

TASN POLICIES AND PROCEDURES

SECTION 1

1.1 MEMBERSHIP DUES:

A. Individual Membership

Employee	\$26.00
Manager	\$31.00
Supervisor	\$46.00
Director	\$46.00
TDA, ESC, TDH, Co-ops	\$46.00
Life	\$ 0.00
Retired	\$21.00
Students	\$16.00
Affiliate	\$21.00

B. Positional Membership

Employee	\$31.00
Manager	\$36.00
Supervisor	\$51.00
Director	\$51.00
TDA, ESC, TDH, Co-ops	\$51.00
Students	\$18.00
Affiliate	\$31.00

C. Industry Membership

Individual	\$150.00
Company	\$350.00
Professional Service Provider	\$150.00

1.1.2 DUES COLLECTION

- a) Dues shall be payable to the headquarters office
- b) Membership dues are for a twelve (12) month period.
- c) Membership dues shall be paid by individuals, local chapters, or ISDs.
- d) Members shall be notified by headquarters sixty (60) days before the dues expiration date.
- e) If dues are not received thirty (30) days after the expiration date, the member shall automatically forfeit membership, and all other rights and privileges.
- f) TASN members who are also SNA members shall make dues for TASN and SNA payable to SNA. SNA will remit payment to TASN for TASN dues.

SECTION 2 CHAPTERS (Refer to Bylaws Article 4)

2.1 BYLAWS

- a) Chapter bylaws will be forwarded to the TASN Headquarters, which will distribute them to the OAC chair for review and approval.
- b) If in compliance, the OAC chair and the TASN president shall approve and sign the application and notify the TASN Headquarters Management and the chapter president of the affiliation approval.

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- c) Approval may be granted pending correction of conflicts.

2.2 REORGANIZATION

- a) A local chapter that has become inactive may reorganize by re-applying for affiliation under the conditions stated in the Bylaws Article 4 – Chapter Sections and Policy and Procedures Manual.

2.3 PRESIDENTS AND OFFICERS

- a) Chapter presidents in each area shall serve in that area.
- b) Chapter officers shall encourage members to participate in chapter, area, state, and national activities.
- c) A list of chapter officers shall be submitted on the official chapter leadership form annually to headquarters.

SECTION 3 MEETINGS AND EVENTS (Refer to Bylaws Article 5)

TASN allows selling and soliciting business at the following events:

- TASN Annual Conference – if you have purchased an Exhibit(s) booth.
- TASN Partnership Collaboration Summit– if you have purchased an Exhibit(s) table(s). All other TASN events are excluded from selling or soliciting.

3.1 ANNUAL CONFERENCE

All meeting and event site locations shall be selected by TASN headquarters. TASN staff will be responsible for the implementation of meeting and event goals and activities. Meetings and event budgetary expenditures must comply with pre-determined and approved annual budget.

There shall be an Annual State Conference in conjunction with the Annual Meeting.

- a) A local planning committee shall be appointed by the president elect to support TASN staff in local arrangements; including tours, entertainment, special venues, and other areas of interest to promote the conference location. The conference location will determine the area from which the committee is appointed.
- b) Attendees must be affiliated with the school nutrition programs. Current Student Members may attend.
- c) Attendees must pay registration fees as set by the board.

3.2 CONFERENCE RULES

- a) Attendees must be affiliated with the school nutrition programs unless an attendee meets the criteria of Student Member in Bylaw 3.2.4.1.
- b) Attendees must pay registration fees as set by the board.

3.3 PARTNERSHIP COLLABORATION SUMMIT (PCS)

A Partnership Collaboration Summit shall be held to provide dialogue between TASN, ISD Decision Makers and Industry Members to project program needs, share technical assistance and expertise, and/or improve administrative techniques

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3.4 LOCAL LEADERSHIP TRAINING

Local Leadership Training for chapter officers shall be held. The purpose is to build a relationship between chapter officers and the EC, and to provide training to chapter officers. Topics such as parliamentary procedures, and Area Representatives' responsibilities will be reviewed.

3.5 BOARD OF DIRECTORS MEETING

The site and location of the BOD meetings shall be held at a site and location that best accommodates the budget of the association members, the size of the meetings, and provides an atmosphere conducive to doing business efficiently.

3.6 ADMINISTRATIVE ACADEMY

The Administrative Academy is an in-depth training for school nutrition program directors. The Administrative Academy is designed to provide practical business skills for school nutrition program administration.

3.7 MANAGERS ACADEMY

The Managers Academy is an in-depth training for school nutrition program managers. The Managers Academy is designed to provide practical skills for school nutrition programs.

3.8 ATTENDEES

Attendees desiring to bring individuals of the age of zero (0) through fifteen (15) on the site of an association event are expected to plan for proper care of those minors while the member attends. Association events are open to members and guests meeting the registration guidelines and paying the appropriate fee(s).

