

POLICIES AND PROCEDURES MANUAL



"To advance child nutrition programs that promote wellness and academic success, while promoting leadership development opportunities to members."

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PREFACE

The **Florida School Nutrition Association** provides a way for school nutrition personnel and others in related work to grow professionally. It shall be affiliated with the School Nutrition Association.

Through work, meetings, and communications via various sources ideas and experiences can be exchanged which are basic to professional growth. Everyone can benefit personally and professionally through a united effort. Collectively, the objectives, as stated in the *Bylaws*, can be accomplished.

This *Policies and Procedures Manual* is intended to assist Board of Directors, section chairs, committee chairs, region directors, and in interpreting and carrying out official duties. It defines the responsibilities of each officer, clarifies the procedures for conducting state and chapter association business, and indicates pertinent policies consistent with the *Bylaws of the Florida School Nutrition Association, Inc.* and Board policies.

Section I

The Florida School Nutrition Association, Inc. (FSNA)

Mission Statement

“To advance child nutrition programs that promote wellness and academic success, while promoting leadership development opportunities to members.”

Objectives of the Association

- To promote the optimal health, nutrition, and education of all children by supporting nutritionally adequate and educationally sound, financially accountable, nonprofit child nutrition and school community nutrition programs.
- To promote high standards for child nutrition and school community nutrition programs with emphasis on nutritionally adequate meals which are appealing to children.
- To promote united efforts between school personnel, allied organizations, industry, and the public to assure every child an opportunity to receive the benefits of the child nutrition and nutrition education programs.
- To promote high standards and to provide appropriate educational programs, incentives, and recognition for professional development of child nutrition personnel.
- To promote research and development in child nutrition programs.
- To promote the establishment of a national nutrition policy and legislation which provide optimal nutrition education for children.
- To promote the involvement of students & the school community in child nutrition programs.
- To promote membership and provide services to members.

Code of Ethics

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

To guide personal conduct by the highest professional standards

To uphold the FSNA mission

To embrace continuous learning within the profession and apply this knowledge to improve the quality of the program

To participate in development of pertinent legislation

To promote public support to improve the image of school nutrition programs

To appreciate the value, dignity, and differences of all persons

To use the highest ethical standards while conducting business

General Information

The Florida School Nutrition Association Office

The Florida School Nutrition Association, Inc. (FSNA)
124 Salem Court
Tallahassee, Florida 32301-2810

Phone: (850) 878-1832 or 1-888-878-1832

Fax: (850) 656-0149

Email: info@floridaschoolnutrition.org

Business Hours:

8:00 am – 5:00 pm Monday through Friday.

Closed on the following Holidays

New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving (2), and the last two weeks of December. It takes a Board vote to change the hours of operation.

Publication(s)

School Food in Florida and Tidbits Newsletter shall be the official publications of the Association. The Board shall authorize and establish procedures for other publications as needed.

LOGO



The Florida School Nutrition Association LOGO is designed to be in keeping with the name of the Association, the work of the members, and the high purpose and ultimate goal of the work in which the members are engaged.

Any materials or devices modifying the Florida School Nutrition Association LOGO or modifying the name of the Association must first be approved by the FSNA Board. An exception can be made for the use of the LOGO or name on programs or related printed materials.

Section II District and Region Information

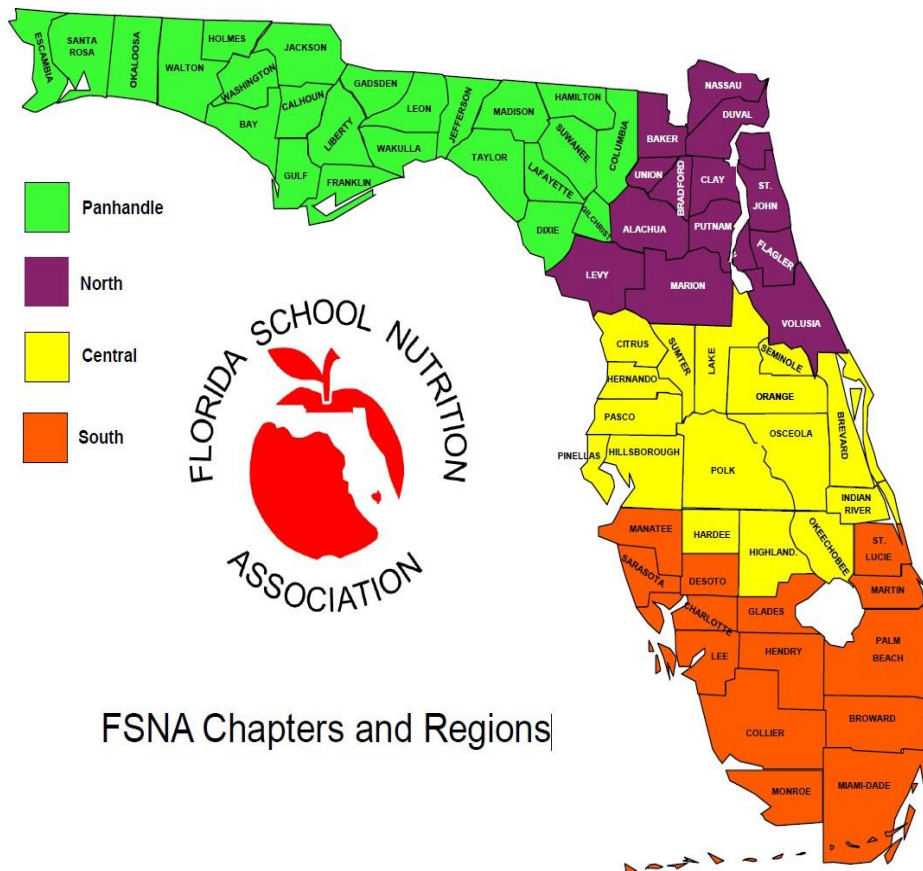
FSNA has seven (4) regions divided as follows: **Pending final Approval**

Panhandle: Bay, Calhoun, Escambia, Franklin, Gulf, Holmes, Jackson, Liberty, Okaloosa, Santa Rosa, Walton, Columbia, Dixie, Gadsden, Gilchrist, Hamilton, Jefferson, Lafayette, Leon, Madison, Suwannee, Taylor, Wakulla and Washington.

North: Alachua, Levy, Baker, Bradford, Clay, Duval, Flagler, Marion, Nassau, Putnam, St. Johns, Union, and Volusia.

Central: Brevard, Indian River, Lake, Orange, Osceola, Polk, Citrus, Hernando, Hillsborough, Pasco, Pinellas, Okeechobee, Hardee, Highlands, Sumter and Seminole.

South: Manatee, Charlotte, DeSoto, Glades, Martin, Palm Beach, Sarasota, St. Lucie, Broward, Collier, Hendry, Lee, Miami-Dade, and Monroe.



