



MONTANA  
**SCHOOL NUTRITION  
ASSOCIATION**  
HANDBOOK

"MTSNA is dedicated to protecting and enhancing children's health and well-being through school meals and sound nutrition education."

# MONTANA SCHOOL NUTRITION ASSOCIATION

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**MONTANA SCHOOL NUTRITION ASSOCIATION  
BOARD MEMBERS CODE OF ETHICS**

Board members of the Montana School Nutrition Association (MTSNA) are pledged to the improvement of school, community and national health through well-directed quantity food service. A worthy board member fulfills an obligation to their association, school, and community, self and related professional groups when the following responsibilities are accepted:

1. To guide personal conduct by the Golden Rule.
2. To uphold the ethical standards by which self and profession are judged.
3. To place service for the good of others above personal gain.
4. To seek increased knowledge of the profession and apply this knowledge to improve the quality of work.
5. To share this knowledge and skill by serving in community activities.
6. To cooperate with related professional groups in achieving common goals.
7. To take an interest in pertinent legislation and promote public support which will improve the status of school food service personnel.
8. To maintain and be responsible for all MTSNA property at all times. This includes periodic cleaning, updating inventory, and general maintenance of equipment.

## **MISSION STATEMENT**

"MTSNA is dedicated to protecting and enhancing children's health and well-being through school meals and sound nutrition education."

## **PURPOSE OF STATE ASSOCIATION**

SNA develops and encourages the highest standards in school nutrition programs and provides educational opportunities to ensure the professional development of its members, based on the standards of practice and indicators in the Keys to Excellence in School Food and Nutrition Programs that define nationally accepted standards for quality programs. As an affiliate of SNA, Montana reflects this purpose.

The Montana School Nutrition Association provides a way for school food personnel and others in related work to grow professionally. Benefits are derived through united efforts, through meeting together, and the continuous communications from our organizations at all levels. Ideas and experiences basic to professional growth are gained. Collectively the following can be accomplished:

1. Encourage and promote the maintenance and improvement of the health and nutrition of children by supporting the implementation of nutritionally adequate and financially accountable school food and nutrition programs.
2. Work for the highest standard for school food and nutrition programs with emphasis on nutritionally sound meals which are acceptable to children.
3. Encourage and promote united efforts between school personnel and the general public to assure every child an opportunity to receive the benefits of school food and nutrition education.
4. Encourage and develop the highest standards and provide appropriate educational programs for professional growth of the school food and nutrition personnel.
5. Encourage and support nutrition projects and research development in child nutrition.
6. Promote and support a national nutrition policy for children

**MONTANA SCHOOL NUTRITION ASSOCIATION  
EXECUTIVE BOARD**

**VOTING OFFICES**

**NON-VOTING MEMBERS**

1. President
2. President-Elect
3. Vice President
4. Secretary
5. Treasurer
6. Area Representative/Nominating Chair
7. Membership Chair
8. Newsletter Editor
9. School Nutrition Employee/Manager Representative
10. Professional Development Chair
11. Public Policy and Legislative Chair
12. Vendor Chair

1. Public Communication/Web-Page Chair
2. Chapter Development Chair
3. Scholarship Chair
4. By-Laws and Resolutions Chair
5. Industry Representative
6. Immediate Past President
7. AD HOC Chair
8. Any Other Committee Chair

**QUALIFICATIONS AND RESPONSIBILITIES OF ALL MEMBERS:**

1. Shall have held membership in the association for at least one year immediately preceding the nomination.
2. Be a certified member of SNA and MTSNA or obtain certification within one year of becoming a board member.
3. Be regularly employed in an eligible field.
4. Attend all meetings.
5. Create articles to be published in newsletter.
6. Attend and participate in the planning and operation of the Annual State Conference.
7. Maintain, transport, and set up membership-owned equipment to board meetings and state conference, as needed.
8. Help organize new chapters and recruit new members.
9. Shall hold office until the end of the Annual State Conference.
10. Any duties as assigned.

**RESPONSIBILITIES:**

1. Pay for expenses related to board members conducting association business.

## **EXECUTIVE BOARD**

Consists of the following offices: President, President-Elect, Vice President, Secretary, Treasurer, School Nutrition Employee/Manager Representative, Membership Chair, Area Representative/Nominating Chair, Newsletter Editor, Professional Development Chair, Public Policy and Legislative Chair, Vendor Chair

### **RESPONSIBILITIES:**

1. Direct the Association affairs in accordance with the policies and Bylaws of MTSNA.
2. Create MTSNA policy.
3. Is responsible for the conduct of MTSNA program in accordance with the Articles of Incorporation and Bylaws.
4. Adopt the annual budget of MTSNA, presented by the Executive Committee.
5. Shall review the budget at the annual Executive Board meeting.
6. Shall be advised by the President of all reimbursements made which were not authorized in the reimbursement policy or were not budgeted expenses.
7. Can direct the Executive Committee to make decisions and empower the Executive Committee to act on those decisions.
8. Adopts a Plan of Action of MTSNA for the ensuing year consistent with the SNA Plan of Action when applicable.
9. Provides leadership in working with allied associations and groups, which share a similar purpose.
10. Provides leadership, and training to new Executive Board members.
11. Members of the Executive Board should be good spokespersons for MTSNA and uphold its values, and mission.

## **EXECUTIVE COMMITTEE**

Consists of the following offices: President, President-Elect, Vice President, Secretary, and Treasurer.

### **RESPONSIBILITIES:**

1. Is responsible to the Executive Board and obtain approval from the Executive Board before taking action on major issues.
2. Shall provide the Executive Board with a comprehensive report of the Executive Committee's activities.
3. Approve the President's selection of members to conduct the annual audit.
4. Oversee the Annual State Conference.
5. Approve registration fees for the Annual State Conference, workshops, seminars and Annual State Conference exhibit space charges.
6. Shall, upon recommendation of the President, approve Ad Hoc Committees to include duties, responsibilities and time line of the committees.
7. Approve MTSNA delegate and alternate to the SNA House of Delegates.
8. Shall be the manager of all money received from dues, from Annual State Conferences, contributions, or other sources.
9. In emergency situations, direct the President or President-Elect to sign on MTSNA accounts.
10. Could approve the budget and changes.
11. Approve, upon the recommendation of the President, any nonelected board positions.
12. Approve any nonelected positions.
13. Confirm the President's recommendation for all Standing Committee members.
14. If a vacancy occurs, appoint a successor to the office of Secretary or Treasurer.
15. In the event of a vacancy and upon recommendation of the President, appoint a successor for the remainder of the unexpired term of the Standing or Ad Hoc Committee members.
16. In the event any appointee proves to be unqualified or does not function, in the option of the Executive Committee, the appointee may be relieved of the assigned duties and a new appointment made.