SECTION 4 OFFICERS (Refer to bylaws Article 6)

4.1 PRESIDENT - The President shall:

- a) Be the official spokesperson and shall make official statements for TASN.
- b) Represent TASN by attending all functions related to the purpose of the meeting and the business of TASN.
- c) Issue the official call of the Annual Meeting.
- d) Preside at all meetings of EC, BOD, and the Annual Meeting.
- e) Call for the nominating chair to report the newly elected officers and board members at the Annual Meeting.
- f) Be the official contact between TASN and SNA.
- g) Shall be a delegate to the SNA House of Delegates at the SNA Annual Conference.
- h) Appoint additional delegates to SNA HOD meeting if TASN qualifies; these delegates may serve without reimbursement.
- i) Shall attend other SNA meetings specifically named and budgeted as follows:
 - SNA LAC
 - SNA SNIC (To be determined by the President and the program)
 - SNA ANC
- j) Issue the official call to the Annual Conference in the official publication.
- k) Prepare activity reports for each board meeting.
- l) Maintain a current file to be passed to the successor. Electronic file when possible.
- m) Countersign checks with the treasurer or ED as necessary.
- n) Be a member of the Finance Committee.
- o) Review the monthly financial reports.

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- p) Be required to sign any contracts or purchases for \$10,000.00 or more. Splitting contracts or purchases is not allowed.
- q) Report at the Annual Meeting the Strategic Plan and accomplishments.
- r) Write the president's message for the official publication and TASN website.
- s) Represent TASN or appoint a representative to attend meetings of allied groups.
- t) Appoint three (3) industry members to serve on the Industry Committee. (See Industry Committee PPM)
- u) Appoint a committee to approve minutes.
- v) Appoint the Teller's Committee when necessary.
- w) Preside at the TASN Installation Ceremony.
- x) Prepare scripts for board meetings and the Annual Meeting and submit them to HQ two weeks prior to the meeting.

4.2 PRESIDENT-ELECT - The President Elect shall:

- a) Preside in the absence or inability of the president.
- b) Perform all duties as assigned by the president.
- c) Assume the office of President after serving as President Elect.
- d) Be a member of the Finance Committee.
- e) Inform the BOD of conference program plans and events.
- f) Participate in the following meetings:
 - The education committee on the conference program (reporting on the conference)
 - Industry Committee Meeting
 - PP&L Committee Meeting
 - Attend the following National meetings:
 - SNA NLC
 - SNA LAC
 - SNA ANC
- g) Support HQ staff in conference planning.
- h) Prepare activity reports for each board meeting.
- i) Maintain a current file to be passed to a successor. Electronic file when possible.
- j) Provide the president with copies of all correspondence in relation to official duties.
- k) Select a past president as the installing officer for the Installation Ceremony at the Annual Conference. If the president-elect has no preference, the past president shall be the installing officer.
- l) Appoint a local planning committee for the Conference as outlined in Section 3.1.
- m) Appoint new sub-committee chairs and sub-committee and/or committee members jointly with committee chairs for the year as president.
- n) Perform other duties as assigned.

4.3 VICE PRESIDENT - The Vice President shall:

- a) Serve as assistant to the President and President-Elect and preside in their absence.
- b) Support Headquarter staff in planning the Partnership Collaboration Summit.
- c) Provide the President with copies of all correspondence in relation to official duties.
- d) Prepare activity reports for each board meeting.
- e) Maintain a current file to be passed to the successor. Electronic file when possible.
- f) Attend the following National meetings:
 - SNA LAC
 - SNA NLC

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SNA ANC

- g) Attend the meetings of the industry committee.
- h) Attend the meetings of the Conference Planning committee.
- i) Attend meetings as directed by the president.
- j) Serve on the PP&L committee.
- k) Serve on the membership committee.
- l) Preside over the Award Ceremony at the Conference (with the Chair of Area Representatives).
- m) Perform other duties as assigned.

4.4 SECRETARY/TREASURER - The Secretary/Treasurer shall:

- a) Record and transcribe meeting minutes for all Executive Committee, BOD Meetings, and Annual Meeting.
- b) Send minutes of BOD meetings to the committee appointed by the president for approval within fourteen days of the meeting. After approval, the minutes will be sent to the president and the Headquarters Management.
- c) Provide the president with copies of all correspondence in relation to official duties.
- d) Keep a current file to be handed to a successor. Electronic file when possible.
- e) Prepare activity reports for each board meeting.
- f) Present recommendation(s) of the EC to the BOD from the EC.
- g) Report actions taken by the EC to the BOD.
- h) Prepare the annual report of the BOD to present at the Annual Meeting. Report shall include activities and actions taken by the board.
- i) Submit report and actions to "Official publication".
- j) Attend the following National meetings:
 - SNA LAC
 - SNA ANC
- k) File approved minutes at TASN.
- l) Serve as chair of the Finance Committee.
- m) Have signature authority on TASN checks.
- n) Report at the Annual Meeting on the expenditures and balances on hand.
- o) Present a financial statement at each BOD meeting. Perform other duties as assigned.