Section III

Board

The Board shall be composed of the following:

- President
- President-Elect
- Secretary/Treasurer
- Section Chairs- Director, Administrative/Supervisor and Employee Manager
- Sustaining Industry Partner (SIP) Representative
- Section Chair Elects (Non-Voting) -Director Elect, Administrative/Supervisor Elect and Employee Manager Elect
- Sustaining Industry Partner (SIP) Representative Elect
- Executive Director (Non -Voting)
- FDACS Advisor (Non-Voting)
- Region Directors
- Region Director Elects (Non-Voting)

The Executive Committee shall be composed of the following: (excludes Region Directors & Elects)

- President (as chair)
- President-Elect
- Secretary/Treasurer
- Chair of the Region Directors
- Section Chairs
- Sustaining Industry Partner (SIP) Representative

Only members of the Executive Committee and Region Directors may make motions and vote at Board meetings.

Board Responsibilities and Position Description

FSNA President II

Bylaws Description - The President shall serve a one (1) year term and be the Chief Elected Officer of the Association. The President shall serve as Chair of the Board and the Executive Committee, and the ex officio member of all committees and advisory boards (except the Nominating Committee), and coordinate the activities of the same. Upon completion of the term of office, the President shall become a Past President of the Association, with all future FSNA dues being waived for life.

Responsibilities of the President:

1. Prepares agenda and presides over Board and Executive Committee meetings.

2. Presides at emergency meetings of the Association.
3. Appoints, subject to the approval of the Board, chair and members of committees and advisory boards, with the exception of the Nominating Committee.
4. Submits recommendations to the Board to fill committee and Board vacancies that may occur during the year.
5. Develops and implements a Plan of Action based on the SNA Plan of Action (& the current FSNA Strategic Plan).
6. Acts as a liaison between SNA and FSNA.
7. Attends the SNA Annual National Conference, FSNA Annual Conference, LAC, LEAD Summit, and Leadership Training.
8. During FSNA Annual Conference, may submit or present a report at the FSNA House of Delegates.
9. Serves as a state delegate to the SNA House of Delegates at the Annual National Conference.
10. Coordinates with the Executive Director:
 - a. Planning for all FSNA events.
 - b. SNA affiliation requirements.
 - c. Submission of reports required by SNA
12. Transmits to the Board all recommendations and actions taken by the House of Delegates. Follows up on actions taken.
13. Collaborates with and keeps the President-Elect informed to establish continuity of activities and association goals.
14. Performs an annual evaluation of the Executive Director no later than March 30 of each contract year in collaboration with the immediate past president and the president elect.
15. Represents the Association in policy matters.

PRESIDENT'S CALENDAR

(Term of office officially begins August 1. See President-Elect for duties prior to August 1)

August/September

- Attend and preside over August executive committee budget workshop and board meeting (in person, generally in Central Florida)
- Serve on Annual Conference and Expo planning taskforce
- Choose Expo/Annual Conference Bag
- Chose a theme for the year or for the annual conference to be revealed at the Leadership Training
- September 1: Deadline for "Message from the President" column for Fall FSNA Magazine

October/November

- Attend FSNA Annual Conference and Expo
- Participate in LAC planning meetings with PP&L Committee – as schedule allows
- November 1: Deadline for "Message from the President" column for Winter FSNA Magazine
- Work with FSNA Staff to select dates/location for FSNA LEAD Summit
- Work with FSNA Staff to select dates/location for FSNA Leadership Conference

December/January

- December 15: Deadline to submit State Affiliate Plan of Action to SNA

- Board Meeting (online) mid to late January. In collaboration with Exec Director, prepare agenda.
- May request that committee chairs and section chairs submit a report to the Board on activities and progress on the Strategic Plan.
- Participate on LEAD Summit and Leadership Training planning taskforces.

February/March

- February 1: Deadline for “Message from the President” column for Spring FSNA Magazine
- Attends FSNA Legislative Action Caucus in Tallahassee
- Judge FSNA Chapter President’s Award submissions with President-Elect
- Judge SNA award submissions for Employee, Manager and Director of the Year with President-Elect
- Attend SNA LAC in Washington DC
- Keep in touch with Legislative Chair and keep abreast of legislative issues
- Serve on, or follow, Professional Development Committee Conference Planning as they work on the Annual Conference educational program

April/May

- Serve on Annual Conference and Expo planning taskforce
- Attend LEAD Summit
- Appoint Nominating Committee Chair and follow along committee’s progress
- Attend SNA National Leadership Conference
- Register and prepare for SNA Annual National Conference
- Submit State Affiliate Year-End Report to SNA headquarters
- Submit ANC State Recognition Form to SNA headquarters

June/July

- Attend FSNA Leadership Training
- Final Board meeting at Leadership Training, including budget workshop for upcoming year
- In collaboration with Past President and President-Elect, evaluate the Executive Director and request from the Executive Director the upcoming year’s *Executive Director Goals*.
- Attend SNA Annual Conference. Current State Presidents are recognized on stage at Awards Ceremony and the Opening General Session. Serve as delegate and coordinate with the Florida delegation one hour prior to meeting.
- June 1: Deadline for “Message from the President” column for Summer FSNA Magazine

President-Elect III

From the Bylaws - *The President-Elect shall be elected annually, serve one (1) year, shall have had previous Board or FSNA Committee experience, and shall have attended three (3) of the last five (5) state conferences and one (1) of the last five (5) national conferences. Succeeds to the office of the President on the first of August at the beginning of the fiscal year or before in the event of the death, resignation, or removal from office of current President.*

Responsibilities of the President-Elect are as follows:

1. Becomes familiar with duties and responsibilities of the President, other members of the Board, committees, advisory boards, and chapter affiliates
2. Serves as Chair of, and presides at, the FSNA House of Delegates

3. Coordinates activities and acts as advisor to Region Directors
4. Serves as member of the Board and the Executive Committee
5. Serves as presiding officer and performs the duties of the President in the absence of the President
6. Represents the Association at the request of the President. Performs other duties as requested or as assigned by the President
7. Submits reports of activities to the Board and state office
8. Represents FSNA at the SNA House of Delegates

President-Elect's Calendar

June/July (as incoming President-Elect)

- Works with President, Secretary/Treasurer, and Executive Director on preparing a budget for FSNA for the following year
- In collaboration with the current President and the Past President, evaluates the Executive Director and requests from the Executive Director the upcoming year's *Executive Director Goals*
- Begin work on State Plan of Action for SNA
- Attends SNA Leadership Conference
- Announces **theme/focus** for the year at the FSNA Leadership Training and is installed as President. Reviews current Strategic Plan and incoming President's Plan of Action
- Reviews responsibilities with Region Directors in cooperation with Region Director's Chair at FSNA Leadership Training
- Serves on Annual Conference and Expo planning taskforce

August/September (Term of office officially begins August 1)

- Works with President, A/S Chair/Chair-Elect, SIP Rep/SIP Rep-Elect and staff on Expo
- Serve on Annual Conference and Expo planning taskforce
- Attend August Board meeting

October/November/December

- Attends FSNA Annual Conference and Expo
- Presides at FSNA House of Delegates
- Helps with LEAD Summit Planning
- Continues to review Region Directors' responsibilities in cooperation with Region Director Chair

