ALABAMA ANFP POLICY & PROCEDURE MANUAL (Nov 9, 2018)

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Alabama ANFP Policy and Procedure Manual

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| **Policy # 1** | MASTER COPY OF THE POLICY AND PROCEDURE MANUAL **(Officers and Members Right to Reference Manual)** | **Page 4** |

**This document is a revision from original dated 1985 with the last updates completed November 4, 2016. The original documentation was in the form of a PDF and could not be updated. The PDF document was obtained from ANFP HQ in October 9, 2018.**

 These policies and procedures are for the benefit of the ALABAMA ASSOCIATION OF NUTRITION & FOODSERVICE PROFESSIONALS, and as such shall be made available for reference use only to any officer or member of the association upon request to the State president.

REVISION DATE: November 9, 2018. Policy Rewording: Used simple wording from ANFP Policy and Procedure template.

AL ANFP Policy and Procedure Manual

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| **Policy # 1** | MASTER COPY OF THE POLICY AND PROCEDURE MANUAL **(Responsibility of Manual Possession)** | **Page 5** |

**Effective Date: November 9, 2018**

 **Policy Wording:**

 The original Policy & Procedure shall be stored electronically with the AL state president. These policies and procedures shall be maintained in a loose-leaf binder, reserved for that purpose and it shall be the responsibility of the State President to have possession of the master copy during his/her term of office.

 All members of the Board of Directors shall receive a copy of the policy and procedure manual, and at the end of each term, the manual shall be returned to the AL State President.

 No additional copies shall be made of these policies and procedures. Any member may have reference to the manual by attending meetings to which the President brings the manual or by contacting the President and requesting to refer to the manual.

**Revision Date: November 9, 2018 Revision Policy Wording:** Simplified wording to comply with ANFP’s procedure on safeguarding document.

Policy and Procedure Manual

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| **Policy # 1** | MASTER COPY OF THE POLICY AND PROCEDURE MANUAL **(Responsibility of transferring to new officer)** | **Page 6** |

 These policies and procedures shall be given to the newly installed AL State officers at the time of installation. Should no installation ceremony take place, the out-going officers shall provide their hard copy of the manual to the new officer’s possession in no more than thirty (30) days from the official date of transfer of leadership.

**Revision Date: November 9, 2019 Revision Policy Wording:** Changed handoff time to 30 days instead of 7 suggested days via ANFP HQ.

Policy and Procedure Manual

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| **Policy # 1** | MASTER COPY OF THE POLICY AND PROCEDURE MANUAL **(Update of policies and procedures)** | **Page 7** |

 The AL ANFP State Board of Directors shall review these policies and procedures annually.

When there are no revisions or amendments to the manual, each member of the Board of Directors shall sign an official form attesting to that fact.

When revisions or amendments are made, they shall be typed on official formand inserted in the appropriate category. Each member of the Board of Directors shall sign an official form approving those revisions or amendments.

**Revision Date: November 9, 2018 Revision Policy Wording:** Simplified wording used from ANFP HQ template.

Policy and Procedure Manual

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| **Policy # 2** | **INSIGNIA****(Use of Logo)** | Page 8 |

 Members or the Association of Nutrition & Foodservice Professionals shall have sole use or the official logo.

The chapter may not deface or otherwise adulterate the ANFP logo without express consent from the ANFP national office.

Policy and Procedure Manual

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| **Policy # 2** | **INSIGNIA****(Official Name of Organization)** | Page 9 |

 The official name of our State Association shall be:

 ALABAMA ASSOCIATION OF NUTRITION & FOODSERVICE PROFESSIONALS

Hereafter designated by AL ANFP (using the two-letter abbreviation for the state).

Policy and Procedures Manual

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| **Policy # 2** | **INSIGNIA****(Name of Newsletter)** | **Page 10** |

 The official name of all AL ANFP Newsletters and Flyers shall be The AL ANFP Newsletter.

**Revision Date: November 9, 2018 Revision Policy Wording:** Changed BAMA to ANFP**.**

Policy and Procedure Manual

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| **POLICY # 2** | **INSIGNIA****(Defacement of the ANFP logo/pin)** | Page 11 |

 Any use of the ANFP logo must be pre-approved by the ANFP national office. The ANFP logo may not be defaced or misrepresented by the AL ANFP.

**Revision Date:** November 9, 2018 **Revision Policy Wording:** Removed (\_) between AL ANFP.

Policy and Procedures Manual

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| **Policy # 2** | **INSIGNIA****(State Merchandise)** | **Page 12**  |

AL ANFP must abide by rules set forth by the Association of Nutrition & Foodservice Professionals (ANFP national) to ensure chapters are following all state and local regulations pertaining to sales and use tax registration and tax return filing. Initially, there are two parts to obtaining permission from ANFP national to sell merchandise. First, a request must be submitted to national for approval to sell specific merchandise, and second, determining whether sales tax must be collected, and tax returns filed, and if so, filing for a tax identification number.

When requesting to sell merchandise for the first time, the chapter must complete the **ANFP State Chapter Request to Sell Merchandise** form. If permission is granted, the **ANFP State Chapter Request to Proceed with Process to Obtain State Sales Tax Identification Number** form must be completed. ***ANFP strongly advises that a tax professional be retained (Certified Public Accountant, accountant, or auditor) who can contact the chapter’s state department of revenue to determine whether the chapter must register to collect and pay to that state sales and/or use tax collected on the sale of merchandise sold.*** After the accountant has registered the chapter, the chapter must provide ANFP national the proof that the chapter is registered, the filing frequency required (annual, monthly, or quarterly, etc.) and copies of all current and future tax returns filed. The chapter must not purchase or sell any merchandise until the sales tax status has been determined, reviewed, and approved by national.

If a chapter has completed the above process, and would like to sell merchandise again, the **ANFP State Chapter Request to Sell Merchandise** form must once again be completed and submitted to national. This form must be completed and submitted *each time* a chapter would like to sell merchandise. After the request is approved, and the form signed by national and returned to the chapter, the chapter may then order the merchandise and sell to its members. If merchandise will display/carry the ANFP or CDM, CFPP logo, a proof must be submitted to ANFP along with the completed form to ensure the ANFP or CDM, CFPP logo is being used properly, according to its trademark.

Chapters must keep in mind that if they are granted approval to sell merchandise and obtain a sales tax identification number that there will be additional, ongoing responsibility for the officers of the chapter. The chapter must keep detailed and organized records for the preparer of the tax returns. The tax returns must be filed and paid on time, and copies of all returns and backup must be submitted to national at the time they are completed. National reserves the right to withdraw approval of the chapter selling merchandise at any time.

**Revision Date: Revision Policy Wording:**

Policy and Procedures Manual

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| **Policy # 3** | **MEMBERSHIP** **(Criteria)** | **Page 13** |

 Membership in the AL ANFP shall be limited to members in good standing of the National

 ANFP who reside in AL.

**Revision Date: November 9, 2018 Revision Policy Wording:** Abbreviated Association of Nutrition and Foodservice Professionals to ANFP.

