

SNA of NC Policies and Procedures

Policy	Page
Advance Funds Policy	2
APPLE Award Policy	2
APPLE Award Criteria	2
ARROW Policy	2
ARROW Distribution Policy	2
SNA Certification Plan Policy	2
Board Report Distribution Policy	3
Committees	3
Country Store Policy	3
Contract Policy for SNA of NC	3
Distribution of National School Lunch Week and National School Breakfast Week Information Policy	3
District Director Funds Policy	3
District Funds Policy	4
Elected Officers National Meeting Policy	4
Election Results Policy	4
Life Membership Policy	4
Mail Policy	4
Membership Awards-100% Membership Units Policy	5
National Nutrition Month	5
SNA of NC Campaigning Policy	5
SNA of NC Honorary Member of SNA Operation Apples Policy	5
SNA of NC Nominations Policy	5
Reimbursement of Travel Policy	7
Re-investment of Funds	7
Remembrance Policy	7
School Food Service Employees Week	7
Sustaining Members Policy	8
Addendum	
Conflict of Interest Policy	10
Document Retention and Destruction Policy	12
Whistleblower Policy	14

Advance Funds Policy

Advance funds will be permitted provided the executive board member receiving the advance makes the request on the SNA-NC reimbursement form. This must be supported with receipts and /or itemized expenditures submitted following the trip or activity within 30 days.

SNA-NC Executive Board, Revised June 1999.

APPLE Award Policy

The SNA-NC Executive Board designated an award called the APPLE Award in recognition of legislator(s) and for other political leaders in North Carolina that work for and support issues related to support child nutrition programs.

SNA-NC Executive Board, June 1987.

APPLE Award Criteria

Purpose: To recognize outstanding contributions of an individual or individuals toward meeting the legislative goals of the School Nutrition Association of North Carolina.

To be considered: The individual or individuals must have contributed substantially toward meeting one or more legislative objectives of the SNA-NC.

The individual or individuals must be recommended prior to May 1 by a member of the association who documents the activities of the individual that qualifies him or her for the award.

Award: Selections for the award will be made by the Public Policy and Legislative Committee. Recommendations for the award will be made by the Chair of the Public Policy and Legislative committee to the Executive Board for approval.

Winners will be recognized at the annual conference in June.

SNA-NC Executive Board, February 1990.

ARROW Policy

The *ARROW* will be numbered and there will be three scheduled *ARROWs* per year, **budget permitting.**

SNA-NC Executive Board, February 1985. Revised June 1996, June 2009 and September 2011.

ARROW Distribution Policy

The *ARROW* will be sent to the following individuals/groups:

Current members (as determined by SNA/SNA-NC Bylaws)

Sustaining members

Life Members

NC School Superintendents

SNA-NC Executive Board, February 1990. Revised June 1999.

SNA Certification Plan Policy

The SNA-NC Executive Board adopted the revised SNA Certification plan effective August 1, 1998. SNA-NC's Certification Plan will be consistent with SNA's Certification Plan. *SNA-NC Executive Board, June 1987. Revised June 1999 & September 2011.*

Board Report Distribution Policy

Copies of the board report will be e-mailed to the Executive Director by each board member one week prior to planned board meetings. The Executive Director will provide the reports to the Webmaster for posting on the SNA-NC website. The Executive Director will provide copies to the following people: President and Executive Director.

SNA-NC Executive Board, November 1990. Revised, June 1996 and September 2011.

Committee Policy for SNA-NC

Preferences will be given to certified members for positions on committees and advisory boards.

SNA-NC Executive Board, February 2008.

Contract Policy for SNA-NC

All contracts will be negotiated by the Executive Director or designee before signing. President's and/or Executive Committee approval are needed for expenditures of more than \$500.

SNA-NC Executive Board, June 1990. Revised, June 1996 and September 2011.

Country Store Policy

A country store will be available at the annual meeting. This is to provide sales for SNA-NC districts and chapters. Sale of items by individuals is prohibited at functions sponsored by SNA-NC.

The country store fee will be reviewed annually by the Executive Board.

1. The annual meeting country store will be advertised in the Spring *ARROW*.
2. The check and application must be mailed to the Treasurer.
3. District Directors will authorize country stores at their district meetings.

