reimbursement rates are based on ISNA Policy.
  - a. Mileage
    - i. Indiana state mileage rate.
  - b. Lodging
    - i. Not to exceed 150% of state rate plus tax.
  - c. Meals
    - i. Reimbursement up to \$75.00 per day including tips.
    - ii. Itemized receipts are required.
    - iii. Meals provided by the conference or workshop will not be covered.
    - iv. No alcohol reimbursement.
  - d. Enter the date you claim the expense, sign the claim and indicate your position in ISNA (title).
  - e. Within thirty (30) days of the transaction date, send claim to the Financial Secretary of ISNA for approval.
    - i. Claims submitted after thirty (30) days may be denied.
    - ii. Claims may be filed electronically.
  - f. Note
    - i. You may make copies of the claim form for your use.
    - ii. For information on what expenses may be claimed for reimbursement see Policy 5.1
  - g. Any exceptions to the above conditions will be approved by the ISNA President, in conjunction with the Executive Committee.

## COMPLIMENTARY WORKSHOP/CONFERENCE REGISTRATIONS

1. The following individuals will be granted complimentary registrations to ISNA sponsored workshops or conferences:
  - a. School Nutrition Association (SNA) representatives attending any ISNA state meeting or conference.
  - b. All paid speakers.
  - c. United States Department of Agriculture (USDA) representatives attending any ISNA state meeting or conference.
  - d. Indiana Department of Education (DOE):
    - i. ISNA Annual State Conference
      1. Complimentary registration when registered as a group.
    - ii. Other ISNA Events:
      1. Complimentary registration for a maximum of three (3) attendees.
  - e. Indiana School Nutrition Association:
    - i. President, President Elect, Vice President, Immediate Past President, Professional Development (PD) Chair and Assistant PD Chairs.
    - ii. Research Committee Chairs in instances that have planned the single day event.
  - f. ISNA Members or Indiana DOE employees conducting multiple hour learning sessions at a workshop or conference will receive complimentary registration for the day of their presentation.
  - g. Regional Representatives attending Regional Workshops.
    - i. One additional representative from the host location.
2. Certain School Nutrition Association (SNA) Conferences shall be attended by the following ISNA positions, with associated costs per Policy 5.1 paid in full by ISNA. Additional Officers/positions may attend as alternates or in addition, pending approval by the Executive Board.
  - a. SNA Legislative Action Conference (LAC)
    - i. President
    - ii. President Elect
    - iii. Vice President
    - iv. Legislative Committee Chair
    - v. ISNA members based on a selection process led by the Executive Committee and Legislative Chair (5.3a, SNA LAC Scholarship Application).
  - b. Annual National Conference (ANC)
    - i. President
      1. Delegate Assembly voting delegate.
    - ii. President Elect
      1. Delegate Assembly voting delegate.
    - iii. Vice President

1. Serves as the 3<sup>rd</sup> delegate at Delegate Assembly OR an alternate as needed.

- c. National Leadership Conference (NLC)
    - i. President Elect
    - ii. Vice President
    - iii. Secretary/Treasurer in the first year of office or other Executive Board Member selected by the Executive Committee.
  - d. SNA Future Leaders Program (held in conjunction with NLC)
    - i. Two (2) Board Members and/or Research Committee Chairs based on a selection process led by the Executive Committee. (5.3b, Indiana Delegate Application).
3. Records of all complimentary registrations should be kept and costs associated to registrations included in event profit/loss.



### **WORKSHOP AND CONFERENCE REFUND POLICY**

1. The registration forms for all workshops and conferences will state **"NO REFUNDS"**.
2. Any registrant unable to attend any workshop or conference may send an alternate at no additional cost.
3. Determination of "emergency" refund requests will be made by the registration processor (Executive Director).
  - a. If a refund is determined, the amount of the refund will reflect a reduction of any registration or meal costs incurred.
4. No refunds will be granted at or following the workshop/conference.
  - a. Unless in the event of a cancelled or rescheduled event.
5. No workshop/conference packets, information or supplies will be given to registrants receiving refunds.