Policy and Procedures Manual

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| **Policy # 3** | **MEMBERSHIP** **(Membership Lists)** | **Page 14** |

Membership lists can be downloaded via the ANFP Chapter Portal by those chapter officers that have access and are approved to do so.

 Membership lists of AL ANFP cannot be shared or copied for use by any other

 business, organization, or individual by any AL ANFP state officer.

Policy and Procedures Manual

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| **Policy # 3** | **MEMBERSHIP** **(Use of Membership Lists)** | **Page 15** |

Membership lists of AL ANFP cannot be shared or copied for use by any other business, organization, or individual by any AL ANFP state officer.

Membership lists may be used by both the state chapter for the following:

* Welcome new members
* Survey members
* Send out membership mailings
* Contact potential volunteers

**Revision Date: Revision Policy Wording:**

Policy and Procedures Manual

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| **Policy # 4** | **FISCAL YEAR****(Fiscal Year Dates)** | **Page 16** |

 The fiscal year of AL ANFP shall begin on June 1 and end on May 31 the next year.

**Revision Date: November 9, 2018 Revision Policy Wording:** Change AL ANFP Fiscal Year to line up with ANFP National.

Policy and Procedures Manual

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| **Policy # 5** | **DUES AND FEES****(State and District dues collection)** | **Page 17** |

**Effective Date: Policy Wording:**

 Membership dues shall be paid to national ANFP in amounts as determined by the national board of directors.

AL ANFP is not authorized to collect dues.

The AL ANFP can collect registration fees for meetings held to provide CEUs to members.

**Revision Date: Revision Policy Wording:**

Policy and Procedures Manual

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| **Policy # 5** | **DUES AND FEES****(Rebates)** | **Page 18** |

 A portion of the annual membership dues paid to national ANFP shall be rebated to AL ANFP in amounts determined by national ANFP, based on the chapter meeting the rebate requirements by the given date as stated below:

* Complete each submission (2 parts) of the Bi-annual Chapter report (formerly known as State Achievement Award) throughout the volunteer year, with final submission in by January 15
* Submit officer and committee volunteer names in the chapter portal for the upcoming volunteer year to ANFP headquarters by June 1; ensure that Chapter officers are members in good standing of ANFP (Officers must be entered each year, regardless of the length of their term or if they will change mid-year.)
* Complete 990 IRS filing annually (for tax exemption)
* Hold a fall Chapter educational meeting, utilizing the Program Resource Guide. (This is a speaker directory from the Professional Development Committee identifying topics and speaker suggestions.) Dates and contact information for the meeting must be submitted through the chapter portal
* Maintain communication between the Chapter and the membership (i.e., meeting announcements, newsletters, etc.), and send all Chapter member correspondence to ANFP Headquarters
* Encourage attendance by at least one Chapter leader (preferably president-elect) at the Annual Conference
* Hold regularly scheduled board of directors’ meetings in accordance with Chapter bylaws.
* One-chapter leader per each chapter to attend one (1) chapter leadership training session of their choice each fiscal year including chapter leadership training sessions at the Regional Meetings, Annual Conference & Expo (ACE) or via LMS.
* Submit Chapter bylaws and policy and procedures to ANFP Headquarters after reviewing with state board annually;
* Hold board of directors election each year, or as directed by Chapter bylaws, by mail or electronic ballot ensuring that each member has one vote or applying the slate process; and
* Each chapter will establish a Finance Committee consisting of, at a minimum, two board members and two non-board members
* Each chapter will submit one nomination for any of the ACE awards each fiscal year.
* Each chapter will submit an outline of a succession plan annually

**Revision Date: Revision Policy Wording:**

 Policy and Procedures Manual

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| **Policy # 5** | **DUES AND FEES****(Speakers)** | **Page 19** |

 The Program Committee Chairman or President-Elect if no program committee chair is appointed, for the annual chapter fall or spring meeting shall determine fees and/or honoraria to pay to speakers. Payment, honoraria and expenses (meals and/or lodging) may not exceed $100.00 without approval from the state board.

**Revision Date: November 9, 2018 Revision Policy Wording: Added or President-Elect if not program committee chair is appointed.**

Policy and Procedures Manual

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| **Policy # 5** | **DUES AND FEES****(Vendors)** | **Page 20** |

 All vendors participating in an AL ANFP sponsored meeting or function shall sign a provided contract. All vendor monies will go to AL ANFP. If a vendor provides a speaker for the meeting or function, the Program chairman or President-Elect shall determine whether to charge for the vendor’s booth and pay the speaker, or to dismiss the booth charge and not pay the speaker.

**Revision Date:** November 9, 2018 **Revision Policy Wording:** Added or President-Elect

Policy and Procedures Manual

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| **Policy # 6** | **Payment of Account Payable****(Procedure for paying bills)** | **Page 21** |

All AL ANFP authorized disbursement checks shall include the signatures of two of the following officers: Treasurer, President, President-Elect and Immediate Past-President.

The authorized signature card with the Treasurer, President, President–Elect and Immediate Past-President’s signatures shall be on file at the bank that holds the AL ANFP account.

**Revision Date:** November 9, 2018 **Revision Policy Wording:** AddedImmediate Past-President to authorized list to be placed on checks.

Policy and Procedures Manual

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| **Policy # 6** | **Payment of Account Payables****(Procedure for submitting bills)** | **Page 22** |

All bills submitted to the Treasurer must have the following information:

 Recipient’s Name

 Recipient’s Address

 Dates of service

 Itemized statement with details of services rendered

 Copy of receipt from member

 Expense report

 Total for services

 The bill will be reviewed by the appropriate committee chairperson to check for accuracy and budget compliance before submitting the bill to the Treasurer.

**Revision Date:** November 9, 2018 **Revision Policy Wording:** Adopted ANFP wording and added Copy of receipt from member, Expense report, and budget compliance.

Policy and Procedures Manual

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| **Policy # 6** | **PAYMENT OF ACCOUNTS PAYABLE****(Responsibility of Receipts)** | **Page 23** |

 The treasurer shall be responsible for control of receipts and cancelled checks during his/her tenure of office.

 At the installation of a new treasurer, the outgoing treasurer shall transfer control of all financial records to the new treasurer. If the new treasurer is not present at the installation ceremony, the treasurer must mail all financial records to the new treasurer within seven (7) days, or no later than fourteen days of the date of installation.

At the time of transfer of financial records, both outgoing and incoming treasurers shall sign an official form attesting to the transfer. At the time of transfer of financial record, both outgoing and incoming treasurers shall date and initial in checkbook and treasurer’s ledger book.

 The incoming treasurer must meet with out-going treasurer and president, past-president within 30 days of installation.

**Revision Date:** November 9, 2018 **Revision Policy Wording:** Adopted ANFP wording and added (or no later than fourteen days.)

Policy and Procedures Manual

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| **Policy # 7** | **MEETINGS****(State Board of Directors)** | **Page 24** |

 AL ANFP shall have no less than two (2) Board of Director’s meetings each fiscal year.

A quorum shall be present to transact business. A quorum consists of a simple majority of the board

The Executive Committee of AL ANFP shall consist of five (7) members who are: Immediate Past-President, President, President-elect, Secretary, Secretary-Elect, Treasurer and Treasurer-Elect. A quorum of the Executive Committee shall be present to transact business.