A combination of motions from the minutes from November 1985 and February 1986. Revised, June 1999.

Distribution of National School Lunch Week and National School Breakfast Week Information Policy

SNA-NC should avoid duplication of effort in distribution of materials provided by SNA or NCDPI. National School Lunch Week and National School Breakfast Week material should be coordinated by the SNA-NC Executive Board, NCDPI and NCDA to maximize the resources. The Nutrition Committee will send out information about NSLW to each LEA in August.

Revised, SNA-NC Executive Board, June 1999.

District Director Funds Policy

All district director funds shall be included in the total association budget. An annual allocation shall be made to each district. Separate accounting codes for revenues and expenditures shall be established for each district. District directors shall submit expense invoices for expenses incurred. Revenues received from district meetings shall be submitted to the treasurer who will deposit into the association account.

SNA-NC Executive Board, November 1989.

District Funds Policy

District funds exceeding \$500 at the close of the district directors term of office will be transferred to the SNA-NC general fund.

SNA-NC Executive Board, February 1986. Revised SNA-NC Executive Board, November 1989.

Elected Officers National Meeting Policy

The President, President Elect, Vice President, Secretary and Treasurer are encouraged to attend SNA meetings. Reimbursement will be provided for expenses to the following officers-**budget permitting**:

ANC---President, President Elect and Executive Director. The Vice President will have his/her registration paid + a \$500 Stipend.

CNIC---President yearly and the Industry Advisory Chair every other year (non NC Industry Seminar year.)

LAC---President, President Elect. The Vice President will have their registration paid + a \$500 Stipend.

NLC--- President Elect, Vice President, Executive Director, Member Services Chair and/or the Future Leader will attend-budget permitting. Other potential leaders may be invited to attend the Leadership Conference at the discretion of the board.

ACDA---Representative to be appointed by the Executive Board-budget permitting. The purpose will be to increase officer's knowledge and skills for providing leadership to SNA-NC membership.

SNA-NC Executive Board, February 2004. Revised SNA-NC Executive Board, June 2005, June 2007, June 2011 and June 2013.

Election Results Policy

The chair of the tellers will file the official election results with the executive board. These results will be filed in the archives.

SNA-NC Executive Board, July 1987.

Life Membership Policy

Life membership in SNA-NC may be purchased at a value equal to 15 times the current membership dues for that level provided the individual has met criteria set forth in the bylaws and approval by the executive board.

SNA-NC Executive Board, June 1987.

Mail Policy

The SNA-NC Executive Board shall not use the North Carolina State Courier Service for mailing association business. US Postal Service or other commercial services will be utilized.

SNA-NC Executive Board, November 1989.

Membership Awards-100% Membership Units Policy

A 9" x 12" plaque is to be presented to the units across the State of North Carolina that have 100% membership.

SNA-NC Executive Board, November 1989.

National Nutrition Month

March shall be recognized as National Nutrition Month by the SNA-NC.

SNA-NC Executive Board, July 1991.

SNA-NC Campaigning Policy

The members of the Executive Board of the School Nutrition Association of North Carolina are elected by the democratic process by members voting to select persons to represent them and their interests on the state level.

The Executive Board Members and Nominating Committee Members shall not indulge in campaigning, endorsing or electioneering for any candidate either before, during or after an election. These persons shall give to members only factual and impartial information in regard to a candidate and place emphasis on the importance of each member voting.

At all times, during campaigns and elections, Executive Board Members and Nominating Committee Members should uphold professional ethics.

Neither candidates nor their representatives will be allowed to place collateral materials on the voting table or within 50 feet of the voting area. They will not be allowed to campaign within the same distance. This policy is designed to provide an equal opportunity for each candidate.

SNA-NC Honorary Member of SNA Operation Apples Policy

SNA-NC will be an honorary member of Operation Apples each year. The \$25 fee for Operation Apples will be a budget line item.

Procedure: The president will instruct the Executive Director to process this expenditure each August.

SNA-NC Executive Board, June 1985. Revised November 1989.