4.5 PAST PRESIDENT - The Past President shall:

- a) Provide the president with copies of correspondence in relation to official duties.
- b) Prepare a report of PPAB, keeping one copy for the files.
- c) Serve as the Installing Officer for the Installation Ceremony at the Annual Conference unless the president-Elect has another preference.
- d) Attend SNA Annual Conference (the year their term ends) and represent TASN as a delegate to the SNA House of Delegates.
- e) Serve as chair of the TASN Strategic Planning meeting.
- f) Be a member of the Finance Committee
- g) Performs other duties as assigned.

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SECTION 5 BOARD OF DIRECTORS (refer to Bylaws Article 7)

5.1 The Board of Directors shall:

The schedule is subject to the date of the meeting. Some items are time-sensitive.

- a) First BOD Meeting.
 - i) Approve and adopt the annual Budget.
 - ii) Elect a Nominating Committee by ballot vote.
 - iii) Announce committee member's: Industry, Nominating, and OAC
 - iv) Select/Draw one Board member who has never attended LAC.
 - v) Review, consider, and approve employee compensation packages.
 - vi) Approve Membership Dues changes.
- b) Second BOD Meeting
 - i) Set fees for conference registration.
 - ii) Announce the slate of candidates.
 - iii) Approve Conference Registration fees.
 - iv) Approve booth fees for the next year.
- c) Third BOD Meeting
 - i) Review and adopt the annual audit.
 - ii) Meet the candidates.
 - iii) Approve the Annual Membership Drive.
- d) Fourth BOD Meeting (if needed)
- e) Finish any unfinished business.
- f) Financial considerations. *(Also refer to PPM section on Financial Matters).*
 - i) Approve expenditures over the budget before said expenditures are committed and paid.
 - ii) Amend the budget in case special committees are established.
 - iii) Approve changes to the Certification Program.
- g) Board members must attend two of the three board meetings. A report must be filed two weeks prior to the board meeting.
- h) Board members will promote the mission and vision of TASN.
- i) Other Duties.
 - i) Accepts or refuses gifts or contributions for TASN.
 - ii) Conduct business by mail, email, telephone, Zoom, or through other electronic communications media.

SECTION 6 EXECUTIVE COMMITTEE (refer to Bylaws Article 8)

6.1 The Executive Committee shall:

- a) Employ and set the salary of the Executive Director.
- b) Approve the selection of the auditor.
- c) Approve headquarters' handbooks, amendments, and changes thereto.
- d) Approve budget adjustments between existing line items and report adjustments to

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- the BOD at its next regular meeting.
- e) Establish the rate of bonding of officers and staff.
- f) Make recommendations for headquarters staff salaries, pay scale, and benefits with BOD approval.
- g) Report action taken by the EC to the BOD.
- h) Be authorized to conduct business by mail, telephone conference, or through other electronic communications media as authorized by the applicable TNCA. (Bylaw Article 5, Sec. 5.3)
- i) Perform other duties as assigned.

SECTION 7 COMMITTEES (refer to Bylaws Article 9)

7.1 ELECTED STANDING COMMITTEES

7.1.1 EDUCATION COMMITTEE - Education Committee chair shall:

- a) Serve on the BOD.
- b) Appoint sub-committee chairs, with the approval of the president, whom they will serve.
- c) Be the liaison for the following subcommittees:
 - i) TASN Certification and Training department
 - ii) Conference Program –secure speakers
 - i) Administrative Academy – secure speakers
 - ii) Managers Academy- secure speakers
- d) Keep the President and President Elect informed of continuing education/conference programs, sub-committee plan topics, and secure speakers for the following: conference Leadership Sessions:
 - i) Director Sessions
 - ii) Manager Sessions
 - iii) Conference Sessions
- e) Secure articles from the sub-committees about programs and speakers for the official publication as scheduled.
- f) Be authorized to conduct business by mail, telephone conference, or through other electronic communications media as authorized by the applicable TNCA. (Bylaw Article 5, Sec. 5.3)
- g) Perform other duties as assigned.

7.1.1.2 Conference Programs Sub-committee shall:

- a) Be responsible for providing TASN with the topic, program content, speaker contact information and resources for continuing education programs and seminars held in conjunction with:
 - i) Board meetings
 - ii) Partnership Collaboration Summit
 - iii) Annual Conference
- b) Report to the Education Committee chair activities of the committee.
- c) Be authorized to conduct business by mail, telephone conference, or through other electronic communications media as authorized by the applicable TNCA. (Bylaw Article 5, Sec. 5.3)
- d) Write and/or submit articles for each issue of the official publication.
- e) Perform other duties as assigned.

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7.1.1.3 Administrative Academy Sub-committee shall:

- a) Report to the Education Committee chair activities of the committee.
- b) Be responsible for the Administrative Academy which includes speakers, syllabus, outline, format, and brochures.
- c) Be authorized to conduct business by mail, telephone conference, or through other electronic communications media as authorized by the applicable TNCA. (Bylaw Article 5, Sec.5.3)
- d) Required to teach at least one section of the class.
- e) Write and/or submit articles for each issue of the official publication as needed.
- f) Perform other duties as assigned.