**Revision Date:** November 9, 2018 **Revision Policy Wording:** Changed two (2) to four (4), added immediate, Secretary-Elect and Treasurer-Elect.

Policy and Procedures Manual

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| **Policy # 7** | **MEETINGS****(Committee Meetings)** | **Page 25** |

**Effective Date: Policy Wording:**

 Committee meetings shall be held at the convenience of the Chairperson.

The Chairperson shall give a written report to the Board of Director at each board meeting and business meeting.

**Revision Date:** November 9, 2018 **Revision Policy Wording:** Policy # added and page # added.

Policy and Procedures Manual

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| **Policy # 7** | **MEETINGS****(Business Meetings of Members)** |  **Page 26** |

 There shall be a FULL MEMBERSHIP business meeting at the chapter

AL ANFP spring or fall meetings.

There shall not be less than one full membership business meetings each year.

**Revision Date (s):** March 24, 2018 **Revision Policy Wording:** Added one full membership business

 meeting shall be held at AL ANFP spring or fall meeting. No less than one full membership business meetings each year.

 November 9, 2018 Added Policy # and Page #.

Policy and Procedures Manual

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| **Policy # 7** | **MEETINGS****(Notice of Meetings)** | **Page 27** |

 Notice of full membership business meetings shall be included in the program information which will be mailed or emailed to each member at least thirty (30) days prior to the spring and fall meetings.

The State Secretary shall be responsible to notify all members of the State Board of Directors of pending meetings. He/she shall contact, in writing, all members of the Board of Directors, at least twenty-one (21) days in advance of the scheduled meeting.

**Revision Date:** November 9, 2018 **Revision Policy Wording: Added wording, which will be mailed or emailed.**

Policy and Procedures Manual

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| **Policy # 7** | **MEETINGS****(Members Right to Submit Business to the Board Meeting)** |  Page 28 |

 All members in good standing shall have the right to submit business to the AL ANFP Board of Directors provided he/she submits that business, in writing, thirty (30) days prior to be included in the meeting’s agenda.

The Board of Directors are obligated to reply within thirty (30) days to a member’s request for business inclusion.

**Revision Date:** November 9, 2018 **Revision Policy Wording:** Added policy # and page #.

Policy and Procedures Manual

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| **Policy # 7** | **MEETINGS****(Procedure for verbal comment at State business meeting)** | **Page 29** |

 AL ANFP members in good standing shall have full voting rights and the right to verbal comment at all full membership business meetings following established Roberts Rules of Order.

 AL ANFP full membership business meetings are limited to members in good standing as determined by national ANFP. All visitors and members not in good standing shall be asked to leave.

**Revision Date:** November 9, 2018 **Revision Policy Wording:** Added policy # and page #.

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| **Policy # 8** | **ORGANIZATION****(Board Duties & Responsibilities)** | **Page 30** |

**1. Individual Board Member Expectations**:

 A. All officers and directors shall support publicly and professionally the majority decision of the Board of Directors regardless of his/her own personal beliefs.

B. All qualified candidates serving in any role on the ANFP Board of Directors shall be responsible for interpreting association bylaws, making policy decisions, executing the policies and procedures to ensure association goals are met and serving as liaisons as appropriate to staff, association, chapters and committees.

**Each officer is expected to:**

• Attend all Board of Directors and executive committee meetings.

• Prepare for meetings by submitting issues for the agenda, submitting reports for Board review, and thoroughly reviewing all agenda materials provided.

• Participate in board meetings through active discussion of issues, review of reports, and involvement in decision-making and supplying pertinent input.

• Approve budget, create and monitor policy, provide oversight.

• Maintain confidentiality of all information discussed and presented at Board of Directors and executive committee meetings.

• Represent the viewpoint of membership and act in the association’s best interest in Board decisions.

• Serve as an ambassador to the organization by attending association meetings to include, but not limited, to regional and chapter meetings.

• Establish lines of communication with members and staff, actively soliciting information and input to support adequate data for decision-making.

• Function as a liaison to staff committees and chapters, as assigned.

• Represent the concerns of the Board of Directors and other constituencies to the President. Ratify the resolutions of the members and board of directors and committees thereof, the bylaws and other documents of the corporation as true and correct copies thereof.

**Officers Qualifications & Responsibilities**

**A. President**

1. **QUALIFICATIONS**

i. Must be a Certified Dietary Manager, CFPP in good standings

ii. Understand and support the association’s mission, goals, bylaws and operating procedures.

iii. Familiar with parliamentary procedures and Roberts Rules of Order

iv. Understand, support and promote the association’s Code of Ethics

v. Demonstrate ability to represent membership through previous volunteer experience

vi. Proven ability to schedule, organize, delegate, and maintain routine and/or new functions

and assignments

vii. Possesses good verbal and written communication skills

xi. Written support from supervisor for required time commitment

xii. Current resume highlighting work and volunteer experience and education

xiii. Currently employed full time in the non-commercial food service industry

2. **TERM OF OFFICE**

i. Takes office on June 1st through May 31 of the following calendar year (two years term) then ascends to Immediate Past Chair in the next fiscal year

3. **OBJECTIVES**

i. Oversees overall direction of AL ANFP through policy decisions.

4. **RESPONSIBILITIES**

i. Conducts orientation for new board members.

ii. Chairs the Board of Directors and Executive Committee

iii. Leads Board meetings through active discussion of issues, review of reports, participating in decision-making and supplying pertinent input.

iv. Procures the best thinking and involvement of each Board member, stimulating each one to give his/her best.

v. Annually focus the attention of the Board of Directors on matters of organizational governance which relate to its own structure, role, and relationship to the management of the Association. The President must be assured that the Board of Directors is satisfied that it has fulfilled its responsibilities.

vi. Works with the Executive Committee in recruiting members of the Board and other talent for whatever volunteer assignments are needed.

vii. Serves as an alternate spokesperson for the

Association.

viii. Fulfills such other assignments desirable for the President to perform.

ix. Represents the Association.

x. Serves as ‘host’ at the Spring and Fall Conference and Expo and all recognition events.

y. Allowed $500 discretionary fund for each fiscal year.

**B. PRESIDENT-ELECT**

1. **QUALIFICATIONS**

i. Must be a Certified Dietary Manager, CFPP in good standings

ii. Understand and support the association’s mission, goals, bylaws and operating procedures

iii. Familiar with parliamentary procedures and Roberts Rules of Order

iv. Understand, support and promote the association’s Code of Ethics

v. Demonstrate ability to represent membership through previous volunteer experience

vi. Proven ability to schedule, organize, delegate and maintain routine and/or new functions and

assignments

vii. Possesses good verbal and written communication skills

viii. Written support from supervisor for required time commitment

2. **TERM OF OFFICE**

i. Takes office on June 1st through May 31 of the following calendar year (two years term) the ascends to President when their term has ended, or President has to leave office for approved reason (s).