SNA-NC Nominations Policy

Guidelines for the nominating committee in selecting candidates include the following:

- I. Seek a minimum of two candidates for each elected office opening.
- II. Immediately after the State Annual meeting, send District Directors and committee members:
 - list of offices which need to be filled
 - "SNA-NC Candidate Data for Office Nomination" form (copy in Leadership Manual).
 - "Committee Appointment Interest" form.
 - Copy of Article II OFFICERS section of the By Laws.
 - letter instructing them of their responsibility in soliciting candidates. The District meeting is the best time to secure candidates by the District Directors and Nominations Committee members.
- III. All qualified individuals interested in serving at the state level should send in their acknowledgment. No voting is to take place outside of the SNA-NC annual

- meeting.
- IV. The Executive Director will provide a list of all eligible candidates for vice president to the nominating committee by August 1. Send a letter of invitation to run to all individuals on the list. Include November 15 deadline.
 - V. Nomination forms shall be returned to the Nominations Chair by November 15 from all individuals. The Executive Director will verify that all candidates qualify for the position they are seeking.
 - VI. The Nominating Committee may interview prospective nominees personally or by phone, or by mail for the purpose of clarifying applicants' qualifications.
 - VII. After all qualification has been satisfied; the nominating chair will send the candidate a "Confirmation of Candidacy" form which must be returned by the first working week in January.
 - VIII. Any office which does not have two candidates as of November 15, will actively seek nominations until the board meets to approve candidates for office. All eight members of the nominating committee should be notified in writing of a January committee meeting, located central to the eight districts. Reminders of the January meeting will be two weeks in advance of the meeting. The committee will vote on candidates to be selected.
 - IX. The nominating committee shall submit its report to the Winter SNA-NC Board Meeting for approval by the Board.
 - X. The Nominating Chair will notify all candidates in writing of SNA-NC Executive Board approval of persons to be placed on the ballot. Any candidate not qualified or approved must receive notification as soon as possible.
 - XI. A copy of all candidate information/forms shall be mailed to the SNA-NC President and Executive Director.
 - XII. The Nominating Chairperson will contact the chairperson of the Annual Meeting Steering Committee who will appoint a Chairperson of the Tellers.
 - XIII. The Nominating Chair will develop a color coded ballot by district for the Chairperson of the Tellers to use. The ballots, voting booth signs, ballot box and "I voted" stickers will be supplied by the Nominating Chair.
 - XIV. The Nomination Chair will request the absentee ballot be placed in the Spring ARROW. The ballots shall be returned to the Chairperson of the Tellers.
 - XV. The Chairperson of the Tellers shall:
 - Secure the location and operating times of the voting area from the Steering Committee Chair.
 - Appoint a committee to conduct voting.
 - Secure a current list of all members from the Executive Director.
 - Check all absentee ballots and voters by the current membership list.
 - Count the ballots, certify the results and give a copy of the president and president-elect.

Revised August 1998

Reimbursement of Travel Policy

Hotel Rates: SNA-NC will pay ½ of the rate of a double room whatever the charge is. In the event that only one person from SNA-NC is attending the function, then the single rate will be paid. If there is an odd member attending, the single rate will be paid.

Meals in-state: For a single day meeting where meals are not provided, meals will be reimbursed at the state per diem rates.

Meals out-of-state: Meals will be reimbursed at the per diem rates for out-of -state.

Travel in-state: Mileage will be reimbursed at the rate established by the Executive Board. Airline fares will be reimbursed provided only one person is traveling from a given area and the airline fare is less than the per diem paid for mileage.

Travel out-of-state: Mileage will be reimbursed at the rate established by the Executive Board, if less than the cost of the airline ticket. Airline fares will be reimbursed at the cost with a receipt.

Cab fare/airport transportation: These will be reimbursed with a receipt.

Airport parking/parking lot: These will be reimbursed with a receipt.

Registration fees: Registration fees will be waived for state meetings and leadership conferences for executive board members as dictated by budget restraints.

Committee expenses: Committee members will send expense reports to the Executive Director for approval and then to the treasurer for reimbursement.

District Director expenses: District directors will send expenses to the Executive Director for review. They will be forwarded to the treasurer for reimbursement.

SNA-NC Executive Board, June 1995. Revised June 1999, February 2005 and June 2011

Reimbursements for Expenses

Expense forms must be submitted to the Executive Director within 30 days following the meeting or expenditure for reimbursement to be granted. Late requests or requests with no receipts may result in non-payment.