7.1.1.4 Managers Academy Sub-committee shall:

- a) Report to the Education Committee chair activities of the committee.
- b) Be responsible for the Managers Academy speaker, syllabus, outline, format, and brochures.
- c) Be authorized to conduct business by mail, telephone conference, or through other electronic communications media as authorized by the applicable TNCA. (Bylaw Article 5, Sec. 5.3)
- d) Required to teach at least one section of the class.
- e) Write and/or submit articles for each issue of the official publication as needed.
- f) Perform other duties as assigned.

7.1.2 INDUSTRY COMMITTEE

7.1.2.1 Industry Committee Chair shall:

- a) Be a member of the BOD.
- b) Be authorized to conduct business by mail, email, telephone, zoom, or through other electronic communications.
- c) Report on activities the committee is working on.
- d) Help secure additional vendors for the TASN Conference.
- e) Help secure sponsorship for the TASN conference.
- f) Perform other duties as assigned.

7.1.2.2 Industry Committee shall:

- a) Give guidance to TASN in the development of the best possible exhibits and in the improvement of conference arrangements as it applies to exhibits.
- b) Consist of members as listed below:
 - i) The Industry Chair shall be selected by the members of the Industry Committee. The Industry Chair must be a second-year or third-year member.
 - ii) Nine (9) Industry members – The committee shall consist of (9) industry members who are exhibitors. Consideration will be given to geographic location to represent the entire state. The committee will be made up of an equal amount of food wholesalers, food manufacturers, distributors, and equipment representatives. The committee shall be staggered so that one-third of the committee is retired in any given year and two-thirds of the committee is carried over giving continuity. Committee members will serve a three-year term. Appointments are made by the president. The committee will meet at the discretion of the President and Exhibits Specialist of TASN.
 - iii) President – Ex Officio
 - iv) President-Elect – Ex Officio
 - v) Vice President – Ex Officio
- c) Be responsible for all matters related to Conference Exhibits:

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- i) Industry Exhibits trends
- ii) Exhibitor protocol
- iii) Serve as staff in the TASN Exhibitor Service booth at the conference.
- d) Help promote show attendance to other vendors and child nutrition professionals.
 - i) Obtains donated services.
 - ii) Recommend fees for booths, badges, and other saleable items.
 - iii) Plan Industry Evening Event for conference attendees
- e) Plan and execute activities to recruit people including young professionals into school food service and industry-related jobs.
- f) Be authorized to conduct business by mail, telephone conference, or through other electronic communications media as authorized by the applicable TNCA. (Bylaw Article 5, Sec. 5.3)
- g) Perform other duties as assigned.

7.1.3 PUBLIC POLICY & LEGISLATION COMMITTEE (PPL)

7.1.3.1 Public Policy and Legislation Chair shall:

- a) Serve on the BOD.
- b) Represent TASN in all state and national legislative matters involving the purposes and interests of TASN under the direction of the Board of Directors.
- c) Inform TASN of all state and national legislative matters involving the purposes and interests of the Association.
- d) Represent TASN at the SNA Legislative Action Conference with expenses paid according to established TASN procedures. (See financial matters of PPM for additional position-approved attendance)
- e) Coordinate the activities for the SNA Legislative Conference.
- f) Serve on Emergency Public Policy Legislation (EPPL) Committee.

7.1.3.2 Public Policy & Legislation Committee shall:

- a) Be responsible for arranging the distribution of an information packet for each Congressional Representative, coordinating with the president, SNA, and the State Agency Advisor.
- b) Coordinate and organize groups to meet with members of Congress or their staff.
- c) Provide articles related to LAC and Legislative for the official publication of the TASNews.
- d) Be responsible for the promotion of TASN's Public Information.
- e) Work closely with other TASN Committees.
- f) Be authorized to conduct business by mail, telephone conference, or through other electronic communications media as authorized by the applicable TNCA. (Bylaw Article 5, Sec. 5.3)
- g) Perform other duties as assigned.

7.1.4 MEMBERSHIP COMMITTEE

7.1.4.1 Membership Committee Chair shall:

- a) Serve on the BOD.
- b) Be responsible for committee goals and objectives.

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7.1.4.2 Membership Committee shall:

- a) In coordination with HQ, coordinate activities that promote recruitment and retention of members in TASN and SNA.
- b) Identify and recommend improvements in member benefits and services.
- c) Recommend dues and/or structure to the BOD.
- d) In coordination with HQ, identify and create marketing tools to promote a positive image of TASN and school nutrition professionals to School Board officials, superintendents, parents, and government officials.
- e) Market TASN as a resource for school districts and child nutrition departments.
- f) Promote a positive image of TASN at professional meetings of allied or related organizations.
- g) Emphasize liaison with the following organizations when developing goals:
 - Texas Association of School Business Officials (TASBO)
 - Texas Association of School Boards (TASB)
 - Texas Association of School Administrators (TASA)
 - Texas Council of Public Education (PTA Chairs)
 - Texas School Health Association
 - Texas Academy of Nutrition and Dietetics Texas Strategic Health Partnership
 - Texas Health Advisory Council
 - Texas Association of Secondary School Principals
 - Action for Healthy Kids Alliance (TAHKA) American Heart Association
 - American Commodity Distribution Association (ACDA)
 - Academy of Nutrition and Dietetics
 - National Association of State Agencies for Food Distribution (NASAFD)
- h) Be authorized to conduct business by mail, email, telephone, or through other electronic communications. TNCA.
- i) Perform other duties as assigned.