## STANDING COMMITTEES

### RESPONSIBILITIES:

1. Will send a copy of all correspondence to the President.
2. Advise the President of committee activities, including dates of committee meetings.
3. Submit detailed records of all receipts to Treasurer.
4. Obtain prior approval from the President for non-budgeted expenses.
5. Turn over all materials to the successor at the end of term.
6. In the event an appointee proves to be unqualified or does not function, in the opinion of the Executive Committee, the appointee will be relieved of duties and a new appointment made.

### TYPES OF STANDING COMMITTEES:

1. Budget Committee
  - a. Draft the annual budget to be presented for approval by the Executive Board.
2. Nominating Committee
  - a. Prepare a slate of officers as stated under Article III, Section C, "Elections"
  - b. Obtain a list of eligible candidates for the office of President-Elect from the Secretary.
  - c. Send biography of candidates to the Newsletter Editor and Treasurer to be included with the Conference Registration materials.
  - d. Distribute ballots with the Conference Registration materials as stated under Article III, Section C, "Elections"
  - e. Upon final tabulation of ballots, immediately inform all candidates of election results.
  - f. Give successful candidates' names and addresses to the Executive Committee and Newsletter Editor immediately after the election.
3. Professional Development Committee
4. Public Policy and Legislative Committee
5. Publications Committee
6. Resolutions and Bylaws
7. Membership Committee
8. Conference Committee
  - a. The Committee will work with the Office of Public Instruction School Nutrition Program and MTSNA to organize the Annual State Conference. The President will assist the Conference Committee at their discretion.



## **PRESIDENT**

### **QUALIFICATIONS & TERM OF OFFICE:**

A candidate is eligible for the position of President immediately following a one (1) year as Vice President and a one (1) year as President-Elect. The President term of office is a one (1) year, following year Past President.

### **RESPONSIBILITIES:**

1. Represent the Association in policy matters.
2. Serve as Chairperson of the Executive Board and Executive Committees.
3. Preside at meetings of MTSNA.
4. Serve as an ex-officio member of all committees and advisory boards, except the Nominating Committee.
5. Prepare the agenda for Board and Executive Committee meetings.
6. Appoint, with approval of the Executive Board and Executive Committee, all committee chairpersons and committee members.
7. Follow up on the action taken by the Executive Board and Executive Committee.
8. Establish time schedules for meetings of the association.
9. With the President-Elect, prepare a Plan of Action for the ensuing year, consistent with the MTSNA Plan of Action.
10. Follow up on the implementation of the Plan of Action.
11. May be a delegate to the SNA House of Delegates.
12. May attend SNA Leadership Training and/or Annual National Conference. (ANC).
13. Approve all reimbursements, which are non-budgeted expenses.
14. May combine chair-ships for more effective use of the standing committees.
15. Shall appoint two MTSNA members to audit the Treasurer's books each fiscal year, and, or find an outside source to audit the books every odd year.
16. Assist the President Elect (Conference Chair) in the implementation and planning of the Annual State Conference.
17. Shall be authorized to sign checks on all MTSNA accounts.
18. Shall, along with the Treasurer, ensure the Articles of Incorporation are kept updated and paid yearly.
19. Be familiar with the Bylaws and Standing Rules.

### **JOB SUMMARY:**

The President is the leader of the association. The primary function of the President is to see that all elected officers and committee chairs carry out their duties so state goals are attained.

## **PRESIDENT ELECT**

A candidate is eligible for the position of President-Elect immediately following a one (1) year term as Vice President. The President-Elect shall serve a one (1) year term.

### **RESPONSIBILITIES:**

1. Serve as a member of the Executive Board and Executive Committee.
2. Study the duties and responsibilities of the President, other members of the Executive Committee, standing committees and advisory boards.
3. With the President, prepare a Plan of Action for the ensuing year, consistent with the SNA's Plan of Action.
4. May be a delegate to the SNA House of Delegates; when financially possible.
5. Represent the association at the request of the President.
6. Perform the duties of the President in the absence of the President.
7. Succeed to the office of the President at the end of the Second Annual State Conference following election or in the event of the death, resignation or removal from office of the President.
8. Coordinate all standing committee and advisory board activities, except the Nominating Committee.
9. Recommend, for the approval of the Executive Board, members and chairpersons of committees and advisory boards to serve in his or her term of office, except members of the Nominating Committee.
10. Serve as Conference Chair.
11. May attend SNA Leadership Training and/or Annual National Conference. (ANC).
12. Responsible for having the Past President's pin at the installation ceremonies at Annual State Conference.

### **JOB SUMMARY:**

The President-Elect is in training to become the next association President. The primary function of the President-Elect is to plan the program for the current year's Annual State Conference.

## **VICE PRESIDENT**

A candidate is eligible for the position of Vice President after having previous MTSNA Executive Board experience and having attended two (2) of the last five (5) Annual State Conferences. The Vice President shall be elected annually and serve for one (1) year.

### **RESPONSIBILITIES:**

1. Succeed to the office of the President-Elect
  - a. At the end of the Second Annual State Conference following elections;
  - b. In the event of the President-Elect's death, resignation or removal from office from office; and
  - c. Perform President-Elect's duties in their absence.
2. Serve as a member of the Executive Board and Executive Committee.
3. Coordinate with Professional Development Chair class needs and recruit instructors for courses to be presented at the Annual State Conference.
4. May attend SNA Leadership Training and/or Annual National Conference (ANC).
5. Other duties as assigned.

### **JOB SUMMARY:**

The Vice President is in training to assume the office of President Elect, then President.

## **SECRETARY**

The Secretary shall be elected for two (2) years in even numbered years.

### **RESPONSIBILITIES:**

1. Be a member of the Executive Board and Executive Committee.
2. Record in the official minutes the names of all Executive Board and Executive Committee members present at official meetings.
3. Record the minutes of all Executive Board and Executive Committee meetings and distribute copies to all Executive Board members.
4. Maintain a list of eligible members for the use by the Nominating Committee.
5. Send a condensed copy of the minutes to the Newsletter Editor for publication.
6. Serve as committee advisor, as appointed by the President.
7. Send Bylaws Chair all motions passed at Executive Board meetings.
8. Send a copy of all correspondence to the President.
9. House and maintain library materials in good order.
10. Safely hold and maintain MTSNA's historical materials.
11. Update MTSNA's history scrapbook and display during the Annual State Conference.
12. Request pictures, documentation, etc. that pertains to MTSNA.
13. Print and archive every newsletter.

### **JOB SUMMARY:**

The Secretary is the recorder for the association. The primary function is to accurately record the Executive Board meeting minutes and maintain permanent records.

## **TREASURER**

A candidate is eligible for the position of Treasurer having computer experience and ability to be bondable. The Treasurer shall be elected for two (2) years in odd numbered years.

