

**Indiana
Association of Nutrition and Foodservice Professionals**

**Policy and Procedure Manual
Approval**

The Policy and Procedure Manual for Indiana Association of Nutrition and Foodservice Professionals has been reviewed and approved by the Board of Directors

APPROVAL annually (may be electronic signature) with Signature kept on file for 4 years:

President Signature:	Date:
Sue Bowman	2010-2012
Sue Bowman	2012-2013
Sue Bowman	2013-2014
Jeri Heskett	2014-2015
Rose Williams	2015-2016
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Bob Milligan	2017-2018
Bob Milligan	2018-2019
Brad Hayden	2019-2020
Maggie Rowlands	2021-2022
Maggie Rowlands	2022-2023

CONTENTS

RIGHT OF POLICY MANUAL	1
RESPONSIBILITY OF MANUAL AND TRANSFER TO NEW OFFICER.....	2
REVIEW AND IMPLICATION OF POLICY AND PROCEDURE MANUAL	3
INSIGNIA - INDIANA ASSOCIATION OF NUTRITION AND FOODSERVICE PROFESSIONALS PIN	4
INSIGNIA/FLAGS AND STATE BANNER.....	5
INDIANA ASSOCIATION OF NUTRITION AND FOODSERVICE PROFESSIONALS MERCHANDISE	6
OFFICIAL NAME OF ASSOCIATION	7
MEMBERSHIP	8
MEMBERSHIP LISTING	9
MEMBERSHIP COMMITTEE	10
IANFP ANNUAL DISTINGUISHED MEMBER OF THE YEAR AWARD.....	11
DISTRICT FEES	14
DISTRICT REBATES	15
MEMBERSHIP MEETINGS	16
BANKING	17
STATE BOARD OF DIRECTORS MEETINGS	19
BOARD OF DIRECTORS MEMBERS	20
STATE MEMBERSHIP MEETINGS	21
HOSTING COMMITTEE	22
HOSTING COMMITTEE GUIDELINES.....	24
EXHIBIT INFORMATION.....	27

GUIDELINES FOR SETTING UP AN EXHIBIT	28
EXHIBIT SAMPLE LETTER	
BOARD OF DIRECTORS MEETING ATTENDANCE	34
STATE OFFICE QUALIFICATIONS	35
DISTRICT ASSOCIATIONS	37
THREE-DIGIT ZIP CODE MAP	38
STATE ELECTIONS	39
COMMITTEE QUALIFICATIONS	41
COMMITTEE APPOINTMENTS.....	42
PROGRAM COMMITTEE.....	44
PUBLIC RELATIONS COMMITTEE	45
MEMBERSHIP COMMITTEE	46
STATE SPOKESPERSON	47
NOMINATING COMMITTEE	48
BUDGET & FINANCE COMMITTEE	49
BUDGET.....	50
REIMBURSEMENT	51
INVESTMENT	52
AUDIT OF ASSOCIATION FINANCIAL RECORDS	53
OFFICIAL BONDING	54
NEWSLETTER	55
SAMPLE LETTER.....	56

DISTRICT KEY AWARD	57
FUND RAISING GUIDELINES	59
CO-SPONSOR EDUCATIONAL EVENT.....	61
IANFP HISTORIAN	62
NATIONAL BOARD OF DELEGATES.....	63
DISTRICT DISSOLUTION	64
BRIEFCASE CONTENTS.....	65
AMENDMENTS TO MANUAL	66
RELATIONSHIP OF BY-LAWS.....	67
JOB DUTIES OF TREASURER.....	68
JOB DUTIES OF RECORDING SECRETARY.....	69
JOB DUTIES OF PAST PRESIDENT	71
JOB DUTIES NEWSLETTER EDITOR.....	72
JOB DUTIES PRESIDENT-ELECT	73
JOB DUTIES PRESIDENT	74
TELLERS COMMITTEE	75
SCHOLARSHIP COMMITTEE.....	76
BYLAWS AND POLICY/PROCEDURE MANUAL COMMITTEE.....	77
BALLOTT PROCEDURES.....	78
ANNUAL VENDOR OF THE YEAR AWARD.....	80
ADMINISTRATOR OF THE YEAR AWARD.....	81
WEBSITE PROCEDURES & COMMITTEE.....	82

INDIANA ANFP PLAQUE SPECIFICATIONS AND ORDERING PROCEDURE.....	83
REMOVAL OF AN ELECTED OFFICER BEFORE THE END OF THE TERM OF OFFICE.....	84
HARDSHIP ASSISTANCE FOR ANNUAL DUES.....	85
TRAVEL FUND DISPURSEMENT.....	86
ANFP LOGO & USE.....	87
MISCELLANEOUS FORMS AND INFORMATION	

POLICY	1	RIGHT OF POLICY MANUAL	PAGE #	1
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Effective Date:

Policy Wording:

- 2 - 15 - 94 A. Any member of the Indiana Dietary Managers Association has the right to refer to this manual for information.
- B. No member -- or -- non-member has the right to copy any part of this manual without the approval of the Board of Directors.