7.2 APPOINTED COMMITTEES

7.2.1 ORGANIZATIONAL AFFAIRS COMMITTEE

7.2.1.1 The Organizational Affairs Committee shall:

- a) Publish notice of proposed amendment changes to Bylaws and/or Articles of Incorporation at least thirty days prior to the Annual Meeting.
- b) Publish notice of proposed amendments changes to PPM at least three weeks prior to the BOD meeting.
- c) Submit proposed Bylaws and/or Articles of Incorporation to the authorized Parliamentarian for review and recommendations.
- d) Provide the Executive Director with approved amendments to the Articles of Incorporation, Policies & Procedures, and/or Bylaws no later than 30 days after adoption so that headquarters can update the official documents and distribute them.
- e) Review and approve Chapter bylaws when there is no conflict with TASN bylaws. Approval may be granted pending correction of conflicts. The OAC Chair shall approve and sign the application and notify the TASN Executive Director and the Chapter President of the affiliation approval.
- f) Be authorized to conduct business by mail, telephone conference, or through other electronic communications media as authorized by the applicable TNCA. (Bylaw

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Article 5, Sec. 5.3)

g) Perform other duties as assigned.

7.2.2 FINANCE COMMITTEE

7.2.2.1 The Secretary/Treasurer shall be the chair of the Finance Committee and the ED shall be an ex-officio member without vote. Other members are the President, President-Elect, Vice President, and the Past President

7.2.2.2 The Finance Committee shall:

- a) Set guidelines for methods of investments.
- b) Prepare and recommend an annual budget to be presented to the incoming BOD at the Board of Directors Training and voted on at the First Board Meeting in June at the TASN Conference. Establish conference registration fees when the proposed budget is being planned.
- c) Recommend amendments to the budget during the year.
- d) Review and recommend travel reimbursement rates.
- e) Budget for travel of authorized persons to attend meetings of TASN, SNA, and other affiliate organizations as designated by PPM. The designated individuals below are approved for full expense reimbursement of expenses from the following meetings:
 - i. Executive Committee travel to SNA events -to be reviewed each year. Contingent on necessity and budget
 - ii. Headquarters staff may travel to SNA events if Headquarters' travel budget permits.

For Clarification: The below travel chart is for the **current year's Executive Committee and/or board members**, who will attend the following TASN/ SNA Meetings. NOTE: SNA recognizes the Executive Committee that ended their term in June. Therefore, the Executive Committee will attend the SNA ANC.

- i. TASN Annual Conference
(TASN will make hotel arrangements for all board members. The Conference Registration fee is comp for all board members.)
- ii. TASN Partnership Collaboration Summit. (TASN will hotel make hotel arrangements)
 - President
 - President Elect
 - Vice President
 - Past President
 - Secretary/Treasurer
 - Chair of Area Representatives
- iii. TASN Local Leadership Training
(TBD each year depending on the program)
- iv. TASN Board Meetings. (TASN will make the hotel reservations for all Board members)

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- v. SNA Legislative Conference
 - President
 - President Elect
 - Vice President
 - Secretary/Treasurer
 - Past President
 - PP&L Chair
 - PP& L Co-Chair
 - Executive Director
 - Meetings & Event Coordinator

One TASN Board member has never attended. This person will be selected at the First Board meeting in June, by a drawing.
 - vi. SNA Annual Conference (EC that ended their term in June)
 - President
 - President Elect
 - Vice President
 - Past President
 - Secretary/Treasurer
 - Executive Director
 - vii. SNA Leadership Conference
 - President Elect
 - Vice President
 - Vice President Incoming
 - Executive Director
 - viii. SNA Industry Conference
 - President
 - Executive Director
- f) Be authorized to conduct business by mail, telephone conference, or through other electronic communications media as authorized by the applicable TNCA. (Bylaw Article 5, Sec. 5.3)
 - g) Perform other duties as assigned.

Emergency Public Policy and Legislation Committee shall:

- a) Convene if a time-sensitive issue arises, to establish an association position as it pertains to legislation and regulatory issues.
- b) Report Public Policy stance to the BOD immediately.

SECTION 8 AREA REPRESENTATIVE (refer to Bylaws Article 10)

8.1 CHAIR OF AREA REPRESENTATIVE'S DUTIES

8.1.1 The Area Representative Chair shall:

- a) Submit two articles to the official publication (Articles should include chapter news).
- b) Chair the meetings of the Area Representatives.
- c) Prepare a yearly report combining the reports for all Area Representatives and present a summary of the same at the Annual Meeting.