### **RESPONSIBILITIES:**

1. Be a member of the Executive Board and Executive Committee.
2. Present a detailed, up-to-date Treasurer's report at each Executive Board and Executive Committee meeting.
3. Provide the President, President-Elect, and Vice President with a quarterly description of transactions.
4. Keep an accurate record of income and expenditures by using a double-entry bookkeeping method.
5. Be responsible for receipts and distribution.
6. Sign on all MTSNA accounts.
7. Serve as chair of the Budget Committee.
8. Present a proposed budget to the Executive Board for approval.
9. May appoint a member in his/her vicinity to assist with clerical duties, as needed.
10. Serve as a committee advisor, as appointed by the President.
11. Notify all officers and committee chairmen of the amount of money budgeted for their use.
12. Send a backup copy of Quick Books with MTSNA's records to the President quarterly.
13. Provide recommendation to President for second signature on accounts.
14. Maintain all past and current financial records.
15. Send tax forms to IRS, as needed.
16. File non-profit form with the state. Verify Articles of Incorporation are paid yearly.
17. Shall have accounting information available for MTSNA members to conduct an annual in-house audit no later than October.
18. Handle conference registration forms and payment. (Conference, Exhibitors, etc.)
19. Print nametags at Annual State Conference.
20. Maintain computer, printer and copier. Bring to any meetings as requested by President.

### **JOB SUMMARY:**

The Treasurer maintains a record of the financial transactions of the association. The primary function of the Treasurer is to insure that all monies received and dispersed are accounted for accurately and in a timely manner.

## **AREA REPRESENTATIVE/NOMINATING CHAIR**

The Area Representatives/Nominating Chair shall be appointed to serve a two (2) year term in odd numbered years.

### **RESPONSIBILITIES:**

1. Stay informed about the actions taken by the Executive Board and communicate these actions to the chapters on a regular basis, as well as, communicate information from the chapters back to the Executive Board.
2. Promote and develop MTSNA's plan of action within the chapters.
3. Act as a resource to the chapters in the state.
4. Send appropriate correspondence to all members wishing to run for an office. Notify all members of their status as is appropriate. (Current member, certified, etc.)
5. Attend chapter meetings whenever possible.
6. Be available to speak, install chapter officers, etc.
7. Stimulate interest in MTSNA and SNA by encouraging attendance at conferences, workshops, and other MTSNA/SNA sponsored events.
8. Maintain a list of all chapters and their members by area.
9. Work with Chapter Development Chair to keep chapters informed of SNA/MTSNA happenings.
10. Preside as Nominating Committee Chair for MTSNA Election of Officers.
11. Conduct a fair election.

### **JOB SUMMARY:**

The Area Representatives/Nominating Chair is the liaison between the members and the Executive Board. The primary responsibility is to recruit candidates for MTSNA officer's elections. Keep in touch with Membership Chair to insure candidates are current members.

*Election of officers shall be posted in the Spring newsletter. Ballots are due on May 31<sup>st</sup>. Simple majority is required. Election winners will be notified by June 15<sup>th</sup>*

## **MEMBERSHIP CHAIR**

The Membership Chair shall be appointed by the President to serve a two (2) year term in even numbered years.

### **RESPONSIBILITIES:**

1. Recruit new members and process renewal memberships.
2. Notify members of their pending expiration.
3. Maintain accurate state membership records.
4. Forward all SNA rebate checks to MTSNA Treasurer.
5. Calculate membership awards ie. 100% membership.
6. Maintain up-to-date membership addresses for Newsletter Editor.
7. Be a resource for chapters on membership concerns.

### **JOB SUMMARY:**

The Membership Chair's primary responsibility is to receive, process, and maintain accurate records of new and renewing state members. Maintain up-to-date membership files and up-to-date financial records.

## **NEWSLETTER EDITOR**

The Newsletter Editor shall be appointed to serve a two (2) year term in odd numbered years. The appointment will be in odd years.

### **RESPONSIBILITIES:**

1. Request articles for publication.
2. Compose, edit and proof read articles.
3. Collaborate with publisher to plan the calendar and publication time lines.
4. Publish calendar of events promoting MTSNA programs, workshops, and activities.
5. Review completed issue for errors and omissions.
6. Compile and publish conference program.

### **JOB SUMMARY:**

The Newsletter Editor's primary responsibilities are to prepare, compile and publish the MTSNA's conference program and the three newsletters: Back-to-School, Winter, and Spring.



## **SCHOOL NUTRITION EMPLOYEE/MANAGER REPRESENTATIVE**

The School Nutrition Employee/Manager Representative shall be appointed to serve a two (2) year term in even numbered years.

### **RESPONSIBILITIES:**

1. Shall promote participation, inform participants of their standing, and notify individuals who wins the state SNA Awards: Manager of the Year Award in honor of Louis Sublette, Employee of the Year Award and Director of the Year Award.
2. Work with Professional Development Chair in endorsing the MTSNA Silver Spoon Award.
3. Publish information pertaining to all School Nutrition Employee/Manager Representative in the Winter Newsletter.
4. Insure candidates meet the criteria for each award.

### **JOB SUMMARY:**

The School Nutrition Employee/Manager Representative is the liaison between the Executive Board and the chapter affiliates in promotion of the SNA Awards.

## **PROFESSIONAL DEVELOPMENT CHAIR**

The Professional Development Chair shall be appointed to serve a two (2) year term in odd numbered years.

### **RESPONSIBILITIES:**

1. Serve as resource for members to keep them informed of the requirements of the Certificate Program and other related information.
2. Work with the Vice President to ensure proper education classes are offered at Annual State Conference.

### **JOB SUMMARY:**

The Professional Development Chair is to communicate to members, child nutrition employees and all other interested parties all information in pertaining to the SNA's certificate program. Chair will be responsible for all processing certificate applications.

## **PUBLIC POLICY AND LEGISLATIVE CHAIR**

The Public Policy and Legislative Chair shall be appointed to serve a two (2) year term.

### **RESPONSIBILITIES:**

1. Keep informed of all proposed or desired legislation pertaining to School Nutrition or related programs.
2. Develop and recommend Legislative Policy and positions, subject to the approval of the Executive Board.
3. Work with Chapter Presidents to establish a communication network. The network is to disseminate information regarding contacting Congressmen and Legislators regarding School Nutrition issues.
4. Contact Legislators in the State and/or Congress prior to a vote on pertinent legislation.
5. Empowered to act on legislative matters on behalf of MTSNA, with the approval of the Executive Board.
6. May attend SNA Legislative Action Conference (LAC).
7. Represent the association at meetings involving School Nutrition issues at the request of the President.
8. Publish information pertaining to legislative issues in the newsletter, as appropriate.

### **JOB SUMMARY:**

The Public Policy and Legislative Chair coordinates the legislative and public policy activities of the association. The Public Policy and Legislative Chair is responsible for keeping the Executive Board informed of current legislative action affecting School Nutrition Programs.

## **VENDOR CHAIR**

The Vendor Chair shall be appointed by the President to serve a one (1) year term.