3. **OBJECTIVES**

i. Assists the President of the Board in carrying out the function of that office and performs specific duties delegated by the President. The President-Elect assumes the responsibilities of the President of the Board in his or her absence.

4. **RESPONSIBILITIES**

i. Appoints members and designates the chair of all committees and task forces formed during his or her term. ii. Maintains regular contact with chair to receive status updates on the association. Shadows President during Spring and Fall Conferences and Expos in preparation for term.

iii. Prepares goals to be implemented during term as President.

iv. Accepts responsibilities delegated by the President, such as representing the President at allied organization meetings, and any other duties as appropriate to the chair.

v. Is a member of the Board of Directors and Executive Committee

vi. Allowed a discretionary fund of $250 per year.

vii. Chair committees as needed.

5. **REPORTS**

i. On an as needed basis

C. **TREASURER**

1. **QUALIFICATIONS**

i. Must be a Certified Dietary Manager, CFPP in good standings.

ii. Understand and support the association’s mission, goals, bylaws and operating procedures

iii. Familiar with parliamentary procedures and Roberts Rules of Order

iv. Understand, support and promote the association’s Code of Ethics

v. Demonstrate ability to represent membership through previous volunteer experience

vi. Proven ability to schedule, organize, and maintain routine and/or new functions and

assignments

vii. Possesses good verbal and written communication skills

viii. Written support from supervisor for required time commitment

2. **TERM OF OFFICE**

i. Takes office on June 1st through May 31 of the following calendar year (three years term).

3. **OBJECTIVES**

i. Oversight of the budgeting process; working in collaboration with the President and executive board members.

4. **RESPONSIBILITIES**

i. Review association financial reports on a regular basis to ensure overall fiscal integrity.

ii. Oversight of the auditing process.

iii. Is a member of the Board of Directors and Executive Committee

iv. Allowed a discretionary fund of $200 per year.

5. **REPORTS**

i. Reports on the financial condition of the association at meetings of the Board and membership.

D. **TREASURER-ELECT**

1. **QUALIFICATIONS**

i. Must be a Certified Dietary Manager, CFPP in good standings

ii. Understand and support the association’s mission, goals, bylaws and operating procedures

iii. Familiar with parliamentary procedures and Roberts Rules of Order

iv. Understand, support and promote the association’s Code of Ethics

v. Demonstrate ability to represent membership through previous volunteer experience

vi. Proven ability to schedule, organize, and maintain routine and/or new functions and

assignments

vii. Possesses good verbal and written communication skills

viii. Written support from supervisor for required time commitment

2. **TERM OF OFFICE**

i. Takes office on June 1st through May 31 of the following calendar year (one-year term) then ascends to Treasurer position the next fiscal year.

3. **OBJECTIVES**

i. The Treasurer-Elect assumes the responsibilities of the Treasurer of the Board in his or her absence, serving a one-year term. Assists the Treasurer in carrying out the function of that office and performs specific duties delegated by the Treasurer.

4. **RESPONSIBILITIES**

i. Trains to learn the budgeting and audit process.

ii. Assists with the annual budget process; working in collaboration with the Treasurer, President and other board members.

iii. Serves as a member to the Finance committee.

iv. Is a member of the Board of Directors not the Executive Committee

5. **REPORTS**

i. On an as needed basis

**E. SECRETARY**

1. **QUALIFICATIONS**

i. Must be a Certified Dietary Manager, CFPP in good standings

ii. Understand and support the association’s mission, goals, bylaws and operating procedures.

iii. Familiar with parliamentary procedures and Roberts Rules of Order

iv. Understand, support and promote the association’s Code of Ethics

v. Demonstrate ability to represent membership through previous volunteer experience

vi. Proven ability to schedule, organize, delegate, and maintain routine and/or new functions and assignments

vii. Possesses good verbal and written communication skills

xi. Written support from supervisor for required time commitment

xii. Current resume highlighting work and volunteer experience and education

xiii. Currently employed full time in the non-commercial food service industry

2. **TERM OF OFFICE**

i. Takes office on June 1st through May 31 of the following calendar year (two years term). May run for any other position after term is complete or with approval of board.

**3. OBJECTIVES**

i. The Secretary assumes the responsibilities of the any vacant board member in their absence.

4. **RESPONSIBILITIES**

i. Authors meeting agendas, meeting minutes, and plans conferences, program development, writes newsletter in absence of Newsletter Committee.

ii. Assists with the annual goals and objectives and the strategic planning process; working in collaboration with the President and other board members.

iii. Sends all correspondence to members via mail/email or through Facebook representative. Collects and maintains treasurer’s report for addition to meeting minutes. Reads all meeting minutes at membership annual business meeting and be prepared to answer questions.

iv. Take notes at business meeting and adds information to board meeting agenda.

v. Is a member of both the Board of Directors and Executive Committee

vi. Allowed a discretionary fund of $200 per year.

5. REPORTS

i. On an as needed basis.

**F. SECRETARY-SELECT**

1. **QUALIFICATIONS**

i. Must be a Certified Dietary Manager, CFPP in good standings

ii. Understand and support the association’s mission, goals, bylaws and operating procedures.

iii. Familiar with parliamentary procedures and Roberts Rules of Order

iv. Understand, support and promote the association’s Code of Ethics

v. Demonstrate ability to represent membership through previous volunteer experience

vi. Proven ability to schedule, organize, delegate, and maintain routine and/or new functions

and assignments

vii. Possesses good verbal and written communication skills

xi. Written support from supervisor for required time commitment

xii. Current resume highlighting work and volunteer experience and education

xiii. Currently employed full time in the non-commercial food service industry

2. **TERM OF OFFICE**

i. Takes office on June 1st through May 31 of the following calendar year (one-year term) then ascends to Secretary in the next fiscal year

**3. OBJECTIVES**

i. The Secretary-Elect assumes the responsibilities of the Secretary of the Board in his or her absence, serving a one-year term. Assists the Secretary in carrying out the function of that office and performs specific duties delegated by the Secretary.

4. **RESPONSIBILITIES**

i. Trains on how to take meeting minutes, prepare agendas, assist with conference planning, program development and authors newsletters in absence of Newsletter Committee.

ii. Assists with the annual goals and objectives and the strategic planning process; working in collaboration with the President and other board members.

iii. Serves as a member to the Newsletter committee and Communication committee.

iv. Is a member of the Board of Directors not the Executive Committee

5. **REPORTS**

i. On an as needed basis

G. **IMMEDIATE PAST CHAIR**

1. **QUALIFICATIONS**

i. Must be a Certified Dietary Manager, CFPP in good standings.

ii. Understand and support the association’s mission, goals, bylaws and operating procedures.

iii. Familiar with parliamentary procedures and Roberts Rules of Order

iv. Understand, support and promote the association’s Code of Ethics

v. Demonstrate ability to represent membership through previous volunteer experience

vi. Proven ability to schedule, organize, delegate, and maintain routine and/or new functions and assignments

vii. Possesses good verbal and written communication skills

viii. Written support from supervisor for required time commitment

2. **TERM OF OFFICE**

i. Takes office on June 1st through May 31 of the following calendar year (two years term).

3. **OBJECTIVES**

i. The Immediate Past President counsel to the Board of Directors.

