ARTICLE I. NAME:

The name of this organization shall be “ASNNA: the Association of SNAP Nutrition Education Administrators”.

ARTICLE II. VISION, PURPOSE, MISSION:

WHEREAS, the vision of ASNNA is:

A collaboration of SNAP Nutrition Education administrators working together to share best practices, promote leadership, and improve the nutrition and health of our nation’s residents.

- “Administrators” refers to SNAP Nutrition Education staff that has leadership roles in programming, budget, and/or evaluation within state SNAP Agencies, Implementing Agencies, or Sub-Grantee Agencies.
- “Implementing Agencies” are defined as those agencies receiving SNAP-Ed funds directly from a state SNAP Agency to perform SNAP-Ed activities.
- “Sub-Grantee Agencies” are defined as those agencies receiving SNAP-Ed funds directly from an Implementing Agency to perform SNAP-Ed activities and/or services.

WHEREAS, the purpose of ASNNA is:

- To strengthen the leadership skills and competencies of SNAP Nutrition Education administrators.
- To assist with developing, implementing, and evaluating comprehensive integrated approaches to nutrition education within SNAP-Ed.
- To assist with implementing unique and innovative approaches to developing state/local partnerships and collaborations within SNAP-Ed, including public and private agencies, government agencies, non-governmental agencies, for-profit and not-for-profit organizations.
- To share information broadly with the SNAP and SNAP-Ed communities.
- To provide a forum for SNAP Nutrition Education administrators to identify and share best practices of nutrition education and obesity prevention for low-income families and youth.
- To provide a platform for SNAP Nutrition Education administrators to identify issues, comment on policy, and respond to proposed changes by directly communicating to national leaders.

WHEREAS, the mission of ASNNA is:

ASNNA is a professional organization for SNAP Nutrition Education administrators who:

- Are dedicated to improving the nutritional status of SNAP recipients and those eligible for SNAP-Ed by utilizing comprehensive integrated approaches to nutrition education and obesity prevention, food security, and physical activity.
- Work together to promote communication at the state, regional, and national level with program issues and success.
- Serve as a nationwide resource for nutrition education and obesity prevention, network expertise, partnership development, and policy advocacy.

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Advance successful practices that lead to the incorporation of the Dietary Guidelines for Americans, specifically among SNAP-eligible individuals and communities.

**ARTICLE III. MEMBERSHIP:**

A. Membership in ASNNA is open to the following:

1. State SNAP Agency personnel responsible for SNAP-Ed
2. Implementing Agency administrative staff
3. Sub-Grantee Agency administrative staff
4. SNAP-Ed administrators emeritus

B. Membership privileges include:

1. Included in listserv for information and planning purposes related to SNAP-Ed
2. Participate in conference calls for information and updates related to ASNNA and SNAP-Ed
3. Eligible for ASNNA leadership roles (Leadership Team and Committee Chairs)
4. Receive technical assistance in plan development, advocacy, and evaluation

C. SNAP-Ed State Agency and Implementing Agency administrative staff are eligible for membership.

D. Sub-Grantee administrative staff must have approval from their contracting Implementing Agency to be eligible for membership. (Implementing Agencies will develop their own system for providing this approval.)

E. SNAP-Ed administrators emeritus must have approval from the ASNNA Leadership Team to be eligible for membership.

F. Vendors or other categories of membership are not eligible for membership, unless the ASNNA Leadership Team deems it appropriate for a specific purpose and time period.

**ARTICLE IV. VOTING MEMBERS:**

A. Each state may have up to four voting members:

1. Each state SNAP Agency may be represented by one voting member.
2. Three voting members may represent the Implementing Agency/ies, regardless of the number of Implementing Agencies within a state.

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3. Sub-Grantee Agency administrators and SNAP-Ed administrators emeritus are not permitted to be voting members.

B. The ASNNA members within each state will determine a process to select the state’s voting member(s).

C. The names of voting members must be reported to the past chair of ASNNA at least two weeks prior to the ASNNA Conference.

D. Voting members will serve a period of one year beginning at the ASNNA Conference.

E. If a voting member is unable to fulfill her/his term, the agency she/he represents may name a new individual to complete the term.

F. Each voting member will have one vote.

G. If a voting member is not available to vote, no proxies will be permitted.

**ARTICLE V. DUES:**

A. Annual dues, either institutional or individual, are required for ASNNA membership.

B. Institutional dues ($500/year) are an allowable SNAP-Ed expense if approved in the state plan. Individual dues ($100/year) are not an allowable SNAP-Ed expense.

C. Dues for Implementing Agency administrators may be assessed in one of two ways:

   1. An Implementing Agency that pays institutional dues is entitled to membership for up to five SNAP-Ed administrators (selected by the IA).

   2. If an Implementing Agency does not pay institutional dues, an Implementing Agency administrator may pay individual dues.

D. Dues for Sub-Grantee Agency administrators may be assessed in one of two ways:

   1. Sub-Grantee Agency administrators may pay individual dues, if approved by their cognizant Implementing Agency.

   2. If the cognizant Implementing Agency has paid institutional dues, the administrator of a Sub-Grantee Agency may be counted toward the Implementing Agency’s five memberships if the Implementing Agency so decides.

E. Dues for State Agency administrators may be assessed in one of three ways:

   1. A State Agency that pays institutional dues is entitled to membership for up to five SNAP-Ed administrators (as selected by the SA). This would allow the State Agency to cover the
membership dues for Implementing Agency administrators (as part of their five memberships), if appropriate.

2. The state SNAP Agency may pay individual dues.

3. If at least one of the state’s Implementing Agencies pays institutional dues, the State SNAP Agency is entitled to free membership in ASNNA. The State SNAP Agency administrator does not count toward the Implementing Agency’s five memberships.

**ARTICLE VI. ACTIVITIES:**

The Association will sponsor an annual Winter Conference, publish the proceedings of the conference, and conduct other educational activities to fulfill its purpose, mission statement, and vision.

**ARTICLE VII. FUNDING:**

The Association is supported in part by the in-kind contributions of its members. Out-of-pocket costs for meetings, speakers, supplies, travel and other special organizational activities will be the responsibility of individual members. In some cases, it may be necessary for the Association to charge registration fees to attend the Annual Conference. In these cases, monies will be managed by the fiscal entity of a member organization, and monies collected will be applied to the Annual Conference. If additional funding is available, it will be transferred to another member organization (to be applied to the following year’s Annual Conference), or given to the member organization to offset the indirect costs of doing business.

Dues collected through membership will be maintained by the fiscal entity until 501-C-3 status is obtained making ASNNA a non-profit agency. Dues will be applied to administrative costs that are currently being paid in-kind by members. Annually, the fiscal entity will present a budget for approval during the Annual Conference and voted on by the membership.

**ARTICLE VIII. AMENDMENTS TO THE CONSTITUTION:**

This constitution may be amended by two-thirds vote of the voting members present at any annual meeting, quarterly conference call, or special meeting, provided that the membership at large has been notified at least 60 days in advance of any proposed amendments or changes, and at least one-half of ASNNA member states are present.

**ARTICLE IX. DISSOLUTION:**

A. The organization can be dissolved by a two-thirds vote of all members.

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B. Upon dissolution, the final co-chairs will have responsibility for maintaining the history of ASNNA for a period of no less than three years following the dissolution date.

C. It is anticipated that there will be no funds held by this organization, so there will not be a need for a plan for disbursement of any monies.

**BYLAWS**

I. Officers and Responsibilities

The officers of ASNNA shall consist of two co-chairs (junior and senior), four at-large members, and the immediate past co-chair. The officers will be known as the Leadership Team. The co-chairs will be elected by majority vote of the Leadership Team. The term of office shall run two years beginning immediately following the Annual Conference. One new co-chair (junior) shall be elected each year, with the junior co-chair automatically becoming the senior co-chair.

- The co-chairs shall work together to coordinate quarterly conference calls, plan and implement the Annual Conference, and conduct additional meetings as needed.
- Any co-chair missing two consecutive commitments (meeting, conference call, etc...) without a valid reason or otherwise failing to fulfill responsibilities designated in the bylaws may be replaced by majority vote of ASNNA.
- Ideally, co-chairs shall be representative of different geographic regions, and implementing agency types (Cooperative Extension, Public Health, Non-Profits, etc.)

The at-large members of the Leadership Team shall, in conjunction with the immediate past co-chair, serve as a sounding board for the co-chairs in making decisions, and provide leadership specific to one or more key issues.

- The immediate past co-chair shall serve as an ex-officio member of the leadership team. The remaining positions will be elected during the Annual Conference. All leadership team members shall serve a term of two years to ensure continuity.
- Ideally, the leadership team shall be representative of different geographic regions, agencies, and agency (I.A.) types.
- There is no term limit for serving as a member of the leadership team.
- If any leadership team member is unable to complete their term, the co-chairs shall appoint a person to complete their unfilled term.

II. Ad Hoc Committees

The co-chairs will create Ad Hoc Committees, as needed. If an Ad Hoc Committee is created, a committee chair will be appointed by ASNNA co-chairs and will report back to ASNNA during formal activities. Ad Hoc Committees may meet as needed to complete their assigned tasks. Examples of committees include:

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III. Meetings

- An Annual Conference, hosted by a member state, will be conducted each February.
- A business meeting will be held during each Annual Conference.
- A meeting may be scheduled during the SNE Annual Conference in July of each year.

IV. Elections

A slate of candidates will be presented at the ASNNA Business Meeting during the Annual Conference. ASNNA membership will elect at-large members to fill all vacant positions. The election of the junior co-chair will be conducted by the newly elected Leadership Team members at their first meeting following the annual business meeting.

Nominations for the Leadership Team will be accepted from the membership by the Immediate Past Chair.