### **RESPONSIBILITIES:**

1. Contact exhibitors for the summer conference exhibitor show.
2. Compile and share the list of exhibitors with the Newsletter Editor and Industry Representative. By doing so will help increase advertising.
3. Send a confirmation email to exhibitor's two weeks before the show.
4. Sends appropriate thank you letters following show.
5. Manage the registration table at exhibitor show.
6. Assist Treasurer with exhibitor registration, name tags, ribbons and payment of table space.
7. Contact draper for exhibitor show set up in advance of Annual State Conference.
8. Work with hotel on exhibitor's needs for the show.
9. Provide Public Communication Webpage Chair with the list of vendors.

### **JOB SUMMARY:**

The Vendor Chair will make all necessary arrangements for the Annual State Conference exhibitor show. Vendor Chair is liaison between exhibitors and Executive Board ensuring the needs of both groups are met.

## **PUBLIC COMMUNICATION and WEBPAGE CHAIR**

The Public Communication and Webpage Chair shall be appointed to serve a one (1) year term.

### **RESPONSIBILITIES:**

1. Maintain [mtsna.org](http://mtsna.org) Web Page under [weebly.com](http://weebly.com) account.
2. Design and manage webpage.
3. Update site using information provided by Executive Board.
4. Complete necessary annual renewal requirements.

### **JOB SUMMARY:**

The Public Communication and Webpage Chair will create public awareness by developing and maintaining the MTSNA Webpage.

## **CHAPTER DEVELOPMENT CHAIR**

The Chapter Development Chair shall be appointed by the President to serve a one (1) year term.

### **RESPONSIBILITIES:**

1. Keep chapters current on all association events
2. Inform chapters of their responsibilities.
3. Submit articles for the newsletter on chapter happenings.
4. Assist other officers with any jobs or correspondence that need to be done concerning chapters.
5. Request chapters complete and submit the new officers and members form.
6. Correspond with chapters about their assistance with conference centerpieces, decorations, etc.
7. Assist at Annual State Conference.
8. Act as Auction Chair by collecting items, putting items on display, and conducting silent auction table at Annual State Conference. Collect money and turn in to Treasurer.

### **JOB SUMMARY:**

The Chapter Development Chair will be the spokesperson for the chapters and liaison between Executive Board and chapters.

## **SCHOLARSHIP CHAIR**

Scholarship Chair shall be appointed by the President to serve a one (1) year term.

### **RESPONSIBILITIES:**

1. Submit MTSNA's scholarship information and application form to MTSNA Newsletter Editor and Web Page Chair for publication.
  - a. Set up a committee to review and award the following
  - b. Two (2) MTSNA's Membership scholarships
  - c. Three (3) high school scholarships
2. Notify winners.
3. Conduct a follow up verification on scholarship winners with Treasurer.

### **JOB SUMMARY:**

Scholarship Chair will be responsible for informing members and promoting all SNA and MTSNA scholarships.

## **BYLAWS and RESOLUTIONS CHAIR**

The Resolutions and Bylaws Chair shall be appointed by the President to serve a one (1) year term.

### **RESPONSIBILITIES:**

1. Review documents and keep Bylaws, Resolutions, and Standing Rules current.
2. Work with Executive Board annually to keep current and revised.
3. Work with Secretary to disseminate a current copy to each Executive Board member at the fall board meeting.
4. Be a resource to association members on Bylaws, Resolutions, and Standing Rules.
5. Submit to the Spring newsletter, and present to membership at Annual State Conference any proposed changes, amendments and rational.

### **JOB SUMMARY:**

The Resolutions and Bylaws Chair shall be the resource for association members and see that Resolutions and Bylaws are current at all times.



## **INDUSTRY REPRESENTATIVE CHAIR**

The Industry Representative Chair shall be appointed by the President to serve a one (1) year term.

### **RESPONSIBILITIES:**

1. Publish information pertaining to School Nutrition Program in MTSNA Newsletters.
2. Attend MTSNA meetings and provide food service industry updates.
3. Attend and present at the MTSNA/OPI Summer Training Conference.

### **JOB SUMMARY:**

The Industry Representative Chair is the liaison between the Food Service Industry and the MTSNA Executive Board.



# Bylaws

**BYLAWS  
MONTANA SCHOOL NUTRITION ASSOCIATION**

**MISSION OF MTSBA**

MTSNA is dedicated to protecting and enhancing children's health and well-being through school meals and sound nutrition education.

**ARTICLE I  
MEMBERSHIP**

**Section A. Classes of Membership**

1. Membership shall consist of three (3) classes - School Nutrition, Affiliate, and Associate.
  - a. Active members shall consist of persons employed in eligible fields or who have retired from eligible employment. Periodic employment (less than 6 months) within each school year will not alter retired status.

**Section B. Rights and Privileges of Members**

1. All members whose dues, are currently paid, shall be entitled to vote for the election of officers for the coming year and any matter submitted to the voting membership of MTSNA.
2. Active members who cease to be employed in an eligible field may continue as active members for up to one year.
3. Retired members shall have the rights and privileges of active members, provided the member does not become employed in a non-eligible field, except they shall not hold elected office.
4. All members shall have the right to attend Executive Board meetings as observers.
5. The official newsletter of MTSNA shall be distributed to all members.

**Section C. Dues**

1. State dues for each class of membership may be changed by a two-third vote of the Executive Board. All rights and privileges of membership shall be terminated for nonpayment of dues.
2. Collection procedure. All SNA and MTSNA dues shall be submitted to the Treasurer or submitted directly to SNA.

**Section D. Vacancies and Removal**

1. Vacancies
  - a. In case of death, resignation or removal of the President, the President-Elect shall succeed to the office of President for the remainder of the term, followed by the President-Elect's original term had the vacancy not occurred.
  - b. In the case of death, resignation or removal of the President-Elect, the Vice President shall succeed to the office of President-Elect for the remainder of the term, followed by the President-Elect's original term had the vacancy not occurred.
  - c. In the case of death, resignation or removal of any other officer, the Executive Board shall fill the vacancy for the remainder of the term, giving first consideration to other candidates who were on the ballot for that office at the time of election. In the event this candidate does not accept the appointment, the Executive Board will seek recommendation from the Nominating Committee and then vote on the recommendation.

2. Removal
  - a. Any member of the Executive Board may be removed if found in violation of conditions required for election, a breach of fundamental principles or rules of the association, or failing to work under the framework of the association.
  - b. The Executive Board, upon receipt of charges, shall investigate the charges, hold a hearing and render a decision. The accused officer or director must be provided with advance written notice including the reason for the proposed removal in writing or in person at a meeting of the Executive Board.
  - c. In the event that a newly elected, but not yet installed officer is charged with violating any conditions required for election, a breach of fundamental principles of rules of the association or failing to work under the framework of the association, the Executive Board, upon receipt of charges, shall investigate the charges, hold a hearing and then consider whether the violation is cause for disqualification as an officer of the association,.
  - d. A three-quarters (3/4) vote of the Executive Board, with the director proposed to be removed not voting, shall be required for removal of an officer or disqualification as a candidate. Final written notice of the Executive Board's decision shall be sent to the accused officer within 48 hours.