4. **RESPONSIBILITIES**

i. Stay in frequent contact with the President of the Board to offer support and counsel.

ii. Plays a leadership role on the Board by encouraging cooperation and teamwork. Ideally, should serve as a consensus-builder. Uses experience as previous chair of the Board to help to move Board deliberations along constructive, productive lines.

iii. Serves as parliamentarian and oversight of annual policy and procedure revisions.

iv. Serves as presiding officer during installation ceremony at the Spring Conference and Expo.

v. Is a member of the Board of Directors and Executive Committee

5. **REPORTS**

 i. On an as needed basis

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| **Policy # 8** | **ORGANIZATION****(Board of Directors Meetings)** | **Page 36** |

1. **AGENDAS**

a) The Secretary in coordination with the President will prepare the agenda for the Board of Directors meetings. Written notice of both regular and special meetings of the Board of Directors shall be distributed to all members of the Board of Directors not less than five (5) business days before the date of the proposed meeting.

b) Any AL ANFP member may submit new or old business to the Board of Directors for consideration. Such business shall be stated in writing and received not less than thirty (30) days prior to a regular or special meeting of the Board of Directors.

c) Any member who submits new or old business to the Board of Directors for consideration following the appropriate procedure shall receive a reply from the Chair of the Board within ten (10) days after the close of the meeting of the Board of Directors. The reply shall state the consensus of the Board of Directors on the new or old business and shall also state any action to be taken.

2. **ATTENDANCE**

a) Any member of the Board of Directors unable to attend a meeting shall, notify the President and state the reason for his/her absence. If a Board Member is absent from two (2) consecutive meetings for reasons that the Board has failed to declare to be enough, his/her resignation shall be deemed to have been tendered and accepted.

b) The President, as deemed necessary, give assistance to the Board of Directors and committees. Such assistance shall include research, attendance at meetings, clerical help, or other duties as may be specified by the Board of Directors.

**Revision Date: Nov 9, 2018 Revision Policy Wording: Terms of all board members changed to two years accept the treasurer who will serve 3 years for continuity. Added Treasurer-elect and Secretary-elect positions to serve one year.**

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| **Policy # 8** | **ORGANIZATION****(No Salary for Members of the Board of Directors)** | **Page 37** |

 Members of the AL ANFP ‘s Board of Directors shall not receive a salary.

Board of Director members shall receive complimentary registration and room fees to all AL ANFP state meetings, provided funds are available.

 All Board of Director members shall be reimbursed for postage, phone calls, secretarial material used for AL ANFP mailings and publications. (See reimbursement section)

**Revision Date: Revision Policy Wording:**

Policy and Procedures Manual

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| **Policy # 8** | **ORGANIZATION****(Absence from a board meeting)** | **Page 38** |

 When a member of the Board of Directors cannot attend a scheduled or called meeting shall notify the President in writing.

 Should time prohibit a letter, then a telephone call shall be made.

The absence, reason for the absence and notification of absence shall be included in the minutes of the meeting.

An absent member for any Board of Directors meeting shall not send a substitute to the meeting.

**Revision Date:** November 9, 2018 **Revision Policy Wording:** Removed secretary from notifying process.

Policy and Procedures Manual

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| **Policy # 8** | **ORGANIZATION****(Resignation from a board or committee position)** | **Page 39** |

 If a member of the Board of Directors or a committee chair has an event that keeps him/her from fulfilling their duties as a volunteer of AL ANFP, the member must provide a written resignation to the Board of Directors.

 In the case of an emergency a telephone call to the President or Secretary will be excepted as a verbal resignation.

**Revision Date:** December 6, 1999 **Revision Policy Wording:**

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| **Policy # 8** | **ORGANIZATION** **(“Firing” From a Board or Committee Position)** | **Page 40** |

If a volunteer is not fulfilling his or her duties, the national, chapter or district Executive Board has the right and responsibility to find a new volunteer to finish out the term.

***The board must follow guidelines in terminating a volunteer’s services:***

1. Each volunteer position should have timelines that need to be met so that each volunteer knows when project deadlines are and if he or she can meet those deadlines.
2. Each volunteer has the right to know his or her responsibilities and the timeline in which he or she is to complete his or her tasks. This information should be given to the volunteer before he or she assumes their volunteer position.
3. If a volunteer fails to meet one deadline, the Executive Board should attempt to contact the volunteer and find out if help is needed. If the volunteer needs support, proper support should be given (i.e. if the Newsletter Editor needs someone to address and stamp the newsletters after it has been printed, volunteers should be sought for this). The volunteer who has expressed a desire for help should be given it.
4. A volunteer who fails to meet two or more deadlines or misses two or more meetings without notifying a board member should be put on probation. Probation includes:
5. Written notice that deadlines have not been met
6. A face-to-face meeting or phone call to the volunteer to make sure he or she understands the deadlines and his or her responsibilities;
7. Assigning a board member to keep in contact with the volunteer on a weekly basis to make sure deadlines are being met.
8. Depending on the volunteer duties, a timeline in which to meet deadlines should be established or termination will be sought.
9. If a volunteer fails to meet his or her responsibilities after this probation, the Executive Board may vote to terminate the volunteer and find a replacement.
10. Throughout this process, all communication (including e-mails, letters and phone calls) should be documented, including date and time, and a copy should be sent to the national Advocacy Department. If a dispute arises, the national office needs to know what has transpired.
11. If it is an Executive Board member who is not fulfilling his or her duties, the same process should be followed.

The key to all volunteer jobs is an understanding of what is expected and when. If a volunteer has not been given proper training, he or she cannot be expected to fulfill his or her duties correctly. Please make sure all volunteers have some sort of training and are comfortable with the job they are to do before they take over!

**Revision Date: Revision Policy Wording:**

Policy and Procedures Manual

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| **Policy # 8** | **ORGANIZATION****(Filling a Vacancy)** | **Page 41** |

 If a member of the Board of Director’s resigns, the remaining members of the Board of Directors shall appoint a replacement by majority vote.

 If the President resigns, the vacancy can be filled by the Advisor, Past-president, or the President-elect.

If a member of the Board of Directors is removed from their office, the members of the Board of Directors shall appoint a replacement by majority vote.

If a member was on the ballot for another position and wasn’t selected for the position but is interested in another position, the President may offer the vacant position to the member. Member must verbally accept position.

**Revision Date: Nov 9, 2018 Revision Policy Wording: Added member of ballot being allowed to fill other vacant ballot position with President’s recommendation and verbal acceptance from member.**

Policy and Procedures Manual

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| **Policy # 9** | **ELECTED OFFICERS** **(Qualifications of Candidates for Office)** | **Page 42** |

 All members who are candidates for State Office shall be:

1. A member in good standing as determined by national ANFP.
2. Shall know or be willing to learn the objectives and purpose of the ANFP. Shall be an active member in AL ANFP. Active member is defined as: The basic requirement shall be either educational instruction or success in passing a credentialing examination. The Board of Directors shall establish uniform standards which shall be used in determining eligibility for Active membership. Active members shall have the right to vote and to hold elective office in addition to such other rights as may be determined by the Board of Directors.
3. Shall have experience in the food service field.
4. A CDM, CFPP
5. Desirable attributes, see page 43.

