



CTSFSDA
MEETING THE CHALLENGES

Central Texas
School Food Service
Directors Association

**Association Membership
Guidelines and Bylaws**

2023-2024 OFFICERS

President

Jeni Anders

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512-898-2030

President Elect

Juana Maria Ramirez

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Secretary

Ramona Love

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Treasurer

Carlette Drabek

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Industry Liaison

Candy Biehle

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Purpose:

- This organization is formed exclusively for educational purposes within the meaning of Section 501 (C) of the Internal Revenue Code of 1954.
- To promote interest in the education and recruitment of school food service personnel and to improve their status.
- To maintain and further develop high standards for school food service programs.
- To provide educational information for members.

Vision:

Membership

General Membership. Membership of the organization shall consist of district operated Food Service Administrators (Directors, Assistants, Business Managers & Supervisors) of School Food Service Units in Central Texas. Membership shall be granted to those eligible upon payment of dues of \$25.00 per year. Membership dues must be paid by December 15th for a district to be eligible for scholarship applicants and awardees. Membership will be by individual and not by school district. There will be no reduction in dues for less than a full year's membership.

Honorary Membership. Honorary membership shall consist of retired active members of the association, Regional Service Center Consultants and others as elected by a simple majority vote of members at a regular scheduled meeting.

Government. The affairs of the association shall be managed and conducted by the majority vote of all members present or by written proxy at any scheduled meeting of the general membership, and for which meeting all members shall be notified.

Meetings

There shall be at least four Meetings/Academies/Workshops of the association during the school year. The President will determine the time and place.

The constitution and by-laws may be amended by a 2/3 vote of members present or by written proxy at any scheduled meeting of the general membership.

Officers

Officers of the association shall consist of the President, President-Elect, Secretary and Treasurer.

Nomination. The chairperson of the nomination committee shall present to the membership a written single slate of officers' at the last scheduled meeting of the school year. The committee chairperson shall obtain permission from all candidates before their names are entered on the slate. Each elected officer will be able to attend 1 (one) state or national association event during their term as a representative of the organization, if funds are available and not to exceed \$2500.00. All receipts must be turned in to the treasurer to receive reimbursement or for payment of an invoice.

Election. Voting shall be by ballot via Survey Monkey. The officers shall be elected by the majority vote of the general membership. The officers will be announced at the last scheduled meeting of the school year or via email. New officers shall assume duties as of August 1st.

Officer Duties

President-- The president shall serve as chief executive officer, ex-officio member of all committees, shall be membership chairperson, and shall oversee the business portion of the general meetings. The president shall appoint a nominating committee at the first general meeting. The president is responsible for planning the Manager's seminar that will be scheduled during the beginning part of the year that you move from President to immediate past president. The president shall assume duties as of August 1st for a period of one (1) year.

President-elect-- The president-elect shall assist the president, perform the duties of the president in her/her absence. The president-elect shall be program chairperson, set time and place for the first meeting of the year they take office as President, oversee the program portion of the meetings, and shall write thank you letters to program presenters. The President elect will be responsible for planning the Director's Retreat. The President-elect will automatically assume the duties of the President. President-elect shall assume duties as of August 1st for a period of one (1) year.

Secretary-- The Secretary shall keep minutes of scheduled meetings and distribute minutes to the membership via email prior to the next meeting/academy/workshop (remove -within two (2) weeks). Minutes shall include names of members and guests in attendance and a copy shall be kept in a (binder) flash drive belonging to the association. The Secretary shall be responsible for correspondence to all members regarding meetings and activities of the association; shall also carry on all other correspondence necessary to the association's operation. The Secretary shall assume duties as of August 1st for a period of two (2) years.

Treasurer -- The Treasurer shall keep accurate records of all receipts and disbursement in books belonging to the association and present financial statements at scheduled meetings. Treasurer shall assume duties as of August 1st for a period of two (2) years.

Committees & Committee Responsibilities

- Committees to consist of at least 3 people.
 - Committee to nominate chairperson
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Scholarship-- The chairperson of the scholarship committee shall update the scholarship application annually before distribution. The chairperson shall submit the updated application to the Secretary by December of each year. The chairperson shall collect all submitted applications through the scholarship due date. The chairperson shall schedule a meeting with the scholarship committee members to review the submitted applications and create a recommendation for scholarship award recipients. The chairperson shall present the recommended scholarship recipients to the Association at a regular meeting. The chairperson shall notify the approved recipients by electronic mail. The chairperson shall submit a written report to the Secretary of the submissions and approved recipients.

Nominating-- The chairperson of the nominating committee shall present to the membership a written single slate of officers' at the last scheduled meeting of the school year. The committee chairperson shall obtain permission from all candidates before their names are entered on the slate.

Education-- The chairperson of the Education committee shall submit topics and possible speakers to membership by December meeting for Winter Symposium and by May meeting for the August Academy. Suggestions may be solicited from membership by online survey. If help is needed it is the committee's responsibility to contact officers and/or membership for suggestions.

CENTRAL TEXAS SCHOOL FOOD SERVICE DIRECTORS ASSOCIATION

ESTABLISHED: November 14, 1989

CONSTITUTION AND BY-LAWS

ARTICLE I. NAME & PURPOSE

Section 1. Name. The name of the organization will be the Central Texas School Food Service Directors Association.

Section 2. Purpose. (1) This organization is formed exclusively for educational purposes within the meaning of Section 501 (C) (3) of the Internal Revenue Code of 1954. (2) To promote interest in the education and recruitment of school food service personnel and to improve their status. (3) To maintain and further develop high standards for school food service programs. (4) To provide educational information for members.

ARTICLE II.

MEMBERSHIP AND GOVERNMENT

Section 1. Membership. Membership of the organization shall consist of district operated Food Service Administrators (Any upper district management such as Director, Manager, Assistants, Business Managers, Supervisors, etc) of School Food Service Units in Central Texas. Membership shall be granted to those eligible upon payment of dues of \$25.00 per year. Membership dues must be paid by December 15th for a district to be eligible for scholarship applicants and awardees. Membership will be by individual and not by school district. There will be no reduction in dues for less than a full year's membership.

Section 2. Honorary Membership. Honorary membership shall consist of retired active members of the association, Regional Service Center Consultants and others as elected by a simple majority vote of members at a regular scheduled meeting. Honorary Members may vote as a regular member.

Section 3. Government. The affairs of the association shall be managed and conducted by the majority vote of all members present or by written proxy at any scheduled meeting of the general membership, and for which meeting all members shall be notified.

ARTICLE III. OFFICERS, COMMITTEES AND DUTIES

Section 1. Officers. Officers of the association shall consist of the President, President-Elect, Secretary and Treasurer. In the event that a CTSFSDA meeting is held at a location requiring more than a 50 mile trip for a standing officer, the organization would pay for one-night hotel stay. Funds must be available and the rate can not exceed \$180.

Section 2. Nomination. The chairperson of the nomination committee shall present to the membership a written single slate of officers' at the last scheduled meeting of the school year. The committee chairperson shall obtain permission from all candidates before their names are entered on the slate.

Section 3. Election. Voting shall be by ballot or electronic means. The officers shall be elected by the majority vote of the general membership. The officers will be announced at the last scheduled meeting of the school year or via electronic means. New officers shall assume duties as of August 1st.

Section 4. Committees. The President shall appoint standing committees as necessary.

Section 5. Duties

President. The president shall serve as chief executive officer, ex-officio member of all committees, shall be membership chairperson, and shall oversee the business portion of the general meetings. The president shall appoint a nominating committee at the first general meeting. The president is responsible for planning the Manager's seminar that will be scheduled during the beginning part of the year that you move from President to immediate past president. The president shall assume duties as of August 1st for a period of one (1) year. The president will be able to attend 1 (one) state or national association event during their term as a representative of the organization, if funds are available and not to exceed \$2500.00. All receipts must be turned into the treasurer to receive reimbursement or for payment of an invoice.

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ARTICLE IV. MEETINGS

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The constitution and by-laws may be amended by a 2/3 vote of members present or by written proxy at any scheduled meeting of the general membership.