## **ARTICLE II ORGANIZATION STRUCTURE**

### **Section A. Executive Board**

1. Composition
  - a. Voting members of the Executive Board shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, School Nutrition Employee/Manager Representative, Membership Chair, Area Representatives/Nominating Committee Chair, Newsletter Editor, Professional Development Chair, Public Policy and Legislative Chair and Vendor Chair.
  - b. Executive Board members will be SNA members and hold an SNA Certificate or be working toward gaining their SNA Certificate.
  - c. Nonvoting members shall consist of chairs of other active Standing Committees.
2. Quorum
  - a. A majority of the voting Executive Board members shall constitute a quorum. The Secretary shall take an official role to verify the presence of voting members at each meeting.
3. Meetings
  - a. The Executive Board shall meet at least twice each year including one meeting at the Annual State Conference.
4. Responsibilities
  - a. The board shall be responsible for the management of the affairs of SNA.
  - b. Provide strategic direction for SNA;
  - c. Comply with obligations of care, loyalty obedience;
  - d. Oversee SNA's business and financial affairs; and
  - e. Perform all duties usually entrusted to officers and directors of the corporation.

### **Section B. Executive Committee**

1. Composition

- a. Voting members of the Executive Committee shall consist of the President as Chair, President-Elect, Vice President, Secretary, and Treasurer.
2. Responsibilities
  - a. The Executive Committee shall assist the board in managing SNA on issues that are time sensitive between official board meetings and, in such cases, shall have the authority of the board provided that the Executive Committee does not alter or act contrary to established board policies. The Executive Committee shall also carry out tasks referred to it by the board.
  - b. Actions of the Executive Committee shall be communicated to the board within ten days of the meeting at which the actions were taken.
3. Quorum
  - a. A majority of the members shall constitute a quorum.

### **Section C. Chapters**

1. Chapters
  - a. Any group of interested parties in an eligible field may form an affiliate chapter of MTSNA. Chapters may be represented on the Executive Board by their Area Representative.
  - b. A chapter may establish separate chapter membership dues.
  - c. Chapter Bylaws shall not conflict with MTSNA Articles of Incorporation or Bylaws.
  - d. Each Chapter Area Representative will be elected by their area chapter members for a term of two years. The responsibilities of the Chapter Area Representative will be available in the MTSNA handbook.

### **Section D. Committees**

1. Ad Hoc Committees
  - a. Upon approval of the Executive Committee, the President will establish Ad Hoc Committees for a specific term. Duties of the Committee will be assigned by the President with the approval of the Executive Committee.
2. Standing Committees
  - a. Committee members shall hold active or retired membership in MTSNA. The President is an ex-officio member of all committees except the Nominating Committee.
  - b. There shall be the following Standing Committees:
    1. Budget Committee
      - a. The Budget Committee consists of the President, President-Elect, Treasurer, and other if designated by the Executive Committee.
      - b. The Treasurer will chair the Budget Committee. Duties of the committee shall be to draft the annual budget to be presented for approval by the Executive Board.
    2. Nominating Committee
      - a. The Nominating Committee will consist of the Area Representative Chair one other Executive Board member and at least two other MTSNA members. The Area Representative Chair will chair the committee. Any member of the Nominating Committee who becomes a candidate for office shall immediately resign from the Committee. The Committee shall be appointed for one year. Duties shall be to oversee the election of officers and report back to the Executive Board.

3. Certificate and Professional Development Committee
  - a. The Certificate and Professional Development Committee will consist of a Chair and two assistants. Duties of the committee are published in the MTSNA Handbook.
4. Public Policy and Legislative Committee
  - a. The Public Policy and Legislative Committee will consist of the Public Policy and Legislative Chair and other members as appointed. The Public Policy and Legislative Chair will be appointed by the President for a two (2) year term. Duties of committee are published in MTSNA Handbook.
5. Publications Committee
  - a. Shall consist of the Newsletter Editor as Chair, and other members as appointed by the Editor. Duties of committee are published in MTSNA Handbook.
6. Resolutions and Bylaws
  - a. The Resolution and Bylaws Committee will consist of the Chair and other members as appointed. Duties of committee are published in MTSNA Handbook.
7. Membership Committee
  - a. Membership Committee will consist of the Chair and two assistants as appointed. Duties of committee are published in MTSNA Handbook.
8. Conference Committee
  - a. The Conference Committee will consist of the President-Elect as Chair and Vice President as Co-Chair. The committee will work with the Office of Public Instruction School Nutrition Program and MTSNA to organize the Annual State Conference. The President will assist the Conference Committee at their discretion.

## **ARTICLE III OFFICERS**

### **Section A. Elected Officers**

1. To be eligible for any office, a member shall be an active member, have held membership in the association for at least one-year immediately preceding the nomination, and maintain or working toward an SNA certificate. The members shall be regularly employed in an eligible field. The Executive Board shall fill vacancies occurring in office by two thirds (2/3) vote. The primary responsibilities of each officer are listed below, but shall not be limited to those duties only. They shall hold office until the end of the Annual State Conference.
2. **President**
  - a. The President shall be the chief elected officer of the MTSNA and shall serve one (1) year.
  - b. Responsibilities:
    1. Provide leadership to ensure the strategic direction and values of the association are maintained;
    2. Represent the association before the public as the official representative of the association;
    3. Preside over all meetings of the board and the membership;

4. Serve and make appointments as required by these bylaws and other governing documents, including serving as ex-officio on all committees and advisory councils except the leadership development committee; and
  5. Perform other duties incident to the office of president, whether assigned by the board or association governing documents.
3. **President-Elect**
- a. The President-Elect shall serve for one (1) year.
  - b. Responsibilities:
    1. Perform the duties of president in case of temporary absence or temporary inability to serve;
    2. Preside over the delegate assembly;
    3. Serve and make appointments as required by these bylaws and other governing documents including recommending for board approval the appointment of incoming members of committees and advisory councils to fill applicable expiring terms; and
    4. Perform other duties incident to the office of president-elect as assigned by the president, the board or association governing documents.
4. **Vice President**
- a. The Vice President shall be elected annually and serve one (1) year.
  - b. Eligibility
    1. Have previous MTSNA Board experience.
    2. Have attended two (2) of the last five State Conferences.
  - c. Responsibilities
    1. Perform the duties of the President-Elect in the President-Elect's temporary absence;
    2. Serve as required by these bylaws and other association governing documents; and
    3. Perform other duties incident to the office of vice president as assigned by the president, the board or association governing documents
5. **Secretary**
- a. The Secretary shall be elected for two (2) years, on even numbered years.
  - b. Perform duties incident to the office of secretary as assigned by the president, the board or association governing documents.
6. **Treasurer**
- a. The Treasurer shall be elected for two (2) years in odd numbered years.
  - b. Responsibilities:
    1. Ensure the accurate recording of the minutes of the delegate assembly, the board, the executive committee and the finance committee;
    2. Serve as chair of the finance committee and the resolutions & bylaws committee;
    3. Monitor the association funds, investments and securities and give an unaudited financial report annually to the delegate assembly;
    4. Submit an annual budget to the board; and
    5. Perform other duties incident to the office of treasurer as assigned by the board or association governing documents.