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- d) File a complete yearly report for the permanent records.
- e) Represent Area Representatives on the Board.
- f) Work with TASN Headquarters planning the TASN Local Leadership Training. Attend the following meetings:
 - i) TASN Annual Conference
 - ii) TASN Local Leadership Training
 - iii) TASN Board Meetings
 - iv) TASN Partnership Collaboration Summit
- g) Be the liaison and contact for employee members of the board.
- h) Encourage members to apply for TASN Awards.
- i) Serve on the membership committee.
- j) Submit a list of qualified candidates to the nominating committee.
- k) Make recommendations to the conference program chair for conference sessions.

8.2 AREA REPRESENTATIVES

- a) Serve on the Board of Directors.
- b) AR shall be assigned to serve on a standing committee.
- c) AR shall attend committee meeting(s) and report to the AR's the meetings actions and discussions.
- e) Assist VP with the awards ceremony activity for the annual conference.
- f) Attend meetings of Chapters in the Area as often as possible.
- g) Assist in organizing new Chapters.
- h) Encourage chapter officers to participate in area, state, and national activities.
- i) Encourage area members to apply for TASN awards and scholarships.
- j) Prepare a report for each BOD meeting on activities such as AR. Submit a report to the Chair of AR and TASN Secretary/Treasurer two weeks prior to the BOD meeting.
- k) In the absence of an Elected Officer, the AR shall be the official Representative of TASN at functions within the Area.
- l) Conduct Officers Leadership Training Session for chapter officers within the Area. This may be held in conjunction with an Area Meeting.
- m) Be responsible for at least two Area meetings within the Area.
- n) Assist the Nominating Committee by identifying potential candidates for the office of the Area.
- o) Keep a file of all materials related to the office to be passed to the successor at the end of the term.
- p) Provide the president with copies of all letters written in relation to official duties.
- q) File a report of their year's activities to the Chair of Area Representatives one month before the Conference.
- r) Require Chapter officers to file Chapter Leadership Form with HQ by the Second Board Meeting of each year.
- s) Submit two articles to the official publication (TASNews).
- t) Geographically align the areas with the Education Service Centers (ESC's).
- u) Grow TASN Membership (reference Strategic Plan).
- v) Perform other duties as assigned.
- w) Be authorized to conduct business by mail, email telephone, zoom, or through other electronic communications media as authorized by the applicable TNCA. (Bylaw Article 5, Sec. 5.3)

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SECTION 9 NOMINATIONS; ELECTIONS, VACANCIES, & REMOVAL (refer to Bylaws Article 12)

9.1 NOMINATING COMMITTEE

- a) Members of the nominating committee in their second year on the committee may resign their position and they are eligible to serve as candidates for elected office.
- b) Is authorized to conduct business by mail, telephone conference, or through other electronic communications media as authorized by the applicable TNCA. (Bylaw Article 5, Sec. 5.3)
- c) Perform other duties as assigned.
- d) Refer to Nominating Committee Handbook.

9.2 NOMINATIONS

- a) The "Call for Nominations" will be published in the summer issue of the official publication.
- b) The Nominating Committee is not restricted to these responses; they may also solicit other candidates.
- c) Recommended nominees will be contacted for consent of nominations.
- d) Qualifications for office will be verified through TASN Headquarters.
- e) Consenting nominees will submit a "Professional Biography" to the Nominating Committee Chair and TASN HQs with a photo, which will be presented to the Nominating Committee for deliberation. Biographical information will be reviewed, and candidates will be selected based on professional competence, achievement in association work, goals for office, and support of the TASN Strategic Plan.
- f) In an effort, to present a balanced ballot representative of the state, consideration will be given to selecting candidates from various geographic locations.
- g) Nominee Correspondence
 - i) Committee members should provide a copy of all correspondence they receive concerning prospective nominees to the Chair.
 - ii) The Committee would determine by simple majority vote, if derogatory information received on prospective nominees should be considered; or investigated prior to consideration.
 - iii) If the Committee decides that the derogatory information should be considered or investigated, they will as a minimum:
 - Provide a copy or extract of relative information to the subject prospective nominee. This may be done by telephone and/or fax.
 - The prospective nominee will be given an opportunity to present information on their behalf or to remove their name from consideration. If the prospective nominee withdraws from consideration, no further action is required.
 - The Committee may gather additional facts and information, as they deem appropriate.
 - The Committee will decide, by a simple majority vote, whether the information in the subject correspondence will be considered by the Nominating Committee in their deliberation.
- h) Suggested forms and procedures for candidate deliberations will be updated and maintained by the Nominating Committee Chair, in the Nominating Committee Handbook.

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- i) This committee shall nominate two candidates for each office specified in Article 12.1.6, Meeting all qualifications specified in Article 12.1.1. In the event, that the vice president does not agree to be the candidate for the position of president-elect, the Nominating Committee must nominate two candidates for the office of president elect.
- j) Two area representative candidates shall be nominated for each area, even number area in even-numbered years and odd-numbered area in odd-number years. Area representative candidate names shall appear on the same ballot with officers. Only members in an area may vote for the candidate in that area.
- k) President shall notify all candidates of election results.

9.3 ELECTION CAMPAIGNS

- a) Candidates may campaign for their elected position through fliers, mailings, faxes, etc. TASN will provide each candidate upon request, one set of mailing labels or a list of members including email addresses.
- b) Candidates shall not accept financial assistance from industry members for the purpose of campaigning.
- c) For candidates running for an SNA position. TASN will pay up to \$ 250 for a phone election and up to \$ 300 for postage per candidate running for an office, not to exceed \$ 1150 per year.

9.4 ELECTION BALLOT TABULATION

- a) Votes will be counted by a certified public accountant or with the contracted secure phone voting company.
- b) In the event of a tied election:
 - i) An attempt will be made to contact the tied candidates by the President
 - ii) The President will conduct a straw poll to determine the winner. The results will be released to the Executive Director and the President for formal announcement once the tied candidate has been reached or once an attempt has been made to reach the tied candidate.

SECTION 10 PAST PRESIDENTS ADVISORY BOARD, (refer to Bylaws Article 13)

10.1 PPAB shall:

- a) Administer the MAT Program.
- b) Is authorized to conduct business by mail, telephone conference, or through other electronic communications media as authorized by the applicable TNCA. (Bylaw Article 5, Section 5.3)
- c) Conduct any other business as directed by the President.

SECTION 11 ASSOCIATION INFORMATION (refer to Bylaws Article 14)

11.1 FINANCIAL MATTERS

11.1.1 FISCAL YEAR.

- a) The fiscal year of TASN shall be from September 1, each year through August 31, the succeeding year.
- b) All bills from the preceding fiscal year must be submitted by August 15 of the current year.

TASN POLICIES AND PROCEDURES

11.1.2 ANNUAL AUDIT

- a) The books of TASN shall be audited at the end of each fiscal year by a Certified Public Accountant, approved by the EC.
- b) Additional audits may occur at other times as may become necessary.
- c) The audit shall be presented to the BOD for adoption.
- d) If necessary, headquarters shall solicit bids from at least two auditing firms to be selected by the EC. The selection should include auditors with experience in non-profit organizations. Selection should be made by comparative bid information.
- e) The same auditor shall not be used for more than five consecutive years. The new appointed auditor may be with the same firm.

11.1.3 MANAGEMENT OF FUNDS / OTHER FINANCIAL MATTERS

- a) Bonding - The president, treasurer, ED, and office staff shall be bonded. The EC shall set the amount of the bonds.
- b) Gifts and Contributions - The EC shall accept all gifts and donations for TASN. All donations from businesses and industry will be received in accordance with the Sponsorship Protocol.
- c) Contracts – the president must sign all contracts/agreements more than \$10,000.00 and all multi-year contracts. All other contracts may be signed by the ED for items authorized in the budget.
- d) Compensation for Headquarters Staff.
 - i. ED provides the data and recommendations on staff pay scale and salary to the EC/Finance Committee.
 - ii. The EC will establish a salary schedule for all Headquarters Staff positions.
 - iii. The ED may receive an annual salary increase, within limitations established in the salary schedule, as approved by the EC.
 - iv. Other TASN headquarters staff may receive annual salary increases, within limitations established in the salary schedule.
 - v. All salary increases are to be effective at the beginning of the fiscal year unless otherwise approved by the EC.
 - vi. Employees of TASN shall have authorized travel paid.
- e) Outside Professional Services – All professional services shall be budgeted for on an annual basis by the budget committee. Services shall include parliamentary, legal, marketing, temp, contract labor, auditing, web design, etc.
- f) Secretarial Services - President, President Elect, Vice President, Secretary, and Treasurer may use up to \$200.00 each per budget year for secretarial services. This will be included in the budget item, elected officers.
 - i. Special Committees - The BOD shall approve the budget for special committees established by the president or BOD.
 - ii. TASN shall not expend funds for the purchase of alcoholic beverages.
- g) The Executive Director may transfer funds within Budget subaccounts, without any changes to the bottom line of the Budget.

11.1.4 COMPENSATION AND TRAVEL

- a) Official Travel
 - i. Members of the BOD will be reimbursed for attending required meetings of their BOD position and for other authorized travel as required by the PPM.
 - ii. Other association travel needs, and special travel arrangements must be submitted in writing and shall be approved by the Executive Committee on a case-by-case basis.

TASN POLICIES AND PROCEDURES

- iii. Submit a request for reimbursement within 30 days after the approved event.
- b) Reimbursable Expenses and Rates
 - i. Travel - The most economical mode of travel shall be chosen.
 - Airfare reimbursement shall not exceed economy fare; discount airfare should be used whenever possible.
 - Approved travelers will make their own reservations and be reimbursed by TASN.
 - It is the responsibility of the approved traveler to make their flight arrangements at least two (2) months in advance to ensure the best price availability.
 - If the approved traveler chooses to fly instead of driving or vice versa, TASN will only reimburse for the least expensive option and the approved traveler will be responsible for the difference.
 - TASN requires and will reimburse approved travelers to purchase flight cancellation insurance.
 - Vehicle Mileage: Travel by personal vehicle will be at the rate recognized by the State of Texas. Vehicle passengers will not be reimbursed for travel.
 - TASN will only reimburse the self-parking rate.
 - TASN will reimburse rideshare up to 30 miles per day, for travel to local restaurants during required TASN Meetings/Events. Effective 9.1.2024
 - ii. Meals and Lodging –
 - TASN will reimburse up to the state rate for out-of-state travel, and up to \$66 for meals in the state for authorized travel.
 - Detailed receipts **are** required.
 - TASN will reimburse EC and/or BOD members at the contracted single room rate for all authorized hotel nights for TASN approved meeting participation. TASN will make hotel reservations for all approved TASN meetings/events.
 - It is the responsibility of the approved traveler to reserve their rooms in advance for all SNA events to ensure the discounted or group rate will be applied.
 - Board members are required to stay in the TASN-secured hotel. Authorized nights are limited to:
Area Representatives, Chair of ARs, and Standing Committee Chairs (Education, Membership, Public Policy & Legislation, Industry, and Organizational Affairs). TASN will make the hotel arrangements for TASN events.
 - One night for BOD Meetings (Area Representatives and Committee Chairs)
 - Three nights for the Conference (Area Representatives and Committee Chairs).
 - Two nights for Partnership Collaboration Summit (for BOD members that are required to attend Reference pages 11 & 12 for a list of approved travelers)

Executive Committee:

- TASN will reimburse the Executive Committee for a single room rate for all authorized nights for authorized participation in SNA events.
- Headquarters will make lodging arrangements for the Executive Committee for all **TASN events**.

TASN POLICIES AND PROCEDURES

- The Executive Committee is responsible for making their own hotel reservations for all **SNA events**.
- iii. Miscellaneous Allowable Cost – Receipts are required for actual transportation to and from the airport, airport parking, and taxis. Receipts are not required for customary and usual tips not related to meals (e.g., bellmen and other service gratuities).
- iv. Registration Fees –All board members registration to the TASN conference is comped (effective 2019 Conference) The TASN Industry Chair will receive a refund on their booth equal to the early bird conference registration fee.
- v. Non-Allowable Expenses -
 - a. Social and/or personal entertainment.
 - b. Events not included in the registration package are not reimbursable.
 - c. Alcoholic beverages.
 - d. Car rental for personal business or sightseeing.
 - e. Room service charges
 - f. Personal telephone calls, including those to family or place of employment.
 - g. Valet Parking fees. TASN only reimburses for regular parking.
- c) Travel Advance Payment Procedures- Travel to TASN or SNA events is never intended to be a hardship on the traveler.
 - i. Advance payment for authorized travel can be made by written request submitted to the ED at least twenty (20) days in advance of the event. (AR's first get approval for all travel through the AR chair).
 - ii. Any travel advances above the expenses incurred shall be refunded to TASN when the reimbursement form is submitted, within thirty days of the event.
 - iii. Payment - submit request for reimbursement within 30 days after the approved event. If submitted after 30 days, the reimbursement will be declined.
 - iv.) In the event, that the traveler is unable to attend the event, "they" or "the traveler." will be responsible for reimbursing TASN for the said funds.

Please sign and date: _____
Authorized travelers will be required to sign and date this form each time they are requesting travel (AR's prior to ISD/chapter visit's) and for all BOD members that are requesting reimbursement.

11.2 AWARDS AND SCHOLARSHIPS

11.2.1 AWARDS

Guidelines for awards are found on the TASN website.

11.2.2 SCHOLARSHIPS

Scholarships are administered by the Education Chair, Certification and Training Department, and the Past President. Guidelines can be found on the TASN website.

TASN POLICIES AND PROCEDURES

11.3 Executive Director

- 11.3.1 Shall serve as chief executive officer and administrative representative of the association. The ED shall administer and coordinate all activities of TASN. and implement all decisions of EC and/or BOD.
- 11.3.2 The TASN office including management of Association finances shall be under the direction of the ED as defined in the job description by the appropriate TASN officer.
- 11.3.3 The ED shall be selected by the EC.
- 11.3.4 The ED serves under the direction of the President.
- 11.3.5 The ED shall be evaluated annually in conjunction with the February Board meeting by the President, President Elect, and Immediate Past President. The evaluation shall include input from the Executive Committee. Should the evaluation be providentially hindered, an agreeable arrangement for evaluation. shall be within one month of the February Board Meeting.

11.4 Strategic Planning Session

- 11.4.1 At least once in each three-year period, TASN shall hold a strategic planning session. The purpose shall be to evaluate programs and philosophies and to develop recommendations for the next three years.
- 11.4.2 Each year the IPP shall review and facilitate implementation.
- 11.4.3 The resulting plan shall be presented at the Annual Meeting for membership approval.