January

- Submits recommendation for Chair of Nominating Committee to President and state office to be placed on the January Board Meeting Agenda for approval
- Begins working on FSNA Leadership Training

February

- Attends FSNA LAC
- Continues working on FSNA Leadership Training with state office
- Selects committee chairs and presents to Board for approval
- Recruits members to fill committee and advisory board positions

March

- Judge Chapter President's Award submissions (President also does this)

- Attends the FSNA Legislative Action Caucus in Tallahassee
- Attends the SNA Legislative Action Conference in Washington, D.C. (may be April/May)
- Continues working on FSNA Leadership Training with state office
- Continues recruitment for committee appointments

April/May

- Attend SNA LAC
- Attend SNA Leadership Conference as Incoming President, including pre-conference sessions
- Begins working on Plan of Action for coming year, including State Initiatives (started at Leadership Conference)
- Work with staff on Leadership Training agendas and sessions, including Board Orientation
- Submits names of committee members and advisory board members to the Board for approval

June/July

- Attend FSNA Leadership Training (second week of June)
- Presides at FSNA Leadership Training in June and presents the State Plan including local chapter Initiatives
- June 1: Deadline for “Message from the President-Elect” column for Summer FSNA magazine
- Work with Executive Director on August Board meeting agenda
- Participates in the Budget workshops for FSNA and Foundation budgets
- Attends the SNA Annual National Conference – serves as the FL Delegate

THINGS THE FSNA INCOMING PRESIDENT NEEDS TO DO

As President-Elect, over the course of the year, you need to:

1. Start thinking about what your “LOGO” will be.
2. Make notes at each FOUNDATION BOARD meeting, because you will be giving a report of this meeting to the Board.
3. You will be the CHAIR of the House of Delegates. You need to be in the room at least 30 minutes prior to the start time, to check out the microphones, last minute notes, etc.
4. During this year, you should be writing a speech for your installation.
5. Attend SNA Leadership Conference. This is where you will learn about your responsibilities as President and about creating the State Plan of Action. Consider what you would like some of your “INITIATIVES” to be, and how will they be attained.
6. Before the end of your year as President-Elect, you will need to try to fill as many committee vacancies as possible. You will be given LOOKING FOR LEADERS forms to use for filling the committee vacancies. Each committee should be represented by all Regions. You will need to ask someone to be the “CHAIR”. This person should be in their 2nd or 3rd year on the committee.
7. Familiarize yourself with the other Board positions.
8. You will need to be at **ALL** the general sessions 15-20 minutes early. This gives you time to check out the sound system, etc.
9. You will need to attend all networking and special events associated with the Conference for that year.

Secretary/Treasurer IV

From the Bylaws - *The Secretary/Treasurer shall be elected in **even-numbered** years and shall serve for two (2) years.*

Responsibilities of the Secretary/Treasurer are as follows:

1. Serves as a member of the Executive Committee and the Finance Committee.
2. Conducts such correspondence as the Association and Board shall direct.
3. Calls the roll at Board Meetings.
4. Calls the roll of delegates at the House of Delegates.
5. Informs the presiding officer of the presence or absence of a quorum at meetings of the Board and the House of Delegates.
6. Accurately records and submits, in a timely manner, minutes of all Board meetings, Executive Committee meetings and the House of Delegates.
7. Attends the SNA Annual National Conference at the expense of the Association after completing the first year of their term of office.
8. Monitors Association funds, investments, and securities.
9. In collaboration with the President, President-Elect, and Executive Director, develops the FSNA annual budget and the Foundation annual budget.
10. Notifies officers and the chairs of each committee and advisory board(s) of budgeted funds.
11. Reports on FSNA Finances at Board meetings.

Secretary/Treasurer's Calendar:

May/June (as incoming Secretary/Treasurer)

- Meets with current Treasurer and Executive Director to review the Association's budgetary and financial processes.
- Works with FSNA Finance Committee on preparing a budget for FSNA and the Foundation for the following year.
- Attends FSNA Leadership Training and is sworn in.
- May present budgeting workshop for Chapter leaders at FSNA Leadership Training.
- Attends the Board and Executive Committee Meetings at Leadership Training; takes accurate minutes of the meetings; sends draft minutes to state office to be reviewed within 20 days after meeting.

July

- Attends the SNA Annual National Conference after completing first full year of term.

August/September

- At the first meeting of the board, generally a face to face meeting, takes accurate minutes of the meeting and sends minutes to the state office within 20 days.
- In collaboration with the Executive Director, presents the FSNA Finance Committee's recommendation of the FSNA and Foundation annual budgets for approval.

October/November

- Attends FSNA House of Delegate meeting at the annual conference, checks in Delegates, takes minutes and may present a financial report.
- Takes part in any Board meetings that are called and records accurate minutes. Sends minutes to state office to be reviewed within 20 days of meeting.

January/February

- Takes part in the Winter Board meeting (generally online), presents a financial report, takes accurate minutes, send minutes to state office to be reviewed within 20 days after meeting.

March/April

- Begins working with Executive Director and Executive Committee on next year's budget.
- Attends the Board Meeting and presents a financial report.

Region Directors V

*Each region shall have a Region Director who will serve for a two (2) year term, following completion of a one (1) year term as Region Director-Elect. **Region Directors are elected in staggered terms as follows: Odd years: II, IV, VI and Even Years: I, III, V, VII.** Region Directors are voting members of the Board. Region Director-Elects are non-voting members of the Board. **Changes Pending final approval***

Responsibilities of the Region Director are as follows:

1. Takes part in the development and execution of FSNA's State Plan and Strategic Plan.
2. Reads and abides by the FSNA Bylaws and Policies and Procedures.
3. Trains the Region Director-Elect by involving him/her in all region activities.
4. Acts as Chapter Liaison to the Board of Directors.
 - Expresses the views of chapter affiliates when evaluating or voting on issues.
 - Communicates with chapter affiliates on a regular basis.
 - Attends at least one chapter meeting or event per year.
 - Promotes membership through Chapter outreach, and State Plan and Strategic Plan initiatives.
 - Maintains contact with Chapter Presidents. Sends an email or letter of introduction after becoming a Region Director, and supports and promotes chapter affiliate meetings and events.
 - Encourage Chapter Presidents to submit Chapter Chatter articles, covering chapter activities to *School Food in Florida*.
5. Participates on the Nominating Committee.
 - Surveys chapters and provides recommendations to President-Elect on appointments to committees and advisory boards.
 - Provides recommendations to the Nominating Committee for ballot consideration.
 - Calls and emails potential candidates to discuss board service.
6. Participates on the Scholarships and Awards Committee.
 - Judges scholarships and awards submissions at an in-person, one (1) day long judging session directly before the FSNA Leadership Training in June.
 - Encourages members to apply for scholarships and awards.
 - Assists with the Scholarships & Awards Program as needed.
7. Attends the FSNA Leadership Training.
 - Region Directors may be asked to provide a training or carryout an activity. Travel expenses are covered by FSNA.
8. Attends Board Meetings (2 – 3 online and 2 face-to-face)
 - Represents Region in the discussion and decision making/voting process.