**Revision Date: Revision Policy Wording:**

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| **Policy # 9**  | **ELECTED OFFICERS**(Desirable Attributes for State Officers) | Page 43 |

### DESIRABLE ATTRIBUTES FOR STATE OFFICIALS

Shall demonstrate pride in and loyalty to the Association of Nutrition & Foodservice Professionals.

Shall possess leadership capabilities.

Shall be willing to professionally associate with all members.

Shall think and act ethically in the interest of the entire membership.

Shall have the ability to handle problems, which may arise in the association.

Shall be aware of and able to endure the pressures, which may be inherent.

Shall be aware of his/her image as a member and officer of a professional association in matters of appearance, action, speech and reputation.

Shall establish and/or maintain good professional relationships with allied associations.

Shall be able to devote enough time to the responsibilities of the office with the support of his/her family and employer.

Shall have access to secretarial and telephone service to handle association communications. Shall have rudimentary knowledge of or ability to learn parliamentary procedures to effectively participate in the Board of Directors and full membership business meetings.

Shall be willing to delegate and accept assignments.

Shall be supportive of decisions properly enacted by the members.

Shall be willing to professionally accept conciliatory responsibilities.

Shall facilitate smooth transitions of executive leadership.

 Policy and Procedures Manual

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| **Policy # 10** | **NOMINATING COMMITTEE****(Organization of the Committee)** | Page 44 |

The State President-elect shall appoint a Nominating Committee before the fall meeting. The nominating committee exists to ensuring the long-term success of the association through a continuous succession of volunteer leaders.

Committee members include:

* Immediate Past President
* President-elect,
* ANFP chair-appointed, one or two Past Presidents

Committee members will be expected to participate in this year-round commitment, meeting regularly throughout the year.

**Revision Date: Nov 9, 2018 Revision Policy Wording: Adopted ANFP template wording for nominating committee composition.**

Policy and Procedures Manual

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| **Policy # 10** | **NOMINATING COMMITTEE****(Responsibilities of the Committee)** | **Page 45** |

It shall be the responsibility of the Nominating Committee to prepare the slate of candidates for State Office.

 Responsibilities include:

 - Ongoing and continuous focus on identifying, recruiting, and equipping future board and committee leaders, including the definition of skills and attributes required in volunteers, within and beyond the membership

 - Providing input and content for board orientation, training, assessment/evaluation tools and succession planning

 -Formulating the slate or ballot for the election of officers and contacting candidates

The committee reports directly to the Board of directors. The chair of the committee, Immediate Past Chair of the Board of directors, shall lead the committee’s deliberations and actions and will not have a vote. The President of the Board of directors shall serve *ex officio*.

The Chairman of the Nominating Committee shall be responsible for meeting the deadline of each year to forward the ballot information to the Secretary.

 That information shall consist of at least two (2) names for each office that will need new officers. In the

 event that two candidates cannot be found, the ballot shall include the name of at least one candidate and

 room for a write-in candidate.

**Revision Date: Revision Policy Wording:**

June 1, 2016 It shall be the responsibility of the Nominating Committee to recommend a slate of qualified candidates for officer and director positions in accordance with policy adopted by the Board of Directors. At least ninety (90) days prior to the start of the next annual business meeting, the Nominating Committee shall recommend a slate of qualified candidates to fill each seat on the Board of Directors that is either vacant or set to expire. Members of the Nominating Committee are ineligible to stand for election to any office.

The Nominating Committee’s recommended slate shall be announced to all members promptly upon receipt by the Chapter. The voting members shall have fifteen (15) days from the date the Nominating Committee’s slate is announced to submit additional nominations to the Immediate Past Chair. Such additional nominations must be supported by a petition endorsed by at least ten percent (10%) of the Chapter’s voting members. If there are no additional nominations, the Board of Directors shall elect the slate provided by Nominating Committee. In the event nominations are received in addition to the slate, ballots shall be made available to all those eligible to vote no less than thirty (30) days prior to counting the ballots identifying those candidates nominated by the Nominating Committee and those nominated by petition. In such event, the election of officers and directors-at-large of AL ANFP shall be by a preponderance of the votes cast, and all other questions, including amendments to these bylaws, shall be determined by a majority vote of those votes cast.

Policy and Procedures Manual

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| **Policy # 10** | **NOMINATING COMMITTEE****(Candidate Responsibility to the Committee)** | **Page 46** |

 Each candidate must supply the Nominating Committee with pertinent information to include on the ballot and the candidate shall sign his/her name to the information form as an acknowledgement of their willingness to be placed on the ballot.

**Revision Date: Revision Policy Wording:**

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| **Policy # 10** | **NOMINATING COMMITTEE****(Ineligibility of a Candidate)** | **Page 47** |

A member is not a CDM, CFPP.

An individual who is not an active member of the national Association of Nutrition & Foodservice Professionals may not run as a candidate in the AL ANFP.

Neither may an individual run who has violated the ANFP Code of Ethics.

**Revision Date: Nov 9, 2018 Revision Policy Wording: Added (A member is not a CDM, CFPP)**

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| **POLICY # 11** | **STATE ELECTIONS****(Design of a Ballot)** | **Page 48** |

The state election ballot shall have a checkbox next to each candidate’s name (and a write-in) for voters to mark when they cast their vote**.** A photo may also be Include a photo of each candidate if desired

Specific instructions on how to complete the selections and where to return it should be included.

If ballots are mailed to members, all ballots shall be returned to the chairperson of the Tellers Committee. The name and address of that person should appear directly on the ballot. If voting is to take place at a chapter meeting, ballots should be placed in a secure ballot box until the Tellers Committee can take them away to a private location to count them.

If mailing ballots, include a deadline date for return**.** Include brief vitae of each candidateyou may ask the candidate to write a paragraph to be included on the ballot. The executive board does not approve or reject the ballot as formulated by the nominating committee - it is presented for information purposes only

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**Revision Date: Revision Policy Wording:**

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| **POLICY # 11** | **STATE ELECTIONS****(Organization of Tellers Committee)** | **Page 49** |

Members of the Tellers Committee shall consist three non-board members, appointed by the AL ANFP President-Elect.

**Revision Date: Revision Policy Wording:**

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| **POLICY # 11** | **STATE ELECTIONS****(Duties of the Committee)** | **Page 50** |

The tellers committee is responsible for counting and tallying elections votes following the board election as well as the following:

Count returned ballots.

Designated chairperson will schedule a meeting with other committee members, prior to closing of polls, to prepare the process for counting ballots.

No member of nominating committee will be appointed to teller’s committee.

**Revision Date: Revision Policy Wording:**

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| **POLICY # 11** | **STATE ELECTIONS****(Election results, notifying candidates)** | **Page 51** |

The tellers committee shall report results immediately to president (verbally, followed by written confirmation)

The winning and losing candidates should be called to be informed of the results.

*The number of votes received by each candidate should not be announced.* The President should only reveal the names of the elected chapter leaders.

Ballots and any other election materials are retained by the chapter secretary, until the completion of the election for the following year. Ballots should be destroyed at this time.

An explanation of the duties and responsibilities for the office shall be sent to the appropriate candidate. Include the number of meetings that they are required to attend, and the procedure for expense reimbursement, along with a vitae form, requesting a brief career/membership summary and photograph of the candidate for the newsletter.

**Revision Date: Revision Policy Wording:**

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| **Policy # 12** | **INSTALLATION OF OFFICERS****(Ceremony)** | **Page 52** |

There will be an installation ceremony for all in-coming officers that shall take place at the end of the business meeting held at the state Spring meeting.

 The ceremony will be conducted by the Immediate Past-president.

**Revision Date:** November 9, 2018 **Revision Policy Wording:** Changed Fall to Spring.

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| **Policy # 13** | **FINANCE COMMITTEE****(Organization of the Committee)** | **Page 53** |

 Members of the Finance Committee shall consist of at minimum, two board members and two non-board members, appointed by AL ANFP Board of Directors.

**Revision Date: Revision Policy Wording:**

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| **Policy # 13** | **FINANCE COMMITTEE****(Responsibilities of the Committee)** | **Page 54** |

 The finance committee is responsible for overseeing the financial, and investment activities of the chapter. The finance committee is delegated the responsibility of developing and administering said policy through written procedures in accordance with the Board’s overall direction. The committee shall interface with the outside independent accountants and investment advisors (if deemed necessary) and be responsible to the Board of directors in its oversight of such activities. Responsibilities may also include:

* Implementation and maintaining a sound financial condition protecting the chapter’s financial interest
* Establish recommendations governing all chapter financial transactions, which shall be submitted for Board of Directors approval
* Reviews and approves annual budget, submits recommendations to Board of Directors regarding revisions to the budget
* Actively participates in conference calls and/or meetings as scheduled

**Revision Date: Revision Policy Wording:**

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| **Policy # 13**  | **FINANCE COMMITTEE****(State Budget)** | **Page 55** |

The annual state budget must be approved by the Finance Committee and presented to the AL ANFP Board of Directors for review and final approval. The state budget should include accurate figures for expenses as well as income, based on the previous year’s actual expenditures and income and additional forecasts for the coming year.

**Revision Date: Revision Policy Wording:**

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| **Policy # 13** | **FINANCE COMMITTEE****(Annual Audit)** | **Page 56** |

 All treasury accounts are subject to a financial review at the discretion of the National office, either at random or for other reasons of possible mismanagement of funds.

**Revision Date: Revision Policy Wording:**

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| **Policy # 13** | **FINANCE COMMITTEE****(Financial Review Irregularities)** | **Page 57** |

 In the event of a financial review irregularity, National office will notify the state President. Together, the President and National shall decide the course of action for the financial review irregularities.

**Revision Date:** November 9, 2018 **Revision Policy Wording:** Added, together, the President and

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| **Policy # 13** | **FINANCE COMMITTEE****(Bank Accounts)** | **Page 58** |

Maintaining the bank accounts shall be the responsibility of AL ANFP Treasurer. The Treasurer shall balance the checking account and any savings accounts, CD’s or other accounts at least monthly. A summary of bank accounts must be provided at every AL ANFP board meeting and at least annually in the chapter newsletter.

All withdrawals from any bank account must have at least two signatures at the time of the withdrawal. All checks written on the AL ANFP checking account must be signed by at least two state officers.

**Revision Date: Revision Policy Wording:**

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| **Policy # 13** | **FINANCE COMMITTEE****(Federal Employee Identification Number)** | Page 59 |

AL ANFP is assigned an individual Federal Employees Identification Number (FEIN) by the IRS. AL ANFP should not use ANFP Headquarters information when completing contracts or IRS forms. The FEIN is like a social security number, but for organizations. AL ANFP Tax ID # is 63-0871201. This is the identifying number for chapter bank accounts and other appropriate transactions. Our FEIN is also maintained on file with ANFP Chapter Relations.

**Revision Date: November 9, 2018 Revision Policy Wording: Added AL ANFP TX ID #**

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| **Policy # 14** | **REIMBURSEMENT****(Reimbursement Procedure)** | **Page 60** |

To avoid problems with volunteer jobs that involve the exchange of money, the following guidelines should be followed:

1. Money should never be given to a volunteer directly to pay for a product or service before the product or service has been purchased.
2. Timelines should be established so that the volunteer has enough time to notify the treasurer to whom the check should be made out and where it should be sent. This will avoid problems of volunteers accepting money to complete a task and then not finishing it. For example, a member volunteers to develop a Web site for the chapter; the chapter gives the volunteer money to pay a vendor to develop the site, but the site is never developed. Instead, the money should be paid directly to the vendor.
3. Maximum allowable charges should be established so that volunteers do not pay too much for a product or service. For example, if the maximum allowable fee for getting the newsletter printed is $500, the volunteer should not be allowed to spend $700 unless he or she has authority from the board prior to the printing.
4. If a volunteer must outlay money for his or her volunteer job (i.e. the membership chair must make phone calls and send letters using his personal phone and stamps), the volunteer should seek reimbursement after the job has been completed.
5. The chapter and/or district should have a reimbursement form with guidelines of what can be reimbursed. These guidelines should also include the maximum allowable rate of reimbursement for things such as hotel rooms, mileage and food.
6. Volunteers should be given blank reimbursement forms at the beginning of their term and should have a set number of days after an outlay in which to submit a reimbursement. For example, if a chapter president needs reimbursement for hotel expenses for a chapter meeting, he or she must turn in the reimbursement within 10 days after the meeting. This will avoid volunteers seeking reimbursement for an activity that happened a long time ago.

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| **Policy #14** | **REIMBURSEMENT****(State Board of Directors /** **Executive Board Members)** | **Page 61** |

Travel and lodging expenses incurred by officers executing the business of AL ANFP are limited. The Annual Spring and Fall meeting registration of AL ANFP shall be honorary to the President, President-elect, Secretary, Treasurer, and Immediate Past-President, and other elect positions after installation meeting. Lodging can be reimbursed if rooms are shared (when applicable). Consider sharing rooms with finance, membership and other appointed members.

Any executive board members or member who attends a scheduled board meeting will be reimbursed .25 per mile, if requested.

Consider using conference calls to hold board meetings to reduce cost.

**Revision Date: Nov 9, 2018 Revision Policy Wording: Added verbiage to reimburse board members shared lodging room expenses for Fall and Spring meeting and mileage reimbursement for all members who attend board meetings.**

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| **Policy # 14** | **REIMBURSEMENT****(State delegate to national Annual Meeting)** | **Page 62** |

 The State Association shall send The State President and President-Elect to the national ANFP Annual meeting. This includes travel expenses, meals (max $35 per day) and the registration fee. The maximum amount will be $1,350.