## **Section B. Appointed Officers**

1. **Area Representative Chair.** The Chair shall be appointed for a term of two (2) years, on odd years. The responsibilities of the Area Representative Chair are available in the MTSNA Officer Handbook.
2. **Membership Chair.** The Chair will be appointed for a term of two (2) years, on even years. The responsibilities of the Membership Chair are available in the MTSNA Officer Handbook.
3. **Newsletter Editor.** The Editor is appointed for a term of two (2) years, on odd years. The responsibilities of the Newsletter Editor are available in the MTSNA Officer Handbook.
4. **School Nutrition Employee/Manager Representative.** The Representative is the liaison between MTSNA and the chapters in promotion of activities of the single unit member. The President will appoint the School Nutrition Employee/Manager Representative for a two (2) year term, on even years. The responsibilities of the School Nutrition Employee/Manager Representative are available in the MTSNA Officer handbook.
5. **Professional Development Chair.** The Chair shall be appointed by the President for a two (2) year term, on odd years. The responsibilities of 5. Professional Development Committee Chair are available in the MTSNA Officer Handbook.

## **Section C. Elections**

1. Election of Association Officers shall be by ballot. Voting shall take place by May 31. A simple majority vote shall be required for election.

## **ARTICLE IV MEETINGS**

### **Section A. Meetings**

1. **Annual State Conference**
  - a. The Annual State Conference will be for the purpose of holding a business meeting, hearing the annual report and promoting growth of the membership through training sessions.
2. **Executive Board Meetings**
  - a. The Executive Board shall meet no fewer than three times a year to direct the business of the association. The board shall also meet at the call of the president or upon the request of a majority of members of the board. A majority of the members of the board then in office shall constitute a quorum.
3. **Acting Officers**
  - a. The President shall act as Chair, in the absence of the President, President-Elect, Vice President or a president Pro Tem elected from the members present shall serve as Chair. The Secretary of the association shall act as Secretary at all meetings as listed in Article VII.
4. **Rules of Order**
  - a. Robert's Rules of Order shall govern the conduct of all meetings except when they conflict with these Bylaws.



**ARTICLE V  
RESOLUTIONS AND AMENDMENTS**

**Section A. Method of Proposal-Bylaw Amendments**

1. Amends to these Bylaws shall be proposed in writing no later than January 1 and mailed to the Chair of Resolutions and Bylaws. Amendments may be adopted by two-third (2/3) vote of membership attending the business meeting at the annual State Conference.

**Section B. Resolutions**

1. Resolutions must be presented in written format to Chair of Resolutions and Bylaws committee no later than January 1, except for courtesy or emergency. The resolution will be published in the MTSNA NEWSLETTER and read at the second board meeting, as written. The board will recommend pass, fail, or tabling of resolution in its original form or approval of rewritten resolution. The resolution, and any rewrites of the resolution will then be presented, at the business meeting at the annual conference. The resolution will be adopted by two-third (2/3) vote of membership present.
2. Resolutions that are in conflict with the Bylaws will not be presented to the membership.
3. An affiliate Chapter, Executive Committee, Executive Board or an individual may submit resolutions and Bylaws amendment proposals.

**ARTICLE VI  
MANAGEMENT OF MONIES**

**Section A. Control of Money**

1. All money received for dues, from conferences, contributions, or other sources shall be under the management of the Executive Board.
2. Expenditures not covered in the Budget must have Executive Board approval.

**Section B. Responsibility**

1. The responsibility for the proper deposit and withdrawal of monies shall be vested in the Treasurer. The Treasurer shall be protected by a \$25,000 bond. Signatures of the President, President-Elect and Treasurer shall be on file with the bank, but only the Treasurer may issue checks, except in emergency situations.
2. The responsibility for the proper deposit and disbursement of any money pertaining to SNA Certificate will be with the MTSNA Treasurer.
3. The Chair of workshops, seminars, or association special projects shall make a complete report of total receipts, and expenses, and submit the complete data to the treasurer, not more than 45 days after the event.

**Section C. Annual State Conference**

1. All monies due the association shall be sent to the Treasurer.
2. All expenses shall be paid by check, issued by the MTSNA Treasurer and approved by the Conference Chair (President-Elect).
3. All bills must be approved by each individual chair and presented for payment not later than 60 days after the Annual State Conference.

4. The Treasurer shall make up a complete report of total receipts, total expenses, and total deposits and submit to the Executive Board at the second board meeting.

**Section D. Liability**

1. Financial obligations and expenditures of monies shall be limited to funds on hand. Assessments cannot be levied on members nor dues raised to meet obligations without Executive Board approval.
2. No officer, committee chair, or member shall seek legal advice at the expense of the association without written consent of the Executive Board.

**Section E. Audit**

1. There shall be an annual audit of all MTSNA accounts. Two MTSNA members perform annual audit or an outside source every odd year.

**ARTICLE VII  
MEMBERSHIP LISTS AND ENDORSEMENTS**

**Section A. Membership Lists**

1. Membership lists shall not be given out.

**Section B. Endorsement**

1. Endorsement of any product or equipment shall not be made by any member in the name of MTSNA.

**Section C. Exhibitors and Exhibits**

1. All exhibitors and exhibits at the MTSNA Conference shall conform to the guidelines and criteria set forth by MTSNA Board.
2. Sustaining members (vendors that are also active members) shall have the right to identify their membership in their advertising or at exhibits at the Annual State Conference.

**ARTICLE VIII  
MEMBERSHIP, OFFICERS, AND FISCAL YEAR**

**Section A. MTSNA Membership Year**

1. Membership year shall coincide with the SNA's membership year.

**Section B. Officer's Year**

1. Officer's year shall be from the conclusion of one Annual State Conference to the conclusion of the next Annual State Conference. With the condition that outgoing current President may attend ANC (SNA's National Conference) to accept their Presidents Award if the Annual State Conference precedes SNA's ANC.

**Section C. Fiscal Year**

1. Fiscal year of MTSNA shall be October 1 to September 30.

**ARTICLE IX  
RULES OF ORDER**

**Section A. Rules of Order**

1. Robert's Rules of Order shall constitute the parliamentary authority for the conduct of meetings of MTSNA in all cases not covered by these Bylaws.

**ARTICLE X  
EFFECTIVE DATE**

**Section A. Articles of Incorporation**

1. The Articles of Incorporation are to be paid and renewed yearly.

**Section A. Bylaws**

1. These revised Bylaws shall become effective July 1, 2016.



# Appendix

## **ROBERTS RULES OF ORDER - *Cheat Sheet***

Robert's Rules of Order (1915) is the oldest and most commonly used guide to parliamentary procedure, a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. Because of its age, the book has been adapted many times and has specific rules about meeting processes, making it confusing to many. The following guide serves as a cheat sheet for running effective meetings.