Revision Date:

Revised Policy Wording:

- 4 - 25-94 B. Any member in good standing of the Indiana Dietary Managers Association has the right to refer and copy any part of this manual for information.
- 1-1-2012 A. Any member of the Indiana Association of Nutrition and Foodservice Professionals has the right to refer to this manual for information.
- B. Any member in good standing of the Indiana Association of Nutrition and Foodservice Professionals has the right to refer and copy any part of this manual for information.

POLICY	2	RESPONSIBILITY OF MANUAL AND TRANSFER TO NEW OFFICER	PAGE #	2
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Effective Date:

Policy Wording:

- 2 - 15 - 94
- A. All officers and members of the Board of Directors have the right to a copy of this manual at the start of their term of office at the Fall State Meeting. Such will be responsible for the possession of this manual.
 - B. The responsibility of seeing that incoming officers and members of the Board of Directors receive copies of said manual, shall be that of the Immediate Past-President.
 - C. It shall be the Immediate Past-President's responsibility to conduct an orientation to this manual before incoming officers and other members of the Board of Directors take office.
 - D. All outgoing officers and members of the Board of Directors shall render the manual upon leaving the Board.
 - E. Any member, with approval, as a holder of the manual shall be assessed a \$20.00 fee if the Policy/Procedure Manual is lost, or misplaced.

Revision Date:

Revised Policy Wording:

- 4 - 22 - 97
- E. In the event the holder of the manual is unable to attend the Fall State Meeting, the holder is responsible to ensure the manual is forwarded or mailed to the State President prior to the Fall State Meeting.
- 4-2001
- C. It shall be the Immediate Past-President's responsibility to conduct an orientation to this manual before incoming officers and other members of the Board of Directors take office at the Fall State Meeting.

POLICY	3	REVIEW AND IMPLICATION OF POLICY AND PROCEDURE MANUAL	PAGE #	3
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Effective Date:

Policy Wording:

- 2 - 16 - 94
- A. These policies and procedures shall be reviewed and implicated by the President and Recording Secretary of the Association after each Board of Directors Fall Meeting.
 - B. It shall be the responsibility of members of the Board of Directors to note inconsistencies between Policies and Procedures with practices and bring such inconsistencies to the attention of the Bylaw-Policy Committee.
 - C. The Bylaw-Policy Committee shall review all policies, annually, along with inconsistencies of said Policies and Procedures, making recommendation to the Board of Directors for necessary action.
 - D. Updated changes to these policies and procedures shall be forwarded to those who have rights of possession.

Revision Date:

Revised Policy Wording:

- 4 - 22 - 97
- 4/97
- 9/15/99
- 4-2001
- E. A copy of all policies and procedures that are revised shall be forwarded to the National office after approval by the Board of Directors.
 - D. Updated changes to these policies and procedures shall be the responsibility of the State President and shall be forwarded to those who have rights of possession.
 - F. May refer to Policy 60.
 - A. These policies and procedures shall be reviewed and implicated by the President and Recording Secretary of the Association after each Board of Directors Fall or Spring Meeting.

POLICY	4	INSIGNIA - DMA PIN	PAGE #	4
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Effective Date:

Policy Wording: (Per National Policy)

- 4 - 22 - 97
- A. The recognized DMA pin shall not be defaced in any manner nor shall additional attachments of any kind, with the exception of the past-president's gavel, be attached to the pin by any member or group of members.
 - B. A state association or district association shall not use a jewelry or fraternal order type pin to designate its membership.

Revision Date:

Revised Policy Wording:

- 1 -1-2012
- A. The recognized ANFP pin shall not be defaced in any manner nor shall additional attachments of any kind, with the exception of the past-president's gavel, be attached to the pin by any member or group of members.

POLICY #	5	INSIGNIA/FLAGS AND STATE BANNER	PAGE # 5
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Effective Date:

11 - 10 - 87

Policy Wording:

- A. The State President-Elect shall be responsible for the United States flag, the Indiana flag, and the Indiana DMA Banner.
- B. At the Fall State meeting, the newly elected State President-Elect shall be given the flags and DMA Banner.
- C. The State President-Elect shall have the responsibility for displaying the flags and DMA Banner at each State meeting.
- D. The State President-Elect shall also have the responsibility to see that the Indiana DMA Banner is taken to the National DMA meeting each year.
- E. The State President shall appoint two Indiana DMA members to carry the Indiana DMA Banner in the National Parade of States.