- Participates in discussion and decision making process relative to the position they hold in their district/cafeteria.
 - Travel expenses are covered by FSNA.
9. Attends FSNA Annual Conference.
- Serves on the Annual Conference Planning Taskforce.
 - Attends VIP Reception.
 - Participates in House of Delegates.
 - Region Directors must pay for their own travel to the annual conference or gain district support for their travel.
10. Attends SNA Annual Conference after completing first year of service.
- Represents FSNA at the SNA Delegate Assembly
 - Expenses are covered as per the current approved FSNA Travel Policy and the annual budget.
11. Organize and manage the FSFS Take a Chance Auction.
- Participate in planning meetings.
 - Help to secure items for auction.
 - Promote participation in auction.
 - At the FSNA Annual Conference, sell tickets and work at auction.

Chair of Region Directors VI

The Region Directors and Region Directors-Elect shall elect a Chair from among the Region Directors who have already served one year in office. The Chair is voted on by the outgoing Region Directors and incoming Region Directors.

Responsibilities of the Chair of the Region Directors are as follows:

1. Serves on the Executive Committee
2. Oversees and assists the other Region Directors.
3. Conducts a meeting for Directors and Director-Elects at Board Meetings and FSNA Leadership Training to provide information, discussion, and training.
4. Coordinates FSFS Foundation fundraiser at Annual Conference with Region Directors

Region Directors' Calendar

August/September

1. Attends Board Meeting.
2. Works with state office in developing FSFS Take a Chance (TAC) brochure.
3. Assists with soliciting donations for the Take a Chance Auction.
4. Sends congratulatory and introductory letters or makes phone calls to Chapter Presidents.

October/November

1. Attends FSNA Annual Conference, including House of Delegates and Board meeting. Region Directors are expected to seek district financial support for attending the FSNA conference as this expense is not covered by FSNA.

2. Assists with all aspects of the TAC Auction at the Annual Conference.
3. Attends Board meetings and Strategic Plan review sessions if they are scheduled.

January/February

1. Attends the regular winter online Board Meeting.
2. Surveys the chapter affiliates and recommends qualified members to the President-Elect for appointment to state committees.

April/May/June

1. Actively participates on the nominating committee and sends nominations for all state officers, Director-Elects, and Section Chairs to the Chair of the Nominating Committee by April 15.
2. Attends FSNA Leadership Training. Travel expenses covered by FSNA.
3. Serves on the FSNA Awards Committee, including judging award submissions at the in-person judging session at Leadership Training.

July

1. Attends SNA Annual National Conference. Regions I, III, V, and VII Directors attend in even years. Region II, IV, and VI attend in odd years.

Region Director-Elects VII

The Region Director-Elect serves a one (1) year term and succeeds to the office of Region Director on August 1 of the following year; or in the case of vacancy in that office and serves until the end of the third year after that vacancy occurs. The Responsibilities of the Region Director-Elect are the same as those of the Region Director with the exception of attending the SNA Annual Conference, and the “Elects” do not vote.

Responsibilities

1. Studies the duties and responsibilities of the Region Director.
2. Assists the Region Director in promoting membership through Chapter outreach, and State Plan and Strategic Plan initiatives
3. Participates on the Nominating Committee.
4. Calls and emails potential candidates to discuss board service.
5. Attends the FSNA Leadership Training. Travel expenses are covered by FSNA.
6. Attends Board Meetings and participates in various initiatives determined by the Board. Board meeting travel expenses are covered as per the current approved FSNA Travel Policy.
7. Serves on the FSNA Annual Conference Taskforce
 - Attends VIP Reception
 - Works at the Take a Chance Auction (TAC)
 - Participates in House of Delegates
 - Region Director-Elects must pay for their own travel to the annual conference or gain district support for their travel.
8. Assists with the FSFS TAC
 - Participate in planning meetings.

- Help to secure items for auction.
 - Promote participation in auction.
 - Sell tickets or work auction at FSNA Annual Conference.
8. Participates on the Scholarships & Awards Committee
- Encourage members to apply for awards.
 - Assist with the Scholarships & Awards Program as needed; for example: fill in for Director who can't take part in the judging meeting/session.

Section Chairs VIII

Each Section Chair shall be a member of their respective section of the Association and shall serve one (1) year as an elect and two (2) years as Chair.

1. Foodservice Employee/Manager Section. Composed of school nutrition personnel assigned to one school, and/or school nutrition personnel who have responsibilities in a central kitchen that serves more than one school, and/or school nutrition personnel who have responsibility in more than one school, but who are not employed on a system-wide basis.
2. Administrative and Supervisory Section. Composed of school nutrition personnel who are responsible for administration and/or supervision of nutrition programs in more than one school within the district or state. Also composed of personnel who are responsible for college nutrition programs or who is nutrition, dietetics, or foodservice related faculty in vocational-technical schools, community colleges, four year colleges or universities, or internship programs.
3. Director Section. Composed of school nutrition personnel who serve as District Director, Major City Director or Assistant Director of the school nutrition program in a county, territory or other region as defined by the State.

Voting for the office of Section Chair shall be limited to the membership of that section. Elections shall be held on the following schedule:

Odd Years: Foodservice Employee/Manager Chair

Even Years: Administrative/Supervisory Chair & Director Chair

Responsibilities of Section Chairs

Section Chairs represent the interests of a particular section or group of school food service professionals, and they also work in that section.

1. Promotes the Association's Plan of Action and Strategic Plan.
2. Serves as a member of the Executive Committee, Nominating Committee and Finance Committee.
3. Promotes running for FSNA Board of Directors office to members.
4. Initiates, implements, evaluates, and/or coordinates studies or projects with the state Association that pertain to their section of workers.
5. Expresses views of section when evaluating and/or voting on issues.
6. Provides leadership, support, technical assistance, and resource lists and/or materials to members.
7. Promotes membership in the Association within the section.
8. Provides recommendations to the President-Elect for appointments to committees and advisory boards. This is an important component of this position.

9. Attends the SNA Annual National Conference after completion of the first year in office to represent FSNA on the SNA Delegate Assembly. FSNA provides reimbursement for expenses based on the annual budget.
10. Section Chairs are responsible for writing short articles for the FSNA Journal. Guidance on the topic is provided by the FSNA Staff.

Section Chair-Elect XI

Responsibilities of Section Chair-Elects

The *Elect* position serves as a training period to prepare section chairs to serve on the board of directors.

1. Studies the duties and responsibilities of the Section Chair.
2. Section Chair Elect for one (1) year, then Section Chair for two (2) year term.
3. Promotes the Association's Strategic Plan and President's Initiatives.
4. Assists Section Chair in promoting membership in the association.
5. Assists Section Chair in providing leadership and support.

Section Chairs' Calendar

August/September

5. Attends face to face Board Meeting. Travel expenses reimbursed by FSNA.
6. Participates on the Conference Planning Taskforce.

October/November

4. Attends FSNA annual conference and House of Delegates. Section Chairs are expected to seek district financial support for attending the FSNA conference as this expense is not covered by FSNA.
5. Assists with the Take a Chance Auction (TAC) or volunteers at registration desk at the Annual Conference.
6. Attends Board meetings and Strategic Plan review sessions if they are scheduled.