 President, President-Elect, will receive $1,350 (if receipts warrant) to attend ANFP National Conference and EXPO. Total-$2,700

 Secretary, Treasurer, and Immediate Past-President will receive $750 to attend ANFP National Conference and EXPO. (Consider sharing rooms and traveling together to offset cost). Total-$2,250

 Other AL ANFP, CDM, CFPPs members (Except for officers mentioned above can apply for part of the $2,000 allotted for any member who wants to attend ANFP National Conference and EXPO. The $2,000 will be divided equally to those who apply with proof of registration by ANFP early bird registration deadline. NOTE: (If only one person applies, they can receive the max of $500, the left over $1,000 will be left in the budget) Total-$2,000

 The above is only if the budget can support expenses. Budget shall not drop below $10,000.

**Revision Date: Nov 9, 2018 Revision Policy Wording: Changed amount of reimbursement for board members who attend National ACE.**

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| **Policy # 14** | **REIMBURSEMENT****(Committees)** | **Page 63** |

 All expenses shall be reimbursed for special requests from standing or AD HOC Committees appointed by the President. All reimbursement requests must be accompanied by a receipt and expenses over $50.00 must be pre-approved by the Executive Board. (See reimbursement policy for further information.)

**Revision Date: Revision Policy Wording:**

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| **Policy # 14** | **REIMBURSEMENT****(State Spokesperson)** | **Page 64** |

 Expenses incurred by the State Spokesperson shall be reimbursed by the State Treasurer with a monetary limit of two hundred-fifty ($250.00) dollars per year to cover the costs associated with carrying out the duties of the Spokesperson.

 In addition, the State Spokesperson shall have honorary registration and lodging to all AL ANFP meetings.

 The State Spokesperson must provide invoices or receipts for all expenses (See reimbursement policy for further information.)

**Revision Date: Revision Policy Wording:**

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| **Policy #14**  | **REIMBURSEMENT****(Authorized/unauthorized expenses)** | **Page 65** |

 Expenses for postage, telephone, printing, mailings, or other authorized disbursements incurred by officers, committee members, and chairpersons, or members appointed by the President to execute the business of AL ANFP shall be reimbursed upon presentation of invoices or receipts to the State Treasurer.

 Love Offering for Board Members during extenuating circumstances of $100 with President’s approval.

 (See reimbursement policy for further information.)

**Revision Date: Nov 9, 2018 Revision Policy Wording: Added Love Offering of $100 to Board Members**

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| **Policy # 15** | **NEWSLETTER****(Circulation Process)** | **Page 66** |

 The AL ANFP Newsletter, hereafter called, AL ANFP Newsletter, shall be published/distributed a minimum of two (2) times per calendar year.

The newsletter can include voting ballots, meeting agendas, meeting registrations and will you serve forms to aide in reductions of mailings to members. Newsletters will be emailed and posted on ANFP under the state of Alabama.

**Revision Date: Revision Policy Wording:**

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| **Policy # 15** | **NEWSLETTER****(Content)** | **Page 67** |

The AL ANFP newsletter shall contain AL ANFP information and information pertaining to nutrition and management only. It shall not contain personal or biased information. Each issue should contain some information about the chapter and future events or activities.

**Revision Date: Revision Policy Wording:**

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| **Policy # 15** | **NEWSLETTER****(Mailing Lists)** | **Page 68** |

If the newsletter is to be mailed, a new set of labels can be obtained on ANFP.org via the chapter portal to ensure the list is the most up to date. Old or previously used lists may not be used. Newsletter mailing lists should include members of the AL ANFP.

Each time a newsletter is electronically distributed a new membership list should be compiled from the roster report function via the chapter portal.

**Revision Date: Revision Policy Wording:**

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| **Policy # 15** | **NEWSLETTER****(Advertisements)** | **Page 69**  |

If agreed upon by the AL ANFP Board of Directors, the chapter newsletter may include advertisements from vendors to help offset the cost of printing and mailing the newsletter. The AL ANFP Board shall determine sizes and prices of ads. The newsletter editor has a right to refuse any ad that does not meet ANFP standards.

**Revision Date: Revision Policy Wording:**

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| **Policy # 16** | **FUNDRAISING****(Authority for Final Approval)** | **Page 70** |

 The AL ANFP shall participate in fund raising if the criteria is approved by national ANFP.

 The fundraising project must be designated as to what the funds will be used for and approval must be given by AL Comptroller’s Office prior to the event.

**Revision Date: Revision Policy Wording:**

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| **Policy # 16** | **FUND RAISING****(Projects)** | **Page 71** |

If your chapter or district would like to organize a raffle, bingo, or other games of chance for fundraising, consider the following:

* Chapters may need to file for a license with the state’s charitable gaming division every single time it holds a raffle. This varies from state to state.
* Check in advance as to what the required licensing and permits may be required as regulations vary from state to state.
* Chapters that do not obtain a license or permit in states where this is required, may face hefty fines and/or penalties, which will be at the expense of the chapter.
* Check if a permit with the local governing body, like a county or municipality is required.
* Inquire with your state about price limit raffle tickets as well as the limit of the value of the prize.
* **Inquire with your state about proceeds an whether or not your chapter will need to pay a percentage or keep all proceeds in the state.**
* **Check with your state if your chapter** must keep records on receipts, expenses and net proceeds for each event or occasion when winning chances are determined.

Projects to be considered are:

 Raffles

 Bake sales

 White Elephant sale

 Cookbook project

 Etc.

 When planning a fund raiser consider the following:

 Never raise money just to build a bank account. Never sell membership names and addresses. Consider projects which present a professional image of ANFP. Never endorse a product. Fund raising conducted at a meeting should not be used to underwrite the expense of that meeting.

 NOTE: The following verbiage must be posted when doing any type of financial soliciting from members via ANFP:

**Revision Date: Revision Policy Wording:**

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| **Policy # 17** | **AMENDMENTS****(Processing for Amendments to the Policy & Procedure Manual)** | **Page 72** |

 These policies and procedures shall be revised or amended by the Board of Directors or the Executive Board of the AL ANFP.

Any AL ANFP member in good standing can ask to refer to the policy and procedure manual, and if he/she takes exception or disagrees with the policies as written, may ask the Board of Directors to consider revisions or amendments.

Discussions can be scheduled for full membership business meetings, but, revisions or amendments can be voted or authorized by the Board of Directors or the Executive Committee acting for the Board Only.

These policies and procedures shall be revised or amended by the Board of Directors, Executive Board of the AL ANFP, or Designated AL ANFP member by the Executive Board of AL ANFP.

**Revision Date: Revision Policy Wording:**

AL ANFP Policy and Procedures Manual

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| **Policy # 18** | **RELATIONSHIP TO THE BYLAWS****(All Policies Must be in Concurrence with the State Bylaws)** | **Page 73** |

 No policy or procedure may be written to conflict with the AL ANFP Bylaws.

**Revision Date: Revision Policy Wording:**

Policy and Procedure Manual Signature Page

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| **Policy #** | **Page #** | **Old Effective Date** | **New Revision Date** | **Board Member Signature** | **Position** |
| 1-18 | 4-73 | June 2016 | Nov 9, 2018 | Bionca Lindsey, Richard Walls, Janice Blackmon, Jodi Stephens, and Angela Mims | President, President-Elect, Treasurer, Secretary and Immediate Past President |
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