SNA-NC Executive Board, September 2011

Re-investment of Funds

The treasurer will have the authority to invest excess checking funds upon the approval of the Executive Board.

SNA-NC Executive Board, November 1989. Revised, June 1996.

Remembrance Policy

Individual board members may provide personal remembrances in case of sickness or deaths concerning board members. (this is not a board expense)

SNA-NC Executive Board, February 1991. Revised June 1999.

School Food Service Employees Week

The School Food Service Employees Week will be recognized the fourth week in September.

SNA-NC Executive Board, November 1989.

Sustaining Members Policy

- I. SNA-NC members shall solicit sustaining members and contact the Executive Director with the name, address and phone number.
- II. There will be two categories of Sustaining Membership: Individual Company which provides for one member per company and Corporate Membership which provides for up to four members per company. The membership year will begin on January 1 of each year. Companies which join at other times will pay a pro-rated dues to keep membership within the membership year.
- III. Executive Board will review the Sustaining Member dues and vote to change the dues when necessary.
- IV. Sustaining members will be members of SNA-NC.
- V. Benefits:
 - professional contacts with school food service personnel
 - participation in promoting nutritious meals to the school children in North Carolina
 - receiving the SNA-NC *ARROW* two or three times each year
 - company's name listed in each issue of the *ARROW*
 - will receive member rate for SNA-NC functions
 - special identification for the sustaining member's booth at any SNA-NC function
 - that informs everyone that the company is a sustaining member of SNA-NC

Procedure:

The Executive Director shall be responsible for the following duties:

1. Process sustaining member applications.
2. Send a letter, membership certificate and pin to sustaining members acknowledging receipt of membership.
3. Prepare a list of sustaining members for the president, president-elect, and the *ARROW* editor prior to publication of each issue.
4. Send applications to sustaining members each year as their membership expires.
5. Send an invitation letter and application to prospective members at the request of any SNA-NC member.

Revised, October 2000 and September 2011

Addendum

School Nutrition Association of North Carolina Conflict Of Interest Policy

I. Policy

It shall be the policy of the School Nutrition Association North Carolina (SNA-NC) that no member of the Executive 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 School Nutrition Association of North Carolina (SNA-NC), since its inception to carry on its activities in accordance with the highest ethical standards. Adoption of this Policy by the SNA-NC Executive Board is, therefore, a reaffirmation of SNA-NC's intent that all members holding elected or appointed leadership positions practice the highest ethical standards and give undivided loyalty to SNA-NC and its goals. Any activities which do not serve the best interest of SNA-NC or which favor the personal advantage of another person or corporation are inconsistent with the duties and responsibilities owed to SNA-NC.

III. Practice/Procedure

1. All Executive Board members within the Association (Leaders), shall scrupulously avoid any conflict between their respective individual interests and the interests of the School Nutrition Association of North Carolina, in any and all actions taken by them on behalf of SNA -NC 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 SNA -NC (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: SNA-NC 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 fall meeting of the Executive Board, Executive 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 Leaders of the Association shall refrain from accepting, during their term of office, any form of compensation from SNA -NC or one of its units (Chapter, Committees, etc.) for any purpose whatsoever, including, but not limited to fees for course instruction; fees for consulting; salaries for work-for-hire; scholarships; and monetary or other awards (except in the case of awards specifically intended for active Leaders.)

5. In the event any Leader of SNA-NC may stand to derive a personal gain or benefit from a transaction with SNA-NC, 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 SNA-NC for the sale, purchase, lease or rental of property; or (ii) which proposes to render or employ services, personal or otherwise, to SNA-NC.; or (iii) which may be seen as competing with the interests or concerns of SNA-NC; such Leader shall forthwith give the Executive Board of the School Nutrition Association of North Carolina notice of such interest or relationship and shall, therefore, refrain from voting or otherwise attempting to affect any decision for SNA-NC 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 or Board Member abstained from voting and absented him or her self from the final review and vote on the matter.
6. Product endorsements shall not be made by Executive Board members nor shall an Officer or Board Member of SNA-NC 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 their term of office. Executive Board members should refrain from appearing in industry advertisements/ promotions and should never work in an exhibitor booth during any SNA-NC meeting.
7. Executive Board members should not serve on advisory boards that have publications, trade shows or other events that compete with SNA-NC for advertisers, exhibitors or sponsors. Industry that supports SNA-NC often requests Executive Board members to participate in advisory boards, focus groups, and/or to attend or speak at annual sales meetings, etc. Participation in these activities, however, is not considered a conflict of interest.