### **MEMORIAL TRIBUTE FROM EXECUTIVE BOARD**

1. In the event of the death of a current Executive Board Member, Past President or the spouse, child or parent of a Board Member or Past President, a floral/memorial tribute will be sent from the ISNA Executive Board.
  - a. It will be the responsibility of the Executive Director to make necessary arrangements.
  - b. .
  - c. If at all possible, the wishes of the family will be respected regarding flowers and/or memorial contributions to charities.
2. The ISNA contact tree will be used to contact Executive Board Members and active Past Presidents with any information regarding deaths and subsequent arrangements.
  - a. If at all possible, a member of the ISNA Executive Board will represent the Board in conveying sympathies to the family.
3. If an Executive Board Member or Past President dies, the current ISNA President will encourage an active Member familiar with the deceased to write a memorial article for the next issue of *Food for Thought*.
4. There will be time allotted at the ISNA Annual Conference to memorialize all ISNA Members that have passed in the past year.

## **AWARDS AND SCHOLARSHIPS**

### **ISNA Awards**

The Indiana School Nutrition Association offers several annual awards. Awards are as follows:

- Super Star
- Assistant Director/Supervisor of the Year
- Food Service and Nutrition Office Assistant of the Year

ISNA awards should be advertised throughout the year in a variety of ways such as: membership email notification, website, Region Representatives and the *Food for Thought* publication.

Applications should be available on the ISNA website. Application deadline is April 1<sup>st</sup>.

The ISNA Vice-President will assemble a committee made up of three Executive Board members. All applications for awards are evaluated based upon pre-established criteria and approved by the committee.

Award winners will be announced at the ISNA Annual State Conference and via the ISNA website as well as the *Food for Thought* publication.

### **SNA Awards**

SNA awards should also be advertised throughout the year in a variety of ways such as: membership email notification, website, Region Representatives and the *Food for Thought* publication.

Applications should be available on the ISNA website. Application deadline is March 1<sup>st</sup>.

Award winners will be announced at the ISNA Annual State Conference and via the ISNA website as well as the *Food for Thought* publication.

### **ISNA General Scholarships**

The Indiana School Nutrition Association offers general scholarships which support its mission, as funds are available.

ISNA scholarships should be advertised throughout the year in a variety of ways such as: membership email notification, website, Region Representatives and the *Food for Thought* publication.

Applications should be available on the ISNA website. The application deadline is (30) thirty days prior to the date of the class or seminar requested on the

scholarship application.

If funds are available, the ISNA Vice-President will assemble a committee made up of three (3) Executive Board members. All applications for scholarships are evaluated based upon pre-established criteria and approved by the committee.

Scholarship winners will be announced at the ISNA Annual State Conference and via the ISNA website as well as the *Food for Thought* publication.

### **ISNA General Scholarship Criteria**

- a) Applicants must be a member of SNA/ISNA for a minimum of one year prior to application.
- b) Applicants must be employed in a school food service operation.
- c) Application must be submitted on the official application form with all pertinent information provided.
- d) Applicants must request a specific course, conference, seminar or class that is intended for professional development.

<b>GENERAL SCHOLARSHIP APPLICATION</b>			
<b>APPLICANT INFORMATION</b>			
Name:			
Current address:			
City:	State:	ZIP Code:	
<b>CURRENT EMPLOYER:</b>			
Employer address:			
Phone:	City:		Email:
State:		ZIP Code:	
Position:		How long?	
<b>SCHOOL OR TRAINING ORGANIZATION</b>			
Name:			
Address:			
City:	State:	ZIP Code:	
<b>CLASS OR SEMINAR INFORMATION:</b>			
Class/Seminar Name			
Address:			
City:	State:	ZIP Code	
Date:	Hours	Cost:	
<b>REFERENCE</b>			
Name:	Phone	Address	
<b>WHY YOU WOULD LIKE THE SCHOLARSHIP (100 WORDS OR LESS)</b>			
Signature of applicant:			Date:
Signature of ISNA Representative			Date:

ISNA Use Only: If awarded,  
Scholarship Amount:

Date:

6.1b

## **ISNA General Scholarship Reimbursement**

Congratulations! You've been awarded a scholarship by the Indiana School Nutrition Association!

Below are the guidelines for reimbursement of your scholarship. For questions about scholarship reimbursement, please contact at [sheri@indianasna.org](mailto:sheri@indianasna.org) or (877) 245-8624.

Please note that your scholarship can only be used to cover costs for books and course, conference, seminar or class fees. All requests for scholarship reimbursement should be submitted within thirty (30) days of payment or if already paid, within thirty (30) days of receipt of this letter.

Submit your scholarship reimbursement request to the following:

Indiana School Nutrition Association  
ATTN: Sheri Shipp, R.D.  
ISNA General Scholarship Reimbursement  
P.O. Box 915 Brownsburg, IN 46112  
[sheri@indianasna.org](mailto:sheri@indianasna.org)

Include the following information with your scholarship reimbursement request:

- Copy of this letter
- Copy of your course, conference, seminar or class information including dates
- Copy of payment receipts
- Mailing and email address

Please allow thirty (30) business days for reimbursement processing.

Sincerely,  
*Indiana School Nutrition Association*

## **Food Service Office Assistant of the Year Award**

This award recognizes the exceptional contributions of Office Assistants who help their Director/Supervisor manage effective programs that provide healthful, nutritious meals to students. This award is based on nominations.

**Criteria:**

- Currently employed as an Administrative Assistant, Office Manager, Treasurer, Computer Coordinator, Office Assistant or Receptionist
- Member of ISNA/SNA for three (3) years
- Assists Director in organization, planning, promotion and function of the many intricacies of the school food service program
- Plays an active role in promoting the food service program in his/her district
- Exhibits dedication, support, loyalty and understanding of school food service programs
- Steps up and goes the "extra mile" towards excellence in their district

Award: Plaque and \$150.00

Nominations are due by April 1<sup>st</sup> to the following:

**Sheri Shipp**  
**ISNA, Executive Director**  
**P.O. Box 915**  
**Brownsburg, IN 46112**  
**sheri@indianasna.org**

Nominated By: \_\_\_\_\_

Member Name: \_\_\_\_\_

School District: \_\_\_\_\_

ISNA Membership #: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Years in School Food Service: \_\_\_\_\_

ISNA Participation: \_\_\_\_\_

In 500 words or less, tell us why you feel this member deserves the Food Service Office Assistant Award.

6.1d

## **Assistant Director/Supervisor of the Year Award**

This award recognizes the exceptional contributions of Assistant Directors/Supervisors who help their Director/Supervisor manage effective programs that provide healthful, nutritious meals to students. This award is based on nominations.

Criteria:

- Currently employed as an Assistant Director, Supervisor, Field Coordinator or Manager (with oversight over more than 1 building)
- Member of ISNA/SNA for three (3) years
- Involved in the school and community by sharing knowledge and food service expertise
- SNS Credential, SNA Certificate or has completed 20 hours of extended ISNA approved training (within the past five [5] years)
- Exhibits dedication, support, loyalty, and understanding of school food service programs
- Steps up and goes the "extra mile" towards excellence in his/her district

Award: Plaque and \$250.00

Written nominations are due April 1<sup>st</sup> to the following:

**Sheri Shipp**  
**ISNA, Executive Director**  
**P.O. Box 915**  
**Brownsburg, IN 46112**  
**[sheri@indianasna.org](mailto:sheri@indianasna.org)**

Nominated By: \_\_\_\_\_

Member Name: \_\_\_\_\_

School District: \_\_\_\_\_

ISNA Membership #: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Years in School Food Service: \_\_\_\_\_

ISNA Participation: \_\_\_\_\_

In 500 words or less, tell us why you feel this member deserves the Assistant Director/Supervisor of the Year Award.

12/1/2021



## Super Star Service Award

In 1995 the Indiana School Nutrition Association House of Delegates approved a Resolution establishing a prestigious service award for ISNA members. This provides an opportunity for you to nominate someone that goes the extra mile for children, school food service or our association. Nominees should go above and beyond the job responsibilities, promoting school food service, ISNA and SNA. This award is designed to recognize those who love what they do and do it well. This award is based on nominations.

Criteria:

- Member of ISNA/SNA for three (3) years
- Plays an active role in promoting the food service program in his/her district
- Exhibits dedication, support, loyalty and understanding of school food service programs
- Steps up and goes the "extra mile" towards excellence in their district

Award: Plaque and \$150.00

Nominations are due by April 1<sup>st</sup> to the following:

Sheri Shipp  
ISNA, Executive Director  
P.O. Box 915  
Brownsburg, IN 46112  
sheri@indianasna.org

Nominated By: \_\_\_\_\_

Member Name: \_\_\_\_\_

School District: \_\_\_\_\_

ISNA Membership #: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Years in School Food Service: \_\_\_\_\_

ISNA Participation: \_\_\_\_\_

In 500 words or less, tell us why you feel this member deserves the Super Star Service Award.