### **MEETING STRUCTURE**

The following outlines the structure of a typical meeting using this method.

1. Call to order.
2. Roll call of members present (voting delegate to respond).
3. Reading of the minutes of the last meeting.
  - a. Meeting leader typically will ask if there are any additions or changes to the minutes.
  - b. This typically will be followed by a vote to approve the minutes.
4. Officers' Reports
  - a. These are simply updates and do not include votes.
5. Committee Reports
  - a. These also are updates and do not include votes.
6. Old Business
  - a. This is important business previously planned for discussion at the current meeting.
  - b. This can include items that were discussed at the last meeting, but more information was needed or they weren't on the agenda for a vote.
  - c. Old business can include votes.
7. Regular Business
  - a. This is any item listed on the agenda as regular business for the body to discuss.
  - b. The body can vote on each issue listed on the agenda. The body consists of one voting delegate per committee.
  - c. The body cannot vote on any item not listed on the agenda.
  - d. The body also can vote to table discussion of any item until a later meeting, but they must either set a date for more discussion or postpone indefinitely.
8. New Business
  - a. Any new business or resolutions before the body that requires a vote.
  - b. This must also include a description on the agenda.
9. Announcements
  - a. These are announcements from the body, but do not include votes.
10. Adjournment
  - a. The meeting leader will move for adjournment, signifying the end of the meeting.

## **TYPES OF MOTIONS**

Motions are typical methods used by members of a body to express themselves during a meeting. A motion is a proposal that the entire membership can take action on. There are six (6) basic types of motions:

1. Main Motions:
  - a. Introduces items to the membership for their consideration.
  - b. They cannot be made when any other motion is on the floor.
2. Subsidiary Motions:
  - a. Change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions:
  - a. Bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions:
  - a. Provide a means of questioning procedure concerning other motions and must be considered before the other motion.
5. Motion to Table:
  - a. Used in the attempt to "kill" a motion.
6. Motion to Postpone:
  - a. This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken.
  - b. Also, debate is once again open on the main motion.
  - c. This can be a postponement until a set date or indefinitely.

## **HOW TO PRESENT A MOTION**

Motions are presented by:

1. Obtaining the floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chair by saying, "Mr. or Ms. Chair"
  - c. Wait until the Chair recognizes you.
2. Make your motion using "I move that we..."
3. Wait for someone to second your motion
  - a. Another member can second your motion or the Chair will call for a second.
4. If there is no second to your motion, it is lost.

**PARLIAMENTARY PROCEDURE AT A GLANCE** - *your guide of what to say and when to say it...*

<b>To Do This:</b>	<b>You Say This:</b>	<b>May you interrupt the speaker?</b>	<b>Do you need a second?</b>	<b>Is it debatable?</b>	<b>Can it be amended?</b>	<b>What vote is needed?</b>	<b>Can it be reconsidered?</b>
Adjourn Meeting	"I move to adjourn."	No	Yes	No	No	Majority	No
Call an Intermission	"I move to recess for..."	No	Yes	No	Yes	Majority	No
Complain about heat, noise, etc.	"I rise to a question of privilege."	Yes	No	No	No	No Vote	No
Temporarily suspend considering as issue	"I move to lay the motion on the table."	No	Yes	No	No	Majority	No
End debate and amendments	"I move the previous question."	No	Yes	No	No	2/3	No
Postpone discussion for a certain time	"I move to postpone discussion until..."	No	Yes	Yes	Yes	Majority	Yes
Give closer study of something	"I move to refer the matter to committee."	No	Yes	Yes	Yes	Majority	Yes
Amend a Motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority	Yes
Introduce Business	"I move that..."	No	Yes	Yes	Yes	Majority	Yes

**THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDANCE... BELOW, THERE IS NO ORDER...**

Protest breach of conduct or rules	"I rise to a point of order."	Yes	No	No	No	No Vote	No
Vote on a ruling of the chair	"I appeal from the chair's decision."	Yes	Yes	Yes	No	Majority	Yes
Suspend rules temporarily	"I move to suspend the rules so that..."	No	Yes	No	No	2/3	No
Avoid considering an improper matter	"I object to consideration of this motion."	Yes	No	No	No	2/3	Yes
Verify a voice vote by having members stand	"I call for a division," or "Division!"	Yes	No	No	No	No Vote	No
Request Information	"Point of information..."	Yes	No	No	No	No Vote	No
Take up a matter previously tabled	"I move to take from the table..."	No	Yes	No	No	Majority	No
Reconsider a hasty action	"I move to reconsider vote on..."	Yes	Yes	Yes	No	Majority	No

## SNA CERTIFICATE

SNA develops and encourages the highest standards in school nutrition programs and provides educational opportunities to ensure the professional development of its members. SNA's Certificate Program is based on the standards of practice and indicators in the Keys to Excellence in School Food and Nutrition Programs that define nationally accepted standards for quality programs.

### Why you should get your SNA Certificate

Having your SNA certificate adds credibility to your position and to your school's program. It is also a factor in attracting people to careers in school food service and nutrition.

- Increase your knowledge and skills of food safety and nutrition to create a healthy school environment.
- Enhance your professional image with parents, children and school administrators.
- Stay current on issues concerning school nutrition initiatives.
- Demonstrate commitment to your profession.
- Provide a career ladder you can use to advance in the field from assistant, to cook, to manager, to director.

### How to get your SNA Certificate

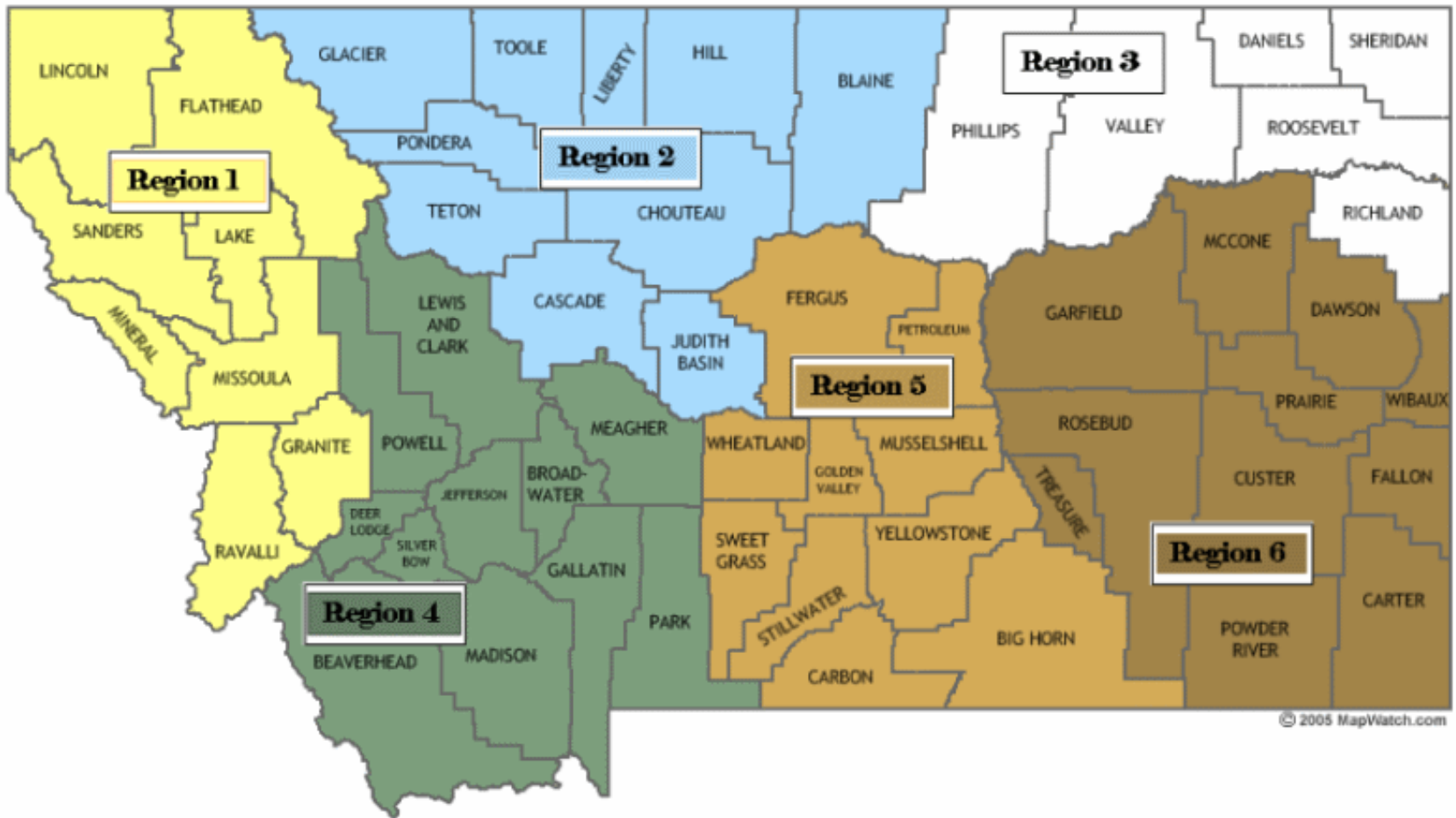
You must complete a nutrition education course and food safety and sanitation course. Then submit completion documentation and appropriate fees to the School Nutrition Association. Courses must be workshops, seminars or online courses that meet objectives and goals which help to achieve best practices. All core courses are a minimum of 8 hours instructional time (does not include registration time or breaks) and must fall under the categories of nutrition education or food safety and sanitation.

### Steps

1. Make sure any training is SNA approved. A list of approved nutrition and safety/sanitation courses are posted at <http://www.schoolnutrition.org/Content.aspx?id=9760>.
2. Check with your state agency or SNA state association to see if any face to face training is available.
  - a. Example, SNA approved trainers can use *Nutrition 101 and Serving It Safe from ICN* curriculum at conferences and meetings.
3. Take **FREE** online training courses from the Institute of Child Nutrition [www.theicn.org](http://www.theicn.org)
  - a. Register, then follow prompts to create a profile.
  - b. *Nutrition 101* is an SNA approved, 8 hour course that will qualify you for Certification Level 1.
  - c. The computer will automatically generate a certificate of completion for you when you complete the course.







**Region 1 Counties:** Lincoln, Flathead, Sanders, Lake, Mineral, Missoula, Granite and Ravalli

**Region 2 Counties:** Glacier, Toole, Pondera, Teton, Chouteau, Cascade, Judith Basin, Liberty, Hill and Blaine

**Region 3 Counties:** Phillips, Valley, Daniels, Sheridan, Richland, and Roosevelt

**Region 4 Counties:** Lewis and Clark, Deer Lodge, Powell, Silver Bow, Jefferson, Meagher, Gallatin, Beaverhead, Madison, Broadwater and Park

**Region 5 Counties:** Fergus, Petroleum, Wheatland, Golden Valley, Musselshell, Sweet Grass, Stillwater, Yellowstone, Carbon and Big Horn

**Region 6 Counties:** Garfield, McCone, Dawson, Prairie, Wibaux, Treasure, Custer, Fallon, Powder River, Carter and Rosebud



## Montana School Nutrition Association Application for Certification Scholarship Award

Annually, the Montana School Nutrition Association (MTSNA) offers two \$500.00 awards to any school food service employees in the state of Montana interested in advancing their education in the field of food service. Professional development is encouraged, even required as part of USDA Professional Standards legislation. Continuing education is important to Montana School Nutrition Association. We want to see you there!

### MEMBER INFORMATION

Name: \_\_\_\_\_ School: \_\_\_\_\_  
Address: \_\_\_\_\_ School Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ School Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ MTSNA Membership #: \_\_\_\_\_

### AWARD CRITERIA

1. To be eligible for this award, the applicant must be a member of Montana School Nutrition Association. Become a member of MTSNA at any time by visiting [www.mtsna.org](http://www.mtsna.org).
2. Be currently employed in a child nutrition program in the state of Montana.  
\*There are no constraints on the number of hours worked each day (i.e. full-time or part-time).
3. Submit a complete application form to MTSNA Scholarship Chair.

*Mailing information can be found on the MTSNA website [www.mtsna.org](http://www.mtsna.org)*

4. Include one letter of recommendation.
5. Application deadline is March 1<sup>st</sup>
6. Recipients will be notified by March 15<sup>th</sup>
7. If selected, please send a copy of award selection and completed conference registration to MTSNA Treasurer. Conference registration will be paid from the award. The remainder of funds will be sent to the awardee.

Joan Karls, MTSNA Treasurer  
Great Falls, MT  
[rjkarls3@charter.net](mailto:rjkarls3@charter.net)



Montana School Nutrition Association &  
Western Marketing  
Application for \$500 High School Scholarship Award

Application Cover Sheet

**HIGH SCHOOL STUDENT APPLICANT INFORMATION**

Student Name: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_  
Address \_\_\_\_\_ Parent/Guardian \_\_\_\_\_  
Phone: \_\_\_\_\_ Parent/Guardian Phone: \_\_\_\_\_  
High School Attending: \_\_\_\_\_  
College or School You Plan on Attending After Graduation: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing this scholarship application you are acknowledging the information is true and provided in good faith.*

**APPLICATION CRITERIA**

Please include the following with your Cover Sheet and Application

1. Applicant must be furthering their education in the field of Nutrition
2. Official High School Transcript
3. Most Recent Grade Report - (if not included on transcript)
4. An essay of a minimum of 200 words stating why you would like the scholarship
5. **Application Deadline is April 15<sup>th</sup> of current year.**

Mailing information can be found on the MTSNA website: <http://www.mtsna.org>