A copy of this policy shall appear in the orientation materials for newly elected Executive Board members and be shared with the Nominating Committee for distribution to all prospective candidates. An Executive Board member having questions about a potential conflict of interest should confer with the Executive Committee.

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 SNA-NC Executive Board, is exempt from these guidelines, but as an Executive Board member shall not use the Executive Board position for personal gain.

Approved on February 5, 2010
EXECUTIVE BOARD
SCHOOL NUTRITION ASSOCIATION OF NORTH CAROLINA (SNA-NC)

School Nutrition Association of North Carolina

Document Retention and Destruction Policy

The School Nutrition Association of North Carolina (SNA-NC) shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements.

In order to eliminate accidental or innocent destruction, SNA-NC has the following document retention requirements:

SNA-NC Records Retention Schedule

	<u>Retention Period</u>
Accounts payable ledgers and schedules.....	7 years
Accounts receivable ledgers and schedules.....	7 years
Audit reports of accountants.....	Permanently
Bank Reconciliations.....	3 years
Cash books.....	Permanently
Charts of accounts.....	Permanently
Checks (cancelled, but see exception below).....	7 years
Checks (cancelled for important payments, i.e., taxes; purchases of property; special contracts; etc. Checks should be filed with the papers pertaining to the underlying transaction.).....	Permanently
Contracts and leases (expired).....	7 years
Contracts and leases still in effect.....	Permanently
Correspondence (routine) with members, customers or vendors.....	2 years
Correspondence (legal and important matters only).....	Permanently
Depreciation schedules.....	Permanently
Duplicate deposit slips.....	5 years
Expense analyses and expense distribution schedules.....	7 years
Financial statements (end of year, other months optional).....	Permanently
General and private ledgers (and end of year trial balances).....	Permanently

Insurance policies (expired).....	3 years
Internal audit reports (in some situations, longer retention periods may be desirable).....	3 years
Inventory of equipment list.....	Permanently
Invoices to members and customers.....	7 years
Invoices from vendors.....	7 years
Journals.....	Permanently
Minutes of board meetings, including bylaws.....	Permanently
Payroll records and summaries.....	Permanently
Tax returns and worksheets: revenue agents' reports and other documents relating to determination of income tax liability.....	Permanently
Vouchers for payments to vendors, employees. etc. (Includes: reimbursement of employees, officers, etc., for travel and entertainment expenses.).....	7 years

Copyright 2004, National Council of Nonprofit Associations, www.ncna.org.
Amended version of SNA's Record Retention and Document Destruction Policy

Approved on February 5, 2010
EXECUTIVE BOARD
SCHOOL NUTRITION ASSOCIATION OF NORTH CAROLINA (SNA-NC)

School Nutrition Association of North Carolina

Whistleblower Policy

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

1. **Encouragement of reporting.** SNA-NC encourages complaints, reports or inquiries about illegal practices or serious violations of their policies, including illegal or improper conduct by SNA-NC 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. This Whistleblower Policy is intended to encourage and enable directors, officers and other volunteers to raise serious concerns within SNA-NC prior to seeking resolution outside SNA-NC.
2. **Protection from retaliation.** SNA-NC prohibits retaliation by or on behalf of itself 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. Anyone submitting allegations that prove to have been made maliciously, or prove to have been made with knowledge that they were false, will be regarded as having committed a serious offense.
3. **Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They must be submitted in writing and should include as much detail and documentation as possible to facilitate an investigation. They should be directed to SNA-NC's Executive Director and/or SNA-NC's President; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to SNA-NC's President-Elect. SNA-NC will conduct a prompt, discreet, and objective review or investigation and appropriate corrective action will be recommended to the Executive Board, if warranted by the investigation.

SNA-NC 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.

Approved on February 5, 2010
EXECUTIVE BOARD
SCHOOL NUTRITION ASSOCIATION OF NORTH CAROLINA (SNA-NC)