Revision Date:

September, 1994

Revised Policy Wording:

All wording above that reflects the "State President-Elect" shall be changed to the "State President".

September, 1996

Add:

- F. The State President and the hosting District President shall present the United States flag and the Indiana flag during a Presentation of Colors, followed by the pledge of allegiance and a quiet moment of reflection, at the start of each meeting.

4-2001

Change:

- A. A representative of the hosting district for the next state meeting shall be responsible for the United States flag, the Indiana flag, and the Indiana DMA Banner.
- B. The State President and the hosting district president shall present the flags during the Presentation of Colors, followed by the pledge of allegiance and a quiet moment of reflection, at the start of each meeting. The hosting district shall be responsible for hanging the State Banner at each State meeting.

POLICY #	5	INSIGNIA/FLAGS AND STATE BANNER	PAGE # 5
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- 1-1-2012
- C. The State President-Elect or State President has the responsibility to see that the Indiana DMA Banner is taken to the National DMA meeting each year.
 - D. The State President shall appoint two Indiana DMA members to carry the Indiana DMA Banner in the National Parade of States.
 - F. The State President and the hosting district President shall present the United States flag and the Indiana flag during a Presentation of Colors, followed by the pledge of allegiance and a quiet moment of reflection, at the start of each meeting.
 - A. A representative of the hosting district for the next state meeting shall be responsible for the United States flag, the Indiana flag, and the Indiana ANFP Banner.
 - B. The State President and the hosting district president shall present the flags during the Presentation of Colors, followed by the pledge of allegiance and a quiet moment of reflection, at the start of each meeting. The hosting district shall be responsible for hanging the State Banner at each State meeting.
 - C. The State President-Elect or State President has the responsibility to see that the Indiana ANFP Banner is taken to the National ANFP meeting each year.
 - D. The State President shall appoint two Indiana ANFP members to carry the Indiana ANFP Banner in the National Parade of States.
 - E. The State President shall appoint two Indiana ANFP members to carry the Indiana ANFP Banner in the National Parade of States.

POLICY	6	ANFP MERCHANDISE	PAGE #	6
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Effective Date:

Policy Wording:

4 - 22 - 97

- A. The National Budget/Finance Committee shall be responsible for deciding the price and advisability of offering new merchandise items for sale.

Such decisions shall be in the form of a recommendation to the National Board of Directors.
- B. The hosting district for state meetings shall contact National for special pricing of DMA merchandise to offer for sale at the state meetings.
- C. Copies of the “Code of Ethics” shall be purchased by the hosting district for presentation to all “first timers” at each state meeting.

Revision Date:

Revised Policy Wording:

4-2001

- C. Copies of the “Code of Ethics” shall be purchased by the hosting district for presentation to all “First Timers” at each State Meeting by the State President.

1-1-2012

- B. The hosting district for state meetings shall contact National for special pricing of ANFP merchandise to offer for sale at the state meetings.

POLICY	7	OFFICIAL NAME OF ASSOCIATION	PAGE #	7
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Effective Date:

Policy Wording:

4 - 22 - 97

- A. The official name of the state association shall be, Indiana Dietary Managers Association.

Revision Date:

Revised Policy Wording:

2-28-99

- B. Only logo to be used is the current logo obtained from National Headquarters

1-1-2012

- A. The official name of the state association shall be, Indiana Association of Nutrition Foodservice Professionals.

POLICY	8	MEMBERSHIP	PAGE #	8
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Effective Date:

4 - 22 - 97

Policy Wording:

(Adopted from National for information regarding membership to DMA)

- A. The criteria for ACTIVE membership in the association shall be successful completion of a training program approved by the National Board of Directors for the training of the dietary manager; or successful completion of the dietary managers credentialing examination.
- B. The criteria for ASSOCIATE membership in Dietary Managers Association shall be:
 - 1. Associate degree (2 years), bachelor or advanced degree in food service healthcare or related field otherwise ineligible for active membership and who pay the required annual associate membership fee.
 - 2. Individuals who have passed the credentialing examination and who pay the required annual associate membership fee.
 - 3. Successful completion of a 90 hour (or more) state approved course or other accredited dietary manager program.
- C. Supplier companies that complete the appropriate forms and submit the required fees, may join DMA under the supplier membership category.
- D. The criteria for STUDENT membership in Dietary Managers Association shall be:
 - Individuals enrolled in the DMA approved programs and who pay the required annual student membership fee.
- E. Training programs which have been reviewed by the Program Review Committee and approved by the Board of Directors shall be the basis of membership for this organization.
- F. The applicant's name shall be verified on school graduate listings supplied to DMA's headquarters office by the approved training program.
- H. The executive director shall have the responsibility of processing membership applications according to the membership requirements and guidelines established by the Board of Directors.
- I. The Board of Directors shall have the right to deny membership to any individual who has had an allied professional/trade membership withdrawn for just cause.

Revision Date:

1-1-2012

(Adopted from National for information regarding membership to ANFP)

POLICY	8	MEMBERSHIP	PAGE #	8
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- B. The criteria for ASSOCIATE membership in Association of Nutrition and Foodservice Professional shall be:
 - 1. Associate degree (2 years), bachelor or advanced degree in food service healthcare or related field otherwise ineligible for active membership and who pay the required annual associate membership fee.
 - 2. Individuals who have passed the credentialing examination and who pay the required annual associate membership fee.
 - 3. Successful completion of a 90 hour (or more) state approved course or other accredited dietary manager program.
- C. Supplier companies that complete the appropriate forms and submit the required fees, may join ANFP under the supplier membership category.
- D. The criteria for STUDENT membership in Association of Nutrition and Foodservice Professionals shall be:
Individuals enrolled in the ANFP approved programs and who pay the required annual student membership fee.
- F. The applicant's name shall be verified on school graduate listings supplied to ANFP's headquarters office by the approved training program.

POLICY # 9	MEMBERSHIP LISTING	PAGE # 9
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Effective Date:

Policy Wording:

- 5/93
- A. The official listings of all members shall be kept current and updated as listings are received from National Headquarters by the Corresponding Secretary.
 - B. Membership lists will include student, new and dropped members.
 - C. Membership lists shall be shared with the following:
 - 1. District Presidents
 - 2. District Secretaries
 - 3. Program Chair
 - 4. Newsletter Editor
 - D. The Membership list shall not be shared and or sold to any group or person. Such a list may be obtained through the National office.
 - E. The Corresponding Secretary will be responsible for getting all new members to the State Newsletter Editor on a regular basis. These names will be published in the State Newsletter to welcome them to the association.

Revision Date:

Revision Wording:

- 4/2001
- A. The official listings of all members shall be kept current and updated as listing are received from National Headquarters by the Secretary.
 - C. Membership lists shall be shared with District Presidents who will forward it to the District Secretaries.
 - E. The names of new members and students are mailed to the state newsletter editor to then be published in the State Newslettter to welcome them to the association.

Revision Date

- 1-1-2012
- c. Membership lists shall be shared with district Presidents who will forward it to the district Secretaries.

POLICY # 10	MEMBERSHIP COMMITTEE	PAGE # 10
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Effective Date:

Policy Wording:

- 9/89 A. Such committee shall consist of the Corresponding Secretary as Chairperson and two (2) active members of the State Association to promote membership in the State Association by giving guidance and assistance in the following areas:
1. Contact yearly all dropped members
 2. Contact all new members, sending them a new member packet
 3. Assisting districts with dropped member and new member contacts
 4. Conduct membership surveys concerning members needs
 5. Recommend to the Board of Directors, ideas to promote membership
 6. Plan membership promotion
 7. Perform other things that may be assigned by Board of Directors
 8. Communicate with other state committees as required
 9. Report as required to the Board of Directors. Must report activities of committees once yearly to the membership.

Revision Date:

Revised Wording:

- 10/1/99 9. Report due at both State Meetings
- 4/2001 Change: Corresponding to Recording Secretary
- 1-1-2012 3. Assisting districts with dropped member and new member contacts

POLICY # 11	ANFP ANNUAL “DISTINGUISHED MEMBER OF THE YEAR” AWARD	PAGE # 11
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Effective Date:

Policy Wording:

- 2/89
- A. Indiana DMA will award yearly a distinguished Member of the Year Award to a member who meets the qualifications.
 - B. A committee of the Immediate Past President, President, and President-Elect, shall select yearly the winner of the award. The President shall serve as Chairperson of the committee.
 - C. The winner of the annual award will receive such award in the form of a designed plaque to be given at the Fall State Meeting. Only one winner may be declared yearly.

Suggested Plaque:

Name
Indiana Dietary Managers Association
Distinguished Member of the Year Award
2010
For Outstanding Leadership
Performance and Enthusiasm

- D. Each District Executive Committee or any member of the State Association, may submit candidates to the committee for consideration, in writing. The following information will be required for the committee to consider the candidate.
 - 1. Must be an active Indiana DMA member
 - 2. Has demonstrated within the state association actual performance of state activities.
 - 3. The member has shown enthusiasm and has demonstrated loyalty and leadership capabilities.
 - 4. Has demonstrated good rapport with allied members of the association.

POLICY # 11	ANFP ANNUAL “DISTINGUISHED MEMBER OF THE YEAR” AWARD	PAGE # 11
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5. Has demonstrated a willingness to cooperate with state/district leadership of the association.
6. What has the candidate done in an outstanding nature toward the profession and/or the association.

Note: Each year, no later than March, the President, through the State Newsletter and other forms of communication, will encourage the submitting of candidates. The candidate's name must be submitted at least 60 days before the State Fall Meeting.

Revision Date:

Revised Wording:

- | | | |
|----------|------|---|
| 2-28-99 | E. | Only the designated form will be accepted. |
| 10-30-00 | D.2. | Has demonstrated within the state association actual performance of state or district activities. |
| 4-2001 | B. | The Board of Directors shall select, at the fall state meeting, the winner of the award. The President shall serve as Chairperson of the committee. |
| | C. | The winner of the annual award will receive such award in the form of a designated <u>plaque</u> to be given at the spring state meeting. Only one winner may be declared yearly. |
| 10/2006 | C. | See required specifications of Award plaque on policy/procedure #66, page #82. |
| 1-1-2012 | | Change Title of Policy/Procedure from IDMA to ANFP. |
| | A. | Indiana ANFP will award yearly a distinguished Member of the Year Award to a member who meets the qualifications. |
| | C. | The winner of the annual award will receive such award in the form of a designated <u>plaque</u> to be given at the spring state meeting. Only one winner may be declared yearly. |
| | | Change Plaque to Indiana Association of Nutrition and Foodservice Professionals |
| | D. | Each District Executive Committee or any member of the State Association, may submit candidates to the committee for |

POLICY # 11	ANFP ANNUAL “DISTINGUISHED MEMBER OF THE YEAR” AWARD	PAGE # 11
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consideration, in writing. The following information will be required for the committee to consider the candidate.

1. Must be an active Indiana ANFP member
5. Has demonstrated a willingness to cooperate with state district leadership of the association.

Indiana

APPLICATION FOR “DISTINGUISHED MEMBER OF THE YEAR” AWARD

NAME: _____

PHONE: _____

ADDRESS: _____

Has been a member of DMA for _____ YEARS.

Has served in the following state or District offices or committees:

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ Other: _____

How has the member demonstrated:

1. Enthusiasm: _____

2. Leadership Capability: _____

3. Loyalty: _____

4. Good rapport with members: _____

5. Willingness to cooperate with state/ district
leadership: _____

Outstanding contribution this member has made toward the profession and/or the
association: Please use reverse side or another sheet of paper.

Effective Date:**Policy Wording:**

5/94

- A. Affiliated district associates may collect fees from members residing or having mailing addresses within their districts by one of the following:
 - 1. Annual Fees
 - 2. Charge a fee for meetings
- B. Any DMA member may attend a district meeting as a guest and be charged a fee for such. Same fee as a district member.
- C. Any student attending a district meeting may be charged a fee. Same fee as district members, a reduced fee or no fee so as to encourage membership into the association. The definition of student is one who is enrolled in a DMA or DT program.
- D. Any ADA member and/or administrator may be charged the fee, same as district members.
- E. Any guest attending district meeting should be charged a fee, same as district members.
- F. The fees charged will be determined by the district's executive committee.

Revision Date:**Revised Wording:**

4/2001

- A. Districts may collect fees from members for registration at district meetings.
- B. Any person may attend a district meeting as a guest and be charged a fee for such. Same fee as a district member.
- C. Any student attending a district meeting may be charged a fee. Same fee as district members, a reduced fee or no fee so as to encourage membership into the association. The definition of student is one who is enrolled in a DMA or DT program.

POLICY # 12	DISTRICT MEETING FEES	PAGE # 14
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**Revision Date
1-1-2012**

- D. Any ADA member and/or administrator may be charged the fee, same as district members.
- E. The fees charged will be determined by the district's executive committee.
- A. Districts may collect fees from members for registration at district meetings.
- B. Any person may attend a district meeting as a guest and be charged a fee for such. Same fee as a district member.
- C. Any student attending a district meeting may be charged a fee. Same fee as district members, a reduced fee or no fee so as to encourage membership into the association. The definition of student is one who is enrolled in a DMA or DT program.
- D. Any ADA member and/or administrator may be charged the fee, same as district members.
- E. The fees charged will be determined by the district's executive committee.

POLICY # 13	DISTRICT REBATES	PAGE # 15
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Effective Date:

Policy Wording:

9/87

- A. For each district within the state of Indiana, DMA shall receive a yearly rebate, based upon a national membership list of paid-up members, dated August of the given year.
- B. The Executive Committee of Indiana DMA Board of Directors shall determine, annually, the amount of rebate that is to be paid to each district, per recommendation of the Budget/Finance Committee.
- C. The Corresponding Secretary is responsible for forwarding the number of paid members of each district to the State Treasurer.
- D. The State Treasurer shall forward, to each District Treasurer, their district rebate check per paid membership listing, no later than November of that given year.
- E. A rebate for retired members shall be paid based on one-half the amount of a non-retired member.

NOTE: If National Membership listing and/or rebate check is delayed, the above time frame will be adjusted accordingly.

Revision Date:

Revised Wording:

4/2001

- C. The Recording Secretary is responsible for forwarding the number of paid members of each district to the State Treasurer.

1-1-2012

- A. For each district within the state of Indiana, ANFP shall receive a yearly rebate, based upon a national membership list of paid-up members, dated August of the given year.
- B. The Executive Committee of Indiana ANFP Board of Directors shall determine, annually, the amount of rebate that is to be paid to each district, per recommendation of the Budget/Finance Committee.
- C.. The Recording Secretary is responsible for forwarding the number of paid members of each district to the State Treasurer.

POLICY # 13	DISTRICT REBATES	PAGE # 15
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- D. The State Treasurer shall forward, to each District Treasurer, their district rebate check per paid membership listing, no later than November of that given year.

Effective Date:

5/94

Policy Wording:

The Indiana Dietary Managers Association shall hold two state membership meetings each year.

- A. There shall be a Spring and Fall meeting of the members, except in a case of National Emergency, in order to present to the membership reports of projects and/or the reports of elected officers and committees and such other business as may properly come before the members.
- B. The hosting district for the meetings shall be determined by the Board of Directors and is located in the Policy and Procedure Manual under Hosting Committee.
- C. The site of the Spring membership meeting will be chosen by the district hosting the meeting.
The site of the Fall membership meeting each year is to be centrally located in the Indianapolis area.
- D. The registration cost of all membership meetings shall be established by the Board of Directors.
- E. The approval of each meeting program, etc., shall be presented to the Board of Directors for review. This information should be presented by:
 - 1. November for the Spring Meeting
 - 2. April for the Fall Meeting
- F. The hosting district and the State Program Committee shall follow established Policies and Procedures in planning the membership meetings.
- G. If a joint meeting is held with any other organization, such meeting must have the approval of the Board of Directors.

Revised Date: 2-28-99**Revised Wording:**

- D. The cost of the meeting to be determined by the hosting district.
- E. No longer valid.

Revised Date: 10-19-04**Revised Wording**

- D. a. Any student or retired member attending a State meeting may be charged a fee. Same fee as certified or active members, a reduced fee or no fee so as to encourage membership into the association. The definition of student is one who is enrolled in a DMA or DT program. The definition of a retired member pays a reduced rate for membership.

Revised Date: 4-21-08

- D. b. When paying your meeting registration there will be a ten dollar discount given for any member that submits their registration form by the first of the month in which the meeting falls for instance our Spring meeting is April 21 & 22 so for all registrations we receive by April 1st they will receive their registration at a 10 dollar discount. Also for anyone that needs a refund for any reason we must receive a 10 day notification and will refund 50 percent of the registration fee.

Revised Date: 4/21/09

- E. 1. The following will be honored by the State Treasurer:
- A box for checking will be added to the meeting registration for: "I am coming, payment enclosed", I am coming and paying at the door".
 - Early Bird Program: Pay 30 days before the meeting and have a postal date at least 30 days prior and receive \$10.00 off your registration
 - Full refund will be given if cancelled 10 days prior to the meeting, if the cancellation is less than 10 days you will receive less \$20.00 on the refund.
 - Pay at the door without pre-registering the cost will be \$20.00 more on top of the meeting costs.

Revised Date: 8/16/2010

- H. The Executive Board will make the meetings Meeting Room, Meal /Snack planning, and meeting room arrangements for all State Meetings to maintain within budgetary guidelines.

1-1-2012 The Indiana Association of Foodservice Professionals shall hold two state membership meetings each year.

- B. The hosting district for the meetings shall be determined by the Board of Directors and is located in the Policy and Procedure Manual under Hosting Committee.
- C. The site of the Spring membership meeting will be chosen by the district hosting the meeting.
The site of the Fall membership meeting each year is to be centrally located in the Indianapolis area.

POLICY # 14	MEMBERSHIP MEETINGS	PAGE # 16
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|------------------------|----|--|
| | F. | The hosting district and the State Program Committee shall follow established Policies and Procedures in planning the membership meetings. |
| Spring Meeting 2012 I. | | The State IANFP will sponsor 1 member by a drawing for 1 paid meeting registration for the next scheduled Fall meeting if the funds are available in the state treasury. This will be evaluated on an annual basis by the State Executive Board. |
| 5/2014 | D. | The registration cost of all membership meetings shall be established by the Board of Directors. |
| 7/26/2014 | I. | The Board will establish that \$4000.00 will be the maximum budget allowance for each State Meeting. |

Effective Date:**Policy Wording:**

4/86

- A. The Budget/Finance Committee shall review annually all banking procedures, and make recommendations to the Board of Directors for consideration.
- B. Indiana DMA money received shall be forwarded to the duly elected Treasurer. Checks being written to the association shall be written in the association name, (Indiana Dietary Managers Association).
- C. Indiana DMA money shall be placed into:
 - 1. An Interest Now Checking Account effective 1983.
 - 2. At the Key Bank Of Winamac, IN 46996.
Phone # 219-946-3113.
 - 3. Deposits are done by mail.
 - 4. Statements are received quarterly from the bank.
- D. The Treasurer, at the Fall State Meeting, shall have new authorization cards signed for the signing of checks.
 - 1. The Treasurer, duly elected, has authority to officially sign checks on the Indiana DMA checking account.
 - 2. The President of the association may sign checks in the absence of the Treasurer.
- E. Expense Reports shall be completed by the member accruing the expenses. The expense form must be completely filled out with the following information:
 - 1. Name, address and phone number
 - 2. Date expenses accrued
 - 3. State position in the association
 - 4. Attach receipt - if No receipt, give reason
 - 5. Properly mark the expense record according to category, such as Administration and/or etc.
 - 6. Forward report to President of the association for signature. This is not necessary if the expense has been previously approved or under \$100.
 - 7. The President, after approving, will forward report to Treasurer for action.
- F. The Treasurer, after reviewing expense report and approving, shall pay by check the expenses within 10 days.

POLICY # 15	BANKING	PAGE # 17
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Revision Date:

Revised Wording:

- | | |
|-----------|--|
| 4/2001 | <p>A. The Budget/Finance Committee shall review annually all banking procedures, and make recommendations to the Board of Directors for review.</p> <p>C. 3. Deposits are done by mail or in person.</p> <p>D. 2. The President of the association may sign checks in the absence of the Treasurer. Checks over \$100 need both signatures.</p> <p>E. 3. Valid member in the association</p> |
| 6/16/2010 | <p>D. 3. Checks will need 2 of 3 signatures (President or President-Elect and always the Treasurer for checks totaling \$350.00 or more).</p> |
| 1-1-2012 | <p>B. Indiana ANFP money received shall be forwarded to the duly elected Treasurer. Checks being written to the association shall be written in the association name, (Indiana Association of Nutrition and Foodservice Professionals).</p> <p>C. Indiana ANFP money shall be placed into:</p> <ol style="list-style-type: none"> 1. An Interest Now Checking Account effective <u>1983</u>. 2. At the Key Bank Of Winamac, IN 46996.
Phone # <u>219-946-3113</u>. 3. Deposits are done by mail or in person.. 4. Statements are received quarterly from the bank. <p>D. The Treasurer, at the Fall State Meeting, shall have new authorization cards signed for the signing of checks.</p> <ol style="list-style-type: none"> 1. The Treasurer, duly elected, has authority to officially sign checks on the Indiana ANFP checking account. 2. The President of the association may sign checks in the absence of the Treasurer. Checks over \$100 need both signatures |



Association of Nutrition & Foodservice Professionals

Indiana

DATE: _____

ITEMIZED EXPENSE REPORT

NAME _____ STATE POSITION _____

ADDRESS: _____

PHONE #: _____ RECEIPT ATTACHED: YES ____ NO ____

IF NO, WHY: _____

MEETING ATTENDED/LOCATION: _____

ADMINISTRATIVE EXPENSES:

Mileage: Per Indiana \$ _____
Postage: \$ _____
Phone: \$ _____
Printing: \$ _____
Miscellaneous: \$ _____

STATE MEETING EXPENSES: NEWSLETTER EXPENSES:

Postage: \$ _____
Phone: \$ _____
SPEAKER:
Fees: \$ _____
Hotel: \$ _____
Travel: \$ _____
Postage: \$ _____
Printing: \$ _____
Typing: \$ _____
Misc.: \$ _____

NATIONAL MEETING EXPENSES

President: \$ _____
Pres.Elect: \$ _____
Membership: \$ _____

HOTEL:
Food: \$ _____
Room: \$ _____
Misc.: \$ _____

DISTRICT REBATES: \$ _____

MISC. SUPPLIES \$ _____

HOTEL:
Food \$ _____
Room \$ _____
Tips \$ _____

SUPPLIES: \$ _____
PRINTING: \$ _____
OTHER: \$ _____

TRANSPORTATION:

Airfare \$ _____
Taxi/Bus \$ _____
Rental Car \$ _____
Shuttle \$ _____

COLUMN TOTAL: \$ _____ COL. TOTAL: \$ _____ COL. TOTAL: \$ _____

TOTAL AMOUNT OF CHECK: \$ _____ TREASURER: _____

CHECK NUMBER: _____ PRESIDENT: _____

POSTED TO LEAGUE: _____

NOTE: THIS FORM WITH ATTACHED RECEIPTS MUST BE SUBMITTED WITHIN 60 DAYS

Revised: 10/11/05, 1/1/2012, 6/2016

POLICY # 16	STATE BOARD OF DIRECTORS MEETINGS	PAGE # 19
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Effective Date:

5/94

Policy Wording:

- A. Written notice of a regular and/or special meeting of the Board of Directors shall be mailed to all board members not less than ten (10) days nor more than thirty (30) days before the date of the proposed meeting.
- B. A prepared agenda will be provided at the said board meeting.
- C. Any Board of Directors member may submit items for the meeting at least fifteen (15) days prior to meeting notice or a regular scheduled meeting.
- D. Any state member may submit items to the Board for consideration at any regularly scheduled meeting at least fifteen (15) days prior to meeting notice.
- E. Any member shall receive a written reply to item submitted fifteen (15) days after Board meeting by the President if such a reply is required.
- F. Board of Directors' meeting minutes shall be forwarded to each board member within thirty (30) days by the Recording Secretary.
- G. New and old business presented and discussed at the meeting and not resolved shall be placed on the agenda for the next meeting of the board.

Revision Date:

10/1/99

Revised Wording:

- H. Executive Board Dinner to be done at least costly arrangements. Budget for meals is to be approved by President.

POLICY # 17	BOARD OF DIRECTORS MEMBERS	PAGE # 20
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Effective Date:

Policy Wording:

5/93

All are elected offices as stated in the Indiana By-Laws

1. President
2. President Elect
3. Immediate Past President
4. Corresponding Secretary
5. Recording Secretary
6. Treasurer

Districts Attending as a member of the Board of Directors:

Years	1999 2000	2000 2001	2001 2002	2002 2003	2003 2004	2004 2005	2005 2006	2006 2007	2007 2008	2008 2009	2009 2010
District											
NW 1	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.
NE 2	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect
NC 3	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.
EC 4	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect
SE 5	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.
SC 6	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect

POLICY # 17	BOARD OF DIRECTORS MEMBERS	PAGE # 20
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Revision Date: 4/199
Revised Wording: District 7 added 4/1999.

SC 7	-----	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.
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6/21/99 Table changed above to delete past years and add new years upcoming.
President or President-Elect may attend State Meetings

4/2001 Change to: 4. State Spokesperson (non-voting)
Add: 7. State Newsletter Editor
8. Districts Attending

4/21/2009

Years	2010 2011	2011 2012	2012 2013	2013 2014	2014 2015	2015 2016	2016 2017	2017 2018	2018 2019	2019 2020	2020 2021
District											
1	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect
2	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.
3	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect
4	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.
5	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect
6	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.
7	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect

POLICY # 17	BOARD OF DIRECTORS MEMBERS	PAGE # 20
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Revised 6/16/2010

To take District #5 out of the mix as this District was dissolved.

Years	2010 2011	2011 2012	2012 2013	2013 2014	2014 2015	2015 2016	2016 2017	2017 2018	2018 2019	2019 2020	2020 2021
District											
1	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect
2	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.
3	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect
4	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.
6	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.
7	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect

Revised 1/1/2012

To Change Districts to 3 Districts within the State

Years	2011 2012	2012 2013	2013 2014	2014 2015	2015 2016	2016 2017	2017 2018	2018 2019	2019 2020	2020 2021
District										
1	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.
2	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.
3	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect	Pres.	Pres. Elect

POLICY # 18	STATE MEMBERSHIP MEETINGS	PAGE # 21
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Effective Date:

Policy Wording:

5/93 A. The following districts have been established as Hosting Committees for each Spring and Fall Meeting for the membership of the Indiana Dietary Managers Association. Such committees shall adhere to the established policies and procedures for hosting such a meeting.

B. Schedule of meetings:

YEAR:

HOSTING DISTRICT:

1997 Spring	District 6
1997 Fall	District 2
1998 Spring	District 3
1998 Fall	District 5
1999 Spring	District 1
1999 Fall	District 4
2000 Spring	District 6
2000 Fall	District 2
2001 Spring	District 3
2001 Fall	District 5
2002 Spring	District 1
2002 Fall	District 7
2003 Spring	District 6
2003 Fall	District 4

C. The above meetings shall not be changed without approval of the Board of Directors.

Revision Date:

6/21/99

September 1999

Revised Wording:

District 7 added

Changes made to include District #7 in Planning and Hosting Fall State Meetