

INDIANA SCHOOL NUTRITION ASSOCIATION

BYLAW AND POLICY MANUAL

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ISNA SOCIAL MEDIA GUIDELINES

Welcome to the Indiana School Nutrition Association Group Page! This group is a public space for professionals, advocates, and community members to discuss topics related to K-12 school nutrition. To maintain a positive and productive environment, please follow these guidelines:

1. Be Respectful & Professional

- Treat all members with courtesy and professionalism.
- No personal attacks, bullying, or harassment.
- Disagreements are natural but should be handled with constructive discussion.

2. Stay On Topic

- Posts should be related to K-12 school nutrition, including topics like meal programs, regulations, recipes, scratch cooking, farm-to-school, staffing, training, and professional development.
- Avoid unrelated discussions, including politics (unless directly related to school nutrition policy), personal rants, or off-topic content.

3. No Promotional or Sales Posts

- This group is NOT for advertising products or services.
- If you have a valuable resource to share, please ensure it is educational rather than promotional.

4. Share Accurate Information

- When sharing news, data, or policies, ensure information is from credible sources such as USDA, state agencies, or professional organizations.
- Misinformation or rumors will be removed.

5. Protect Student & Staff Privacy

- Do not share personally identifiable information (PII) of students or staff.
- If posting photos of school food programs, ensure that no private information or faces of students are visible without appropriate permissions.

6. No Political Endorsements or Debates


- While advocacy for school nutrition is encouraged, this is not a space for partisan political discussions, endorsements, or campaigning.

7. Moderation & Post Approval

- Admins and moderators reserve the right to remove posts or comments that violate these guidelines.
- Repeated violations may result in removal from the group.

8. Engage & Support Each Other

- This group is a space to collaborate, ask questions, and share best practices.
- Encourage and support fellow members in their efforts to improve school nutrition programs.

 **By participating in this group, you agree to abide by these guidelines.**

Thank you for making this a positive and informative space for K-12 nutrition professionals!

1.0 STATEMENT OF RESPONSIBILITY

Being elected or appointed to serve on the ISNA Board of Directors 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 Board of Directors 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 Board of Directors 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 Board of Directors meetings and related activities on behalf of ISNA;
- To ensure that the financial and business affairs of ISNA are, to the best of the Board of Directors 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 Board of Directors service.

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

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

2.0 OVERVIEW OF RESPONSIBILITIES BY POSITION TYPE

ELECTED OFFICERS

1. Involvement as an ISNA Elected Officer requires ISNA membership.
2. 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. Three year commitment on the Board as Vice President, President Elect, and President. One year commitment as an Advisor to the Board as Immediate Past President.
 - b. President Elect
 - i. Three year commitment on the Board as Vice President, President Elect, and President. One year commitment as an Advisor to the Board as an Immediate Past President.
 - c. Vice President
 - i. Three year commitment on the Board as Vice President, President Elect, and President. One year commitment as an Advisor to the Board as an Immediate Past President.
 - d. Immediate Past President
 - i. Three year commitment on the Board as Vice President, President Elect, and President. One year commitment as an Advisor to the Board as an Immediate Past President.
 - e. Secretary & Treasurer
 - i. Two year commitment on the Board.
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 ISNA Strategic Plan.
 - e. Prepare a written report for all Board of Directors meetings to summarize position-related activities.
 - f. Submit a written summary of any association paid conference events attended.
 - g. Provide guidance and leadership to all appointed members of the Board of Directors and Research Committees.
 - h. Submit pertinent and timely content for ISNA publications.
 - i. Provide necessary budgetary input for the Secretary & Treasurer and abide by all policies related to Expense Reimbursement.
 - j. Attend all other special meetings and orientations as called by the President.
 - k. Participate in SNA conferences and events according to position (5.3).

- I. Vote on behalf of the position/membership, whether such vote occurs at a meeting or electronically.

ELECTED BOARD MEMBERS

1. Involvement in an ISNA Elected position requires ISNA membership or Industry Partnership.
2. To be nominated for a committee chair, ISNA Committee participation for 1 year is preferred.
3. These positions represent the standing committees and include:
 - a. Professional Development Chairs (2)
 - b. Bylaws & Policy Chair
 - c. Membership & Public Relations Chair
 - d. Public Policy & Legislation Chair
 - e. Regional Representative Chair
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. Lead a committee to perform the necessary functions and goals of the appointed position.
 - d. Prepare a written report for all Board of Directors meetings to summarize position-related activities.
 - e. Submit a written summary of any association paid conference events attended.
 - f. Submit pertinent and timely content for ISNA publications.
 - g. Provide necessary budgetary input for the Treasurer and abide by all policies related to Expense Reimbursement.
 - h. Attend all other special meetings and orientations as called by the President.
 - i. Assist the President in carrying out the ISNA Strategic Plan.
 - j. Participate in SNA conferences and events according to position (5.3).
 - k. 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 non-voting positions include:
 - a. Industry Advisory Chair
 - b. State Agency Representative
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. Prepare a written report for all Board of Directors meetings to summarize position-related activities.
- d. Attend all other special meetings and orientations as called by the President.
- e. Assist the President in carrying out the ISNA Strategic Plan.
- f. Participate in SNA conferences and events according to position (5.3).

2.0a 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 Board of Directors 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 Board of Directors who will hold a hearing and determine resolution by secret ballot.

The President's decision may be appealed in writing to the Board of Directors for consideration at the Association's 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 Board of Directors, voting at a special meeting

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

Date

Signature of Board Member

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 Board of Directors 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.

12/11/24

2.0b 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 Board of Directors.

2.1 PRESIDENT

1. The President shall serve as Chairperson of the Board of Directors, 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 Board of Directors meetings and Officer meetings.
 - b. The President shall prepare an agenda for each Board of Directors and Officer 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, subject to the **APPROVAL**, of the Board of Directors:
 - a. Chairperson of the Industry Advisor Chair and Co-Chair.
 - b. 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 Board of Directors are carried into effect.
4. The President shall prepare a report for the ISNA Annual Business Meeting.
5. 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.
6. Contracted Personnel/Association Services
 - a. Responsible for organizing the evaluation process of Association Services and signing of contracts.
 - i. Evaluations shall be completed by the Professional Development Chair and Officers.
 - ii. Evaluations should be tallied and summarized in coordination with the President Elect.
 - iii. Final evaluation and contract should be presented to the Officers for approval prior to actual evaluation.
 - iv. President and President Elect should present the evaluation and contract to Contracted Personnel/Association Services prior to the contract start.
 - v. The contract shall be signed at the time of the evaluation

7. The President shall determine additional attendees to the SNA conferences listed in Policy 5.3 based on budget and subject to Board of Directors **APPROVAL**.
8. The President shall serve as chairperson of the ISNA Annual State Conference. In this capacity, the President shall:
 - a. Work closely with the Executive Director to secure conference location and all other duties under Association Services contract.
 - b. Seek **APPROVAL** from Officers 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 Membership & Public Relations Chair and the Executive Director to coordinate marketing plans.
 - e. Coordinate with the Executive Director in recognizing the Past President and Board of Directors.
9. In the event of a tie vote for an office, the President shall immediately communicate to the Board of Directors for the purposes of breaking the tie.
10. The President shall make necessary arrangements for a floral or memorial tribute to be sent on behalf of the Board of Directors 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 President Elect will assume this responsibility if the death occurs in the President's family.
11. The President shall exercise all other general powers of supervisory and active management usually vested in the office of President.
12. Serves as voting delegate to the House of Delegates at the annual meeting of the School Nutrition Association.

2.2 PRESIDENT ELECT

1. In preparing to assume the duties of the President, the President Elect shall be prepared to take over the role of President in the President's absence.
2. The President Elect studies and advises on the duties and responsibilities of the President, the President Elect, and other members of the Board of Directors Committees, and Advisory Councils.
3. The President, in cooperation with the President Elect, shall plan the location, date and agenda for a Strategic Planning session for the Board of Directors 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.
4. The President Elect represents the Association at the request of the President
5. The President Elect shall schedule sites for Board of Directors Meetings for the term of office as President by April 1st.
6. Assist the President with the evaluation of the Executive Director during the input gathering phase along with the presentation of the final evaluation.
7. Serve as voting delegate to the House of Delegates at the annual meeting of the School Nutrition Association.

2.3 VICE PRESIDENT

1. The Vice President studies and advises on the duties and responsibilities of the President, the President Elect, and other members of the Board of Directors Committees, and Advisory Councils.
2. The Vice President succeeds to the office of President Elect after their term as Vice President or in the event of death, resignation or removal from office of the President Elect.
3. 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.
4. The Vice President shall serve as the Chairperson to the Leadership Development Committee and shall submit the slate of nominations to the Board of Directors for approval annually by February 1.
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.

2.4 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 Board of Directors and the Executive Committee in files belonging to the Association. In this capacity, the Secretary & Treasurer shall:
 - a. Include attendance in the reports.
 - i. Send, within two (2) weeks after the Board of Directors Meeting, the minutes of the previous meeting to members of the Board of Directors.
3. Working with the Executive Director, ensure the following are available to members in a timely manner:
 - a. Minutes of the Board of Directors meetings.
 - b. A record of the business of the ISNA Annual Business Meeting.
4. The Secretary & Treasurer shall provide guidance to the Bookkeeper to ensure all Association policies are being followed.
 - a. The Bookkeeper and Secretary & Treasurer shall prepare the financial report for each Board of Directors Meeting
5. The Secretary & Treasurer along with the Bookkeeper shall supervise and monitor the funds, investments and securities of the Association. In this capacity the Secretary & Treasurer along with the Bookkeeper 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 electronic Claim for Payment form with receipts attached.
 - ii. All expense claims must be approved by the President and/or Secretary & Treasurer.
 - iii. Draft a proposed budget prior to the February budget meeting.
 - iv. Obtain approval of the Board of Directors at the last Board meeting of the year.
 - v. The budget, once approved by the Board of Directors, shall be presented by the Secretary & Treasurer during the financial report to members at the ISNA Annual Business Meeting.
 - vi. The following information is taken into consideration when preparing the budget for approval.

1. Input from the Officers 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.
 - ii. 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.
 - iii. The new Secretary & Treasurer shall have full responsibility beginning July 1 of their term.
7. The Secretary & Treasurer is an Officer and shall be expected to attend meetings of the Committees as called and shall assist in the evaluation of the Association's contract positions.

2.5 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 Bookkeeper as approved signers, all bank accounts should have two approved signers from the Officers 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.
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 Board of Directors 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 Bookkeeper and given to the Treasurer for reporting to the Board of Directors 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 Board of Directors an itemized record of income and expenses to indicate whether the function was profitable.
9. The Bookkeeper will provide income, expense and bank balance information to the Treasurer to complete combined regular financial reports to the Board.

2.6 CREDIT & DEBIT CARD GUIDELINES

1. No one person can open any charge accounts on behalf of the ISNA without the **PRIOR** approval of the Board of Directors.
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 Officers.
 - a. Additional cards (for contractors) may be issued with the approval of the Officers.
 - b. If an association credit/debit card is not utilized, payment can be provided by personal means and a claim then submitted on the electronic Claim for Payment form with receipts attached.
3. The Board of Directors shall set the credit/debit limit on the charge account.
4. The Officers 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 Officers.
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 Bookkeeper.
10. All receipts must be submitted to the Bookkeeper 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.

2.7 REGION REPRESENTATIVES

1. ISNA regions:
 - a. Northwest Region -Benton, Carroll, Cass, Fountain, Fulton, Jasper, Lake, LaPorte, Marshall, Newton, Porter, Pulaski, St. Joseph, Starke, Tippecanoe, Warren, White
 - b. Northeast Region -Adams, Allen, Blackford, DeKalb, Grant, Huntington, Howard, Jay, Kosciusko, LaGrange, Miami, Noble, Steuben, Wabash, Wells, Whitley
 - c. Central Region - Boone, Clinton, Delaware, Hancock, Hendricks, Hamilton, Henry, Johnson, Madison, Marion, Montgomery, Morgan, Parke, Putnam, Randolph, Rush, Shelby, Tipton, Vermillion, Wayne
 - d. Southwest Region - Clay, Crawford, Daviess, Dubois, Greene, Gibson, Knox, Lawrence, Martin, Monroe, Montgomery, Orange, Owen, Perry, Pike, Posey, Spencer, Sullivan, Vanderburgh, Vigo, Warrick
 - e. Southeast Region- Bartholomew, Brown, Clark, Dearborn, Decatur, Fayette, Floyd, Franklin, Harrison, Jackson, Jefferson, Jennings, Ohio, Ripley, Scott, Switzerland, Union, Washington
2. Representatives shall be elected to serve for two (2) years.
 - a. Region Representative Chair, Northeast Region Representative, and Southwest Region Representative will be elected in odd numbered years.
 - b. Northwest Region Representative, Southeast Region Representative , and Central Region Representative in even numbered 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 committee meetings.
5. Representatives shall encourage networking opportunities for members within their Region.
6. Representatives shall submit timely content regarding Regional activities for ISNA publications.

2.8 REGION REPRESENTATIVE CHAIRPERSON

1. The membership shall elect a Region Representative Chairperson who has served at least one (1) year as a Region Representative.
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 Board of Directors attending meetings and performing duties as designated, and acts as the liaison between Region Representatives and the Board of Directors
4. Region Representative Chairperson shall hold a minimum of four (4) committee meetings a year.
5. Provide mentoring and support to Region Representatives.

2.8 NOMINATION AND ELECTION PROCESS

1. All elected positions are selected through this process:
2. The Leadership Development Committee shall be selected and chaired by the Vice President and shall consist of the Immediate Past President, President-Elect and the Membership & Public Relations Chairperson. The Chairperson, on behalf of the Leadership Development Committee, shall submit the slate of nominations to the Board of Directors for approval annually by February 1.
3. To prepare the slate, the Chairperson and Committee should follow the below guidelines:
 - a. Seek names and mentor potential candidates throughout the year.
 - b. 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. Ask nominees to complete "Candidate Information Form" (3.1c).
 - iii. Candidate Information Forms submitted shall be evaluated by the Leadership Development Committee using the Candidate Determination Criteria.
 - iv. Leadership Development Committee shall prepare a slate for approval with no more than two (2) nominees for each office to be filled.
4. Upon approval of slate by the Board of Directors, submit the ballot information and candidate profiles to the Executive Director by the publishing deadline.
5. 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. The Executive Director will notify members of voting starting and ending dates and times as the ballot is released.
 - b. Ballots
 - i. Secret Ballots will be completed electronically.

- ii. Ballot information shall be delivered to all eligible Members to vote via email.
 - iii. Compiled ballots and results records shall be kept for one (1) year and are subject to audit by Chairperson and/or Executive Committee.
 - iv. Any ballot that does not comply with the conditions above will not be counted.
 - v. Ballots will not be reviewed until after the date and time established that the voting period has ended.
 - vi. A majority vote of ballots returned shall constitute an election.
 - vii. 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 Board of Directors.
 - viii. This ballot is to be returned electronically by the designated date.
 - a. The President shall not vote in the tie ballot unless the return of the tie ballot results in a second tie.
6. The Executive Director shall announce election results to membership.
- a. Newly elected positions will begin term July 1st.

2.9 CANDIDATE DETERMINATION 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. Prior experience on the committee where the candidate is running for chair is required, unless no one from the committee is nominated.
 - b. Previous Association involvement
 - i. Must have attended at least one (1) state conference in the last three (3) years.
 - c. Known or demonstrated leadership ability.
 - d. Willingness to serve.
 - e. Regions or area of state for Regional Representatives.
 - f. Areas of responsibility within the state Association.
 - g. Workshops, conferences, etc. attended.
 - h. Attendance at meetings.
 - i. Job responsibilities and how it would relate to position sought.
 - j. Effective performance in Association activities.
 - k. Availability to attend meetings.
 - l. Goals of office as specified on Candidate Information Sheet.
 - m. Ability to communicate with membership.
 - n. Number of nominations received.
 - o. To be eligible for Vice President, one must have served on the Board for two (2) of the past ten (10) years.
2. The nominees that are eliminated shall be notified by the Vice President and their names given to the President Elect for possible Committee appointment.

3.1 PROFESSIONAL DEVELOPMENT STANDING COMMITTEE

1. The Professional Development (PD) Co Chairs shall oversee all professional development events offered by ISNA.
 - a. Oversee Professional Development Standing Committee
 - b. Obtain input from Industry Partners, Indiana Department of Education's Office of School and Community Nutrition and other appropriate groups/organizations.
 - c. Determine overall topic and structure of all PD events and align with current ISNA strategic plan.
 - d. Work with the Executive Director to give recommendation for registration fees to the ISNA Officers for approval at least four (4) months prior to the event.
2. The PD Co-Chairs 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 Board of Directors for approval in February.
 - c. Create an annual timeline for PD Committee meetings and responsibilities.
 - d. Create, analyze and utilize standardized evaluation forms and processes for all PD events.
 - e. Work closely with the Officers and Executive Director in building and following event by event budgets and the ISNA annual budget.
 - f. Establish monetary guidelines for all speakers.
 - i. SNA members (Volunteers)
 1. Single hour sessions are recognized by a thank you note.
 2. Multiple hour sessions are provided complimentary registration (5.3) and a thank you note.
 - ii. Non-SNA Members
 1. Complimentary meal(s) offered/provided, \$25 gift card, and a thank you note.
 - iii. Paid Speaker
 1. Complimentary registration (5.3) and payment of contract.
 - g. Assist with soliciting keynote speakers as requested by the President and Executive Director.

- 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 Officers.
- h. Approve all topics, speakers and presentations recommended by Research Committee Chairs prior to the PD event.

3.2 BYLAWS & POLICY STANDING COMMITTEE

1. The Bylaws & Policy Chair shall 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 Board of Directors.
2. 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
3. The Bylaws & Policy committee shall be familiar with the ISNA policy related to all Committees and Officers
4. The Bylaws & Policy committee shall bring to the attention of the Board of Directors any deviations in existing policy as it occurs so the Board of Directors may take a majority vote to:
 - a. Adopt a new policy.
 - b. Waive the existing policy.
 - c. Comply with existing policy.
 - d. Modify the existing policy
5. The Committee shall ensure the most current versions of the bylaws and policies are reflected on the Association's website.

3.3 MEMBERSHIP AND PUBLIC RELATIONS COMMITTEE

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

1. The Membership & Public Relations Chair shall appoint a standing Membership & Public Relations 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 Board of Directors.
2. The Membership & Public Relations Committee, under leadership of the Membership & Public Relations Chair, shall be responsible for the following:
 - 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 Executive Director to design, develop content, edit 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 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 Executive Director to maintain an up to date and informative website.
 - e. Recommend to the Board of Directors policies and procedures pertaining to the implementation of Association's membership.
 - f. Analyzes membership trends and recommends appropriate action.
 - g. Maintains liaison with appropriate state and federal: agencies, professional associations, and organizations.
 - h. Assist Executive Director with member database to ensure information is available to all Members of the ISNA Board of Directors.
3. The Chairperson, or designee, shall be responsible for:
 - a. Coordinating membership for Association functions.
 - b. Supports current SNA membership programming and efforts.

- c. Make arrangements to have a membership table at other related Association meetings to distribute appropriate information and to answer questions.
- d. Write emails to non-members who attend professional development meetings and the Annual State Conference inviting them to join the Association.
- e. Fulfill obligations as SNF Ambassador.

3.4 PUBLIC POLICY & LEGISLATION STANDING COMMITTEE

1. The Public Policy & Legislation Chair shall appoint a standing Public Policy & Legislation Committee consisting of a minimum of three (3) ISNA members from all areas of membership.
2. The Public Policy & Legislation Committee, under leadership of the Public Policy & Legislation 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 Board of Directors approval and acts on behalf of the Association on legislative matters, all subject to 501c3 guidelines.
3. Determine the direction for the Public Policy & Legislation Committee according to current strategic plans.
4. The Public Policy & Legislation Chairperson is expected to attend and coordinate the Indiana delegation at the Legislative Action Conference (LAC).
 - a. Other pertinent seminars may be attended pending Board approval.
 - b. A written report shall be presented to the ISNA Board of Directors at the meeting following the function.

3.5 STATE AGENCY REPRESENTATIVE

1. Acts as a representative on behalf of the State Agency and its Affiliated Membership with ISNA.
2. Attend and prepare a written report for ISNA Board of Directors meetings.
 - a. Provide information to those ISNA members in the field of school and community nutrition programs.

3.6 INDUSTRY ADVISORY COMMITTEE REPRESENTATIVE

1. The Industry Advisory Committee is composed of volunteer Industry Partners who are committed to help further the mission and vision set out by ISNA.
 - a. Industry Advisory Committee members must also be ISNA Industry Partners, but all partnership levels are eligible.
2. The Chairperson of the Industry Advisory Committee acts as the Representative to the ISNA Board of Directors.
 - 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 Elect annually.
3. The Chairperson is responsible for preparing a written report of the committee's activities and attending ISNA Board of Directors meetings.

4.1 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 Board of Directors and allow discussion.
- Final contracts executed by Board of Directors 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 Board of Directors.
 - 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.

5.1 EXPENSE REIMBURSEMENT

The following allowances for expense reimbursement will be made to ISNA Board of Directors 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 are 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 of 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 day(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. Board of Directors meeting expense reimbursement is as follows:
 - a. The cost of the meal furnished in conjunction with Board of Directors meetings will be covered for all Board of Directors 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 Board of Directors 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 Board of Directors Member or Committee Member is required to be in attendance at the Board of Directors 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 Board of Directors must travel more than 125 miles one way to attend an Board of Directors 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.

5.2 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.

5.3 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 Board of Directors.
 - 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 3rd 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 Reserarch 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

5.4 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 canceled or rescheduled event.
5. No workshop/conference packets, information or supplies will be given to registrants receiving refunds.

5.5 MEMORIAL TRIBUTE FROM BOARD OF DIRECTORS

1. In the event of the death of a current Board of Directors 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 Board of Directors.
 - 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 Board of Directors Members and active Past Presidents with any information regarding deaths and subsequent arrangements.
 - a. If at all possible, a member of the ISNA Board of Directors will represent the Board in conveying sympathies to the family.
3. If an Board of Directors 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 forThought.
4. There will be time allotted at the ISNA Annual Conference to memorialize all ISNA Members that have passed in the past year.

6.1 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 1st.

The ISNA Vice-President will assemble a committee made up of three Board of Directors 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 1st.

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) Board of Directors 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.