January/February

3. Attends the regular winter online Board Meeting.
4. Surveys section members and recommends qualified individuals to the President-Elect for appointment to state committees.
5. Participates on the LEAD Summit planning taskforce or Leadership Training taskforce.

April/May

4. Actively participates on the nominating committee and sends nominations for all state officers, Director-Elects, and Section Chairs to the Chair of the Nominating Committee by April 15.
5. Serves on the FSNA Annual Conference planning taskforce. This is an important role for all three section chairs.

June/July

2. Attends FSNA Leadership Training. Travel expenses covered by FSNA.
3. Attends SNA Annual National Conference after completing first year of service.

Sustaining Industry Partner Representative (SIP Rep) X

The Sustaining Industry Partner Representative shall serve for a one (1) year term. The Sustaining Industry Partner Representative shall serve as a voting member of the Board.

Voting for the office of Sustaining Industry Partner Representative shall be limited to the members in the Sustaining Industry Partner membership class and will take place in even years.

Responsibilities of the Sustaining Industry Partner (SIP) Representative:

1. Serves as Chair of the Sustaining Industry Partner (SIP) Advisory Board.
2. Collaborates on the development and execution of FSNA's Strategic Plan and Plan of Action.
3. Initiates, implements, evaluates, and/or coordinates appropriate studies or projects with Association office.
4. Expresses the views of Industry as a whole but does not include their personal business interests.
5. Provides leadership, support, technical assistance, and resource lists and/or materials to members.
6. Participates in planning of any FSNA events on taskforces.
7. Initiates special meetings of Sustaining Industry Partners (SIPs), if needed, with approval of the Board and at no expense to the Association.
8. Promotes SIP membership.
9. Provides recommendations to the President-Elect for appointments to committees and advisory boards.
10. Surveys SIP members and provides recommendations to the FSNA office to be voted on by current SIPs.
11. Serves as Board advisor to the Membership and Marketing Committee.
12. Responsible for writing short articles for the FSNA Journal. Guidance on the topic is provided by the FSNA staff.
13. Attends Board Meetings, FSNA Board Orientation at Leadership Training, the FSNA House of Delegates meeting, and the FSNA Annual Conference.

Sustaining Industry Partner Representative-Elect (SIP Rep-Elect) XI

The Sustaining Industry Partner (SIP) Representative-Elect shall serve for a one (1) year term as a non-voting member of the Board. Voting for the office of Sustaining Industry Partner Representative-Elect shall be limited to the current SIP members. Following his/her term as SIP Representative-Elect, the individual will move into the position of SIP Representative.

Responsibilities of the Sustaining Industry Partner (SIP) Representative-Elect are as follows:

The responsibilities of the SIP Rep Elect are the same as those of the Section Chair with the exception of attending the SNA Annual Conference and the “Elects” do not vote.

Section IV

Executive Director

The Executive Director shall be employed under contract for, and on behalf of, the Association by the Board pursuant to such terms and conditions as established in the official position description and contract. The contract is approved by the Executive Committee. The term of the Executive Director contract is July 1st to June 30th.

The Executive Director is responsible to the Board for the effective conduct of affairs of the Association. He/she performs responsibilities with respect to the Association’s mission, goals, objectives, and related policies.

EXECUTIVE DIRECTOR EVALUATION

The executive director is evaluated annually by the past president, current president and the president elect, as per the evaluation guidelines in the employee handbook and the Executive Director’s contract.

Evaluation Process and Timelines

1. The Executive Director annual evaluation date is no later than March 30th to coincide with the 3 month contract renewal language (Section 2 of contract language).
2. The Executive Director must give a week notice for annual leave requests and receive clearance in advance. For unplanned absences Executive Director notifies the President, or the FSNA staff notifies the President via email if the Executive Director cannot do so.
3. The Executive Director’s annual goals, referred to in contract, will be based upon the strategic plan.

Section V

Association Advisor

The Administrator of the Florida Department of Agriculture and Consumer Services; Food, Nutrition and Wellness, or their designee may serve as Advisor to the Board.

Section VI

Meetings

FSNA Annual Conference

The date and place of the FSNA Annual Conference will be determined by the Board. Notice of the conferences, including date, place, and time, will be sent to each member of the Association through publication in *School Food in Florida* and other media.

The President is responsible to collaborate with the Executive Director to accomplish the goals of the conference.

The Executive Director assumes general responsibility for planning and coordinating all aspects the conference.

House of Delegates

The meeting of the House of Delegates will be held at the time of the FSNA Annual Conference or other time approved by the Board. The Chair of the House of Delegates will be the President-Elect of the Association, who will be responsible for appointing a parliamentarian. No delegates shall be seated after the meeting has been called to order.

FSNA Legislative Action Caucus

A FSNA Legislative Action Caucus may be held annually to present to the members the Association's legislative needs and strategies for legislative activities. Members of the Association and non-members who have an interest in promoting food and nutrition programs will be invited to attend.

Region Seminars

A meeting may be held annually in each region.

FSNA Leadership Training

A meeting may be held annually to introduce incoming chapter, state-officers and state committee chairs to the Association's Plan of Action and to provide tools to help in executing their duties for the coming year. The FSNA incoming President shall preside over this conference. If not provided online the training should also include an orientation for the Board and committee chairs.

Special Meetings

Additional meetings and seminars of the Association may be called if approved by the Board.

Parliamentary Procedures

Subject to the ruling of the presiding officer, the *Articles of Incorporation*, the *Bylaws* (Article IX), and meetings of the Association shall be governed by Robert's Rules of Order (latest revised edition).

Section VII

Membership Information

Chapter Affiliate Pending Final approval

Chapter Affiliates. Any district with three (3) or more members shall be eligible for affiliation with the Association on written application. If membership drops below three, the chapter will have 2 years to establish active status. Only one chapter affiliate may be chartered by the Board of the Association in each school district. Each affiliate so chartered shall be entitled to representation in the House of Delegates, provided the following conditions are met:

1. A chapter affiliate of the Association may establish separate chapter membership dues so long as such dues do not exceed a sum equal to the dues of the Association for such member's class of membership.
2. Each chapter affiliate shall adopt articles of incorporation and/or a constitution and/or bylaws which are not in conflict with the *Articles of Incorporation* and *Bylaws* of the Association. A current copy with all amendments shall be on file in the Association office.
3. Only School Foodservice and Nutrition members of the Association shall be eligible to serve as officers of chapter affiliates.
4. Each chapter affiliate shall adopt a Plan of Action consistent with the Plan of Action of the Association.

Membership Types

“Classes of Membership” and “Rights and Privileges of Members” are found in *Bylaws*, Article III. FSNA *Bylaws* require all officers and committee chairs of chapter affiliates to be members of FSNA.

FSNA Only Membership -FSNA only members enroll/renew online. Dues can be paid online or by mailing check to Florida School Nutrition Association, 124 Salem Court, Tallahassee, FL 32301. FSNA has rolling membership and can be renewed anytime.

DUAL MEMBERSHIP - FSNA and SNA Membership-Members paying dues or enrolling in **both SNA and FSNA** should go to SNA website for instructions.

An individual can not be a SNA only member. To be a member of SNA, an individual must be a FSNA member as well.

SNA Members can pay their dues and gain access to their membership and certification information online. Go to www.schoolnutrition.org. First time users will have to set up a user name and password.

Annual dues for FSNA (subject to change):

School Foodservice and Nutrition Members

| | |
|---|------|
| Employee Staff Assistants working four hours or more daily and support personnel | \$15 |
| Managers, Assistant Managers, Principals, Chefs, Cooks, and Union Representatives | \$20 |
| Directors, Supervisors, Specialists, Executive Chefs and College/University Personnel | \$50 |

Associate Members

| | |
|---|------|
| Retired members | \$8 |
| Students enrolled in post-secondary school nutrition programs | \$15 |

Affiliate Members

| | |
|--|-----|
| Employee Staff Assistants working less than four hours daily | \$8 |
|--|-----|

Sustaining Industry Partners

| | |
|---|-------|
| A Sustaining Industry Partner (SIP) of the Association shall be an industry, business, or organization that does not qualify for other types of membership and is interested in furthering the programs of the Association. Sustaining Industry Partners of the Association shall remit dues directly to the state Association. | \$350 |
|---|-------|

Honorary Members – approved by the Board and Life members (past presidents) shall not be required to pay dues.

Membership Procedures

Membership in both FSNA and SNA runs for one year from renewal date.

It is the Member’s responsibility to maintain accurate contact information to SNA and FSNA.

Membership forms are available on the state and national websites.

Rights and Privileges of Members.

1. All School Foodservice and Nutrition, members whose dues, if any, are currently paid, shall be entitled to cast one vote for the election of officers for the coming year and to cast one vote upon any matter submitted to a vote of the voting membership of the Association.
2. All members of the Association shall be eligible to attend the meetings of the House of Delegates as observers but shall not have the right to participate in floor debate.
3. The official publication of the Association shall be distributed to all members.
4. Sustaining Industry Partners (SIPs) shall have the right to identify their membership in their advertising or on exhibits at any event. Members who cease to be employed in an eligible field may continue their membership until their renewal date.
5. Sustaining Industry Partners (SIPs) shall be entitled to vote for the election of the Sustaining Industry Partner Representative (SIP) to the Board.

Section VIII

Board and Committee Expenses

The Board sets limits within budgetary restraints for reimbursement of, and procedures for, expenditures by the Association staff and members of the Association who travel on official business.

FSNA Executive Committee, Region Directors, and Committee Chairs should propose their budget requirements to be approved at the first Board Meeting of the fiscal year. Atypical requests must be prior approved by the Executive Committee.

In conducting the business of their office (phone calls, postage, paper for copies, etc.) may be reimbursed within limitations of the budget by the Association with proof of purchase supplied to association.

1. **Executive Board.** Expenses incurred by Executive Board members attending meetings of the Executive Board, meetings attended at the request of the President, and other meetings, as specified in the *Policies and Procedures Manual* of the Association, will be reimbursed by the Association at the current approved rates.
2. **Region Directors.** Expenses incurred by Region Directors attending meetings of the Executive Board are covered as described above. Expenses incurred by Region Directors in conducting the business of their office (phone calls, postage, paper for copies, etc.) may be reimbursed within limitations of the budget by the Association with proof of purchase supplied to association.
3. **Committees and Advisory Boards.** Expenses incurred by committee and advisory board members in conducting the business of the committee or advisory board may ~~will~~ be reimbursed within limitations of the budget by the Association at the current approved rates.

Procedures for Requesting Travel Reimbursement

When attending meetings at the expense of the Association, Board Members are required to be in attendance at all scheduled meeting/seminar/conference functions, and will be available, as needed, to participate in or support other required activities.

SNA Annual Conference: Reimbursement as detailed below is provided to FSNA President, President-Elect, Secretary/Treasurer, Section Chairs, Region Directors, and Louise Sublette Award Winner and includes conference registration, transportation, meals, and hotel (room and tax only):

President attends during year in office.

President Elect attends during year in office.

Secretary/Treasurer attends after completing first year in office.

A/S Section Chair attends after completing first year in office.

FS E/M Section Chair attends after completing first year in office.

Region I, III, V and VII Directors attend in even years.

Region II, IV and VI Directors attend in odd years.

Louise Sublette Award Winner attends each year, if budget permits.

SNA National Leadership Conference: Reimbursement provided to President-Elect, Incoming President-Elect, and the Executive Director. Reimbursement includes registration, transportation, hotel (room and tax only), and meals, if budget permits. President may appoint another Board member or Committee Chair to attend, if budget permits.

SNA Legislative Action Conference: Reimbursement provided to the (PP&L) Public Policy and Legislative Committee, President, President-Elect, and Executive Director. Reimbursement includes registration, transportation, hotel (room and tax only), and meals, if budget permits.

Board Meetings: Reimbursement is provided to the Board members, Region Directors-Elect, invited committee and advisory board chairs, if budget permits. Reimbursement includes transportation, hotel (room and tax only), and meals.

FSNA Leadership Training: Reimbursement is provided to the Current and Incoming Board members and invited committee and advisory board chairs. Reimbursement includes travel, hotel (room and tax only), and meals, if budget permits. Plane fare and/or car rental will be paid if it is pre-approved by the President and by the Executive Director.

FSNA Legislative Action Caucus: Expenses for the President, President-Elect, and PP&L Committee including registration, travel, hotel (room and tax), and meals are reimbursed by the Association, if budget permits. Region Directors' expenses are **not** paid by the Association. Rides are to be shared whenever possible. An explanation for any additional mileage claimed is to be included. Plane fare and/or car rental will be paid if it is pre-approved by the President and by the Executive Director.

FSNA Annual State Conference: Expenses for the President and President-Elect including registration, travel, hotel (room and tax only), and meals are paid by the Association, if budget permits.

All other meetings, conferences, and seminar expenses: FSNA Board members should propose their budget requirements to be approved at the Summer Executive Board Meeting. Atypical requests must be prior approved by the Executive Committee.

Air fare is reimbursed at the economy rate. Road Tolls, Taxi, parking (with the exception of valet) expenses will be reimbursed.

Mileage and Meal Reimbursement

Mileage

Personal Automobile travel will be reimbursed at \$.445 per mile (subject to change) based on Florida Department of Transportation Official Map Mileage Chart:

<http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>.

This is to compensate for the **fuel** and wear and tear of your vehicle.

Rides are to be shared whenever possible. An explanation for any additional mileage claimed is to be included. Plane fare and/or alternate modes of transportation such as rental cars, or train travel, will be paid if it is pre-approved by the Executive Director.

Fuel

Fuel use is reimbursed for rental car only.

Meals

Meals are reimbursed at the following Florida reimbursement rate (subject to change):

- Breakfast – \$ 6.00 – travel begins before 6 am and extends beyond 8 am
- Lunch – \$11.00 – travel begins before 12 noon and extends beyond 2 pm
- Dinner – \$19.00 – travel begins before 6 pm and extends beyond 8 pm

If a meal is provided at the meeting, that meal will not be reimbursed.

Reimbursement request should be submitted using the FSNA spreadsheet form available on website or contact FSNA office. Reimbursements must accompany proper receipts and submitted to FSNA office within 30 days of travel.

Other Expenses

FSNA Board members should propose their budget requirements to be approved at the Summer Executive Board Meeting. Atypical requests must be prior approved by the Executive Committee.

Section XI Appendixes

APPENDIX A

Endorsement Policy

FSNA encourages the service of foods in school nutrition programs that will contribute to the approved meal pattern and/or provide maximum nutritive value to children for the funds expended. Therefore, preference shall be given to those advertisements and exhibits which are used in the storage, preparation, and service of foods that contribute to the approved meal pattern and/or provide maximum nutritive value to children for the funds expended.

FSNA will not endorse a product, visual aide, food service procedure, or printed materials developed or issued by commercial firms.

FSNA may endorse a political candidate, but will not contribute money to the candidate's campaign or cause.

Florida School Food Service Foundation will consider requests for monetary support from other nonprofit organizations on a case by case basis, reserving the right to refer the requests to the FSFS Foundation Board or to district affiliates.

APPENDIX B

Conflict Of Interest Policy

I. Policy

It shall be the policy of the Florida School Nutrition Association (FSNA) that no member of the Board will take personal advantage of his or her leadership role by allowing a situation to exist that may be construed as a conflict of interest situation.

II. Purpose

It has been the intent of the Florida School Nutrition Association since its inception to carry on its activities in accordance with the highest ethical standards. Adoption of this Policy by the FSNA Board is, therefore, a reaffirmation of FSNA's intent that all members holding elected or appointed leadership positions practice the highest ethical standards and give undivided loyalty to FSNA and its goals. Any activities which do not serve the best interest of FSNA or which favor the personal advantage of another person or corporation are inconsistent with the duties and responsibilities owed to FSNA.

III. Practice/Procedure

It is therefore resolved that:

1. All Board members within the Association shall scrupulously avoid any conflict between their respective individual interests and the interests of the Florida School Nutrition Association, in any and all actions taken by them on behalf of FSNA in their respective capacities.

2. Conflicts of interest would include, but not be limited to, direct financial or close personal interests in a company or product which could be affected by a decision of a Board, Committee, or other Association governing body on which the Leader serves; acceptance of any gift, entertainment, services, loans, or promises of future benefits from any person or organization that might benefit because of the Leader's connection with FSNA (note: this does not apply to gifts and/or similar entertainment of nominal value); and compensation in the form of fees or salaries if such payment is affected directly or indirectly by the Leader's work with the Association (note: FSNA is not critical of such interests; it merely requests that Leaders disqualify themselves from direct service to the Association if they have such interests.)
3. Annually, at the summer meeting of the Board, Board members shall disclose any direct or indirect relationships with organizations, either for-profit or not-for-profit, that may, during their term of office, be involved with the Association in a formal capacity. Examples of such relationships may include, but not be limited to, employer-employee relationships, governance relationships, contractor-contractee relationships, etc.
4. All Board members of the Association shall refrain from accepting, during their term of office, any form of compensation from FSNA or one of its units (Chapter, Committees, etc.) for any purpose whatsoever, including, but not limited to fees for course instruction; fees for consulting; and salaries for work-for-hire.
5. In the event any Board member of FSNA may stand to derive a personal gain or benefit from a transaction with FSNA, or shall have any direct or indirect interest in or relationship with any individual or organization (i) which proposes to enter into any transaction with FSNA for the sale, purchase, lease or rental of property; or (ii) which proposes to render or employ services, personal or otherwise, to FSNA; or (iii) which may be seen as competing with the interests or concerns of FSNA; such Board member shall forthwith give the Board of the Florida School Nutrition Association notice of such interest or relationship and shall, therefore, refrain from voting or otherwise attempting to affect any decision for FSNA to participate or not to participate in such transaction and the manner of terms of such participation. Minutes of appropriate meetings should reflect that such disclosure was made, and that such Officer abstained from voting and absented him or herself from the final review and vote on the matter.
6. Product endorsements shall not be made by Board members nor shall an Officer of FSNA appear in any advertisements or industry articles featuring endorsement of any product, company, service or industry during their term of office. Board members should refrain from appearing in industry advertisements/promotions and should never work in an exhibitor booth during any FSNA meeting.
7. Board members shall not serve on advisory boards that have publications, trade shows or other events that compete with FSNA for advertisers, exhibitors or sponsors.

A copy of this policy will be shared with the Nominating Committee for distribution to all prospective candidates and included in the Nominating Manual.

This Policy shall be reviewed periodically for the information and guidance of all individuals who serve the Association in a leadership capacity. The Industry member, sitting on the FSNA Board, is exempt from these guidelines, but as a Board member shall not use the Board position for personal gain.

APPENDIX C

Board Member Statement Regarding Confidentiality and Competition and Disclosure of Potential Conflicts Of Interest

I have been elected to serve on the Board of the Florida School Nutrition Association (FSNA).

I understand that my sources of income and financial interests and/or my business dealings with FSNA may create a conflict of interest or apparent conflict of interest. (Any conflicts of interest should be listed at the end of this document.)

I understand that as an Board member that I cannot endorse a product(s) of one of our industry partners nor shall I appear in any advertisements or industry articles featuring endorsement of any product, company, service or industry-contributed articles featuring endorsement of any product, company service or industry during my term of office. As an Officer of FSNA, I shall refrain from appearing in industry advertisements/promotions and never work in an exhibitor booth during any FSNA meeting.

I agree not to serve on advisory boards that have publications, trade shows or other events that compete with FSNA for advertisers, exhibitors or sponsors.

I agree to disclose: (1) any significant source of income or other financial interest I or an immediate family member has which may be directly or indirectly affected by a decision of FSNA and/or its Board, and/or (2) any significant interest I or an immediate family member has in an organization which FSNA is dealing or with which it is considering conducting business, either at the time of my appointment (or when this policy is implemented) or when that information is relevant to matters under consideration by the Board on which I serve.

I agree that if: (1) my income or other financial interest may be directly or indirectly affected by an action or decision of FSNA or its Board, or (2) my interest involves an organization with which FSNA is dealing or considering dealing with, I will not vote on the transaction under consideration and will excuse myself from the meeting while the matter is under consideration unless the remaining Board members request that I participate in the discussion.

I understand that it is my responsibility to update this information if there are changes in the sources of my income, my other financial interests, organizations with which FSNA is considering business, and/or the impact of FSNA's actions may have on these interests.

I understand that the information that I provide in this statement may be provided to other members of the Board of FSNA.

I further understand that in the course of my duties on the Board, I will have access to confidential information about FSNA's operations. I agree that during and after my service on the Board, I will not disclose any such information to any person or entity, other than the officers, agents and employees of FSNA, except as the FSNA specifically authorizes or directs me in writing. I will observe any requirements or procedures that FSNA may

require for the protection of the confidentiality of such information. I understand that any questions as to what information is confidential will be referred to, and resolved by, the President of the Association.

Signature of Board Member

Date

Print Name and Board Position

Presented for approval: August 8, 2009 BOARD
FLORIDA SCHOOL NUTRITION ASSOCIATION, INC.

List Possible Conflicts of Interest:

APPENDIX D

Credit Card Usage Policy

Any credit card obtained by association for business use by an employee or a Board member is for association business use only. Cardholders may not, under any circumstance, use the credit card for personal purchases nor for guaranteeing any type of personal reservations (hotel, rental cars, etc.) nor for any other non-association business use.

Any personal use of an association business credit card will be grounds for disciplinary action, up to and including termination of employment or resignation from the Board.

For any business purchases you make using the association credit card you must obtain a receipt for the purchase and submit it to the state association office for payment. If you use your credit card to pay for a meal, you must indicate on the receipt who was in attendance and the purpose of the meal. If you permit other staff members or Board members to use your credit card for approved purchases; it is your responsibility to obtain from them a receipt for the charge. All monthly statements for credit card accounts go directly to the state association office and not to the individual cardholder. You must make sure that all receipts, with explanation of charges, are turned in to the state association office promptly. Failure to do so may result in late payment charges, which will in turn be passed on to you. Repeated failure to submit receipts in a timely manner will result in forfeiture of your card.

APPENDIX E

Document Retention and Destruction Policy

This Document Retention and Destruction Policy of the Florida School Nutrition Association, Inc. identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage destruction of the Organization's documents and records.

1. **Rules.** The Organization's staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, legal or administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) **no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.**
2. **Terms for retention.**
 - a. Retain permanently:
 - Governance records* – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes. A clean copy of all board and board committee materials should be kept for no less than three (3) years.
 - Tax records* – Filed state and federal tax returns/reports and supporting records (does not need to be retained permanently, but does need to be kept for six (6) years from date of filing), tax exemption determination letter and related correspondence, files related to tax audits.

Intellectual property records – Copyright and trademark registrations and samples of protected works.

Financial records – Audited financial statements, attorney contingent liability letters.

b. Retain for ten (10) years:

Legal Files – Legal Counsel should be consulted to determine the retention period of particular documents, but legal documents should be maintained for a period of ten (10) years.

Government relations records – State and federal lobbying and political contribution reports and supporting records.

c. Retain for three (3) years:

Employee/employment records – Employee names, addresses, social security numbers, dates of birth, Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three (3) years after departure of each individual).

Lease, insurance, and contract/license records – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three (3) years after the termination, expiration, and non-renewal of each agreement).

Marketing and Sales Documents – Final copies of marketing and sales documents. An exception to the policy may be sales invoices, contracts, leases, licenses, and other legal documentation, which should be kept for at least three (3) years beyond the life of the agreement.

d. Retain for one (1) year:

All other electronic records, documents and files – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

3. **Exceptions.** Exceptions to these rules and terms for retention may be granted only by the Organization's chief staff executive or Chairman of the Board. Failure to comply with this Document Retention Policy may result in punitive action against the employee, including suspension or termination. Questions about this policy should be referred to Florida School Nutrition office 850-878-1832, who is in charge of administering, enforcing, and updating this policy.

Submitted for approval August 8, 2009

BOARD FLORIDA SCHOOL NUTRITION ASSOCIATION, INC.

APPENDIX F

Whistleblower Policy

This Whistleblower Policy of the Florida School Nutrition Association, Inc.: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that the Organization will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organizations' policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Organization has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Organization's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. **Protection from retaliation.** The Organization prohibits retaliation by or on behalf of the Organization against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

3. **Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Organization's chief employed executive director or Chairman of the Board of Directors (President); if both of those persons are implicated in the complaint, report or inquiry, it should be directed to Chair-Elect (President-Elect). The Organization will conduct a prompt, discreet, and objective review or investigation and appropriate corrective action will be recommended to the Board of Directors, if warranted by the investigation. In addition, the action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern. Staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

The organization has the authority to retain outside legal counsel, accountants, private investigators, or other resource deemed necessary to conduct a full and complete investigation of the allegations.

APPENDIX ?

Scholarships and Awards Policy

FSNA encourages all its members to submit applications for the various scholarships, grants and awards offered through FSNA and SNA.

Members of the Scholarships and Awards Committee, including the Committee Chair, are eligible to apply for and be nominated for any FSNA or SNA scholarships, grants and awards for which they meet the criteria.

Scholarship and Awards Committee members who apply for and/or are nominated for a scholarship, grant or award are not allowed to participate in the judging of any of the scholarship, grant or award entries in the category for which they have applied and/or been nominated. The committee member is required to recuse herself or himself from the judging of that category and to leave the room while the entries for that category are being judged.

The remaining judges are not to discuss the entries, the judging nor the outcome of the judging of that category with the committee member who applied for and/or had been nominated for that category.

Memberships received after December 1 will not be counted when the 100% Membership Awards are decided upon.

APPENDIX I
Florida School Nutrition Association
Non-Exhibiting Vendor Policy and Other Attendee Attendance Policy

The following policy outlines the fees to be charged to vendors who wish to attend an FSNA conference, but do not exhibit at the conference. The purpose of these special fees is to discourage vendors from attending the conference to engage in sales and marketing activities without paying for a booth.

Consultants / Distributors / Buying Groups

Individuals that fall into this group are allowed to enter the exhibit hall as they are considered essential to all members (school food service employees and vendors) during the tradeshow.

Attendees in this category are to pay a fee that is 25% more than regular school food service attendee fee.

Manufacturers / Service Providers

Because these companies could have a product or service that could compete with other exhibitors, they are not allowed in the exhibit hall if they do not have a booth.

Attendees in this category are to pay a fee that is 50% higher than the booth rate (since they are still getting the benefit of networking with the school food service members during educational sessions, and other events). If they wish to receive an escort by an FSNA Board or Staff member to simply 'check-out' what the show is like, that will be arranged.

Non-Profit / Association

Organizations that are a 501(c) 3 or 501(c) 6 will receive a discount of 25% less than the exhibitor fee on their booth rate. However, because they are promoting a program or industry that is seeking business from the school food service members, they are required to exhibit in order to have access to the show floor.

Media

As it is a benefit to the organization and to the exhibitors, media and news outlets, who are interested in reporting on the show and the SFS industry will be allowed on the show floor. They will need to be escorted by an FSNA Board or Staff member, during their time on the show floor.

Publications and media groups who would be potentially selling advertising space to vendors and using the show as a means to solicit advertisers, are not allowed on the show floor. This includes the publishing company for the FSNA *School Food in Florida* magazine publisher.

Media is not charged. No fee structure required.

Students and Retirees

College students and retirees are permitted to attend the annual conference and expo. Registration rates are established by the board. Students under the age of 18 must be accompanied by a parent, guardian or FSNA member.

Adopted 1/30/2014
Dues revision March 2020
Revised per board vote January 26, 2021