

Constitution

Article I. Name

- A. The name of this organization shall be the Association of State Nutrition Network Administrators, herein referred to as “ASNNA” or the “Association”.
- B. The Supplemental Nutrition Assistance Program (formerly Food Stamp Program) shall be referred to as “SNAP”.
- C. Supplemental Nutrition Assistance Program, Nutrition Education activities (formerly Food Stamp Nutrition Education or FSNE) shall be referred to as “SNAP-Ed”.

Article II. Purpose

- A. The purposes of the Association are:
 - 1. To strengthen the leadership skills and competencies of state Nutrition Network administrators and SNAP-Ed Implementing Agency coordinators.
 - 2. To assist states with developing, implementing and evaluating approaches to social marketing within SNAP.
 - 3. To assist states with implementing unique approaches to developing state/local partnerships and collaborations within SNAP-Ed, including:
 - a. Public and private Agencies.
 - b. Government and non-government Offices.
 - c. Non profits and for profits Organizations.
 - 4. To share information broadly with the SNAP community.
 - 5. To provide a forum for state Nutrition Network leaders to identify and share best practices of nutrition education for low-income families and youth.
 - 6. To provide an opportunity for state Nutrition Network leaders to identify issues and communicate them to regional and national leaders.

B. Mission Statement

The Association of State Nutrition Network Administrators is a group of nutrition education leaders who work together to promote communication between federal and state agencies; promote social marketing within nutrition education; serve as a nation-wide resource for nutrition education, networking expertise, and

partnership development within SNAP-Ed; and advance successful practices that lead to the incorporation of the *Dietary Guidelines for Americans*, specifically among SNAP-Ed eligible individuals and communities.

C. Vision

ASNNA is an actively involved group of SNAP-Ed coordinators and administrators that:

1. Develops leadership for the future of nutrition education.
2. Recognizes and promotes excellence in SNAP-Ed.
3. Advocates and promotes best practices for SNAP-Ed, including Social Marketing.
4. Promotes collaboration building and partnering efforts to support the nutrition education mission of the USDA's Food and Nutrition Service, USDA's National Institute of Food and Agriculture, SNAP, and other agencies and organizations as appropriate.

Article III. Membership

- A. Membership in ASNNA is voluntary. While individuals are welcome to participate in ASNNA activities, each state is limited to one voting member (* see "Voting Member below).
- B. States participating in ASNNA must have a "Nutrition Network" identified within their state SNAP-Ed plan. (Network activities may be funded as a result of project cost/share or as a direct part of the state SNAP-Ed plan.)
 1. The Network must be operating (or intending to operate) in one or more of the following ways:
 - a. Implement social marketing strategies as part of the SNAP-Ed plan.
 - b. Participate as a member of a State Nutrition Action Committee ("SNAC").
 - c. Coordinate nutrition education partnerships within the state.
 2. Each state will have one vote in determining the officers of ASNNA and affecting the policies of ASNNA (such as amendments to the constitution, dissolution, or policy implementation.)
 - a. One voting member must be designated by each state for voting purposes.
 - b. If the state voting designee is not available for a vote, the designee can give proxy to vote as long as a co-chair is notified in advance of the vote. A state Network can have any number of members in ASNNA but only one voting member.

Article IV. Activities

The Association of State Nutrition Network Administrators 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 V. Funding

The Association is supported in part by the in-kind contributions of its member organizations. 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 Winter Conference. In these cases, monies will be managed by the fiscal entity of a member organization, and monies collected will be applied to the Winter Conference. If additional funding is available, it will be transferred to another member organization (to be applied to the following year's Winter Conference), or given to the member organization to offset the indirect costs of doing business.

Article VI. 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 VII. Dissolution

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

- A. The officers of ASNNA shall consist of two co-chairs who are elected by majority vote. The term of office shall run two years beginning immediately following a Winter Conference. One new co-chair shall be elected each year.
- B. The co-chairs shall work together to coordinate quarterly conference calls, plan and implement the Winter Conference, and conduct additional meetings as needed.
- C. 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 the Association.
- D. Ideally, co-chairs shall be representative of different geographic regions and SNAP-Ed implementing agencies (Cooperative Extension & Public Health).

II. Steering Committee

- A. A four-member steering committee shall, in conjunction with the co-chairs, plan the winter conference, serve as a sounding board for the co-chairs in making decisions, and provide leadership specific to one or more key issues. For example, key issues can be, but are not limited to:
 - 1. Evaluation & Reporting
 - 2. Social Marketing
 - 3. Partnerships & Collaboration Building
 - 4. Food Security and SNAP-Ed Outreach
 - 5. Communication
- B. The immediate past co-chair shall serve as a member of the steering committee. The remaining three committee positions will be elected annually during the Winter Conference. All committee members shall serve a term of one year.
- C. Ideally, the steering committee shall be representative of different geographic regions and SNAP-Ed implementing agencies (Cooperative Extension & Public Health).
- D. There is no term limit for serving as a member of the steering committee.

III. Ad Hoc Committees

- A. The co-chairs can create Ad Hoc Committees, as needed. If an Ad Hoc Committee is created, a committee officer 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.

IV. Meetings

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

V. Elections

- A. The Association co-chairs shall be elected through a majority vote of confidence during the Winter Conference annually. (One new co-chair each year thus guaranteeing an overlap of one year for each new and experienced co-chair.)
- B. The steering committee will consist of four members. Each year during the Winter Conference, three steering committee members will be elected to serve a term of one year through a majority vote of confidence.
- C. Nominations for the co-chair and steering committee will be accepted from the membership during the Winter Conference.
- D. The election for these positions will be conducted during the ASNNA Business Meeting at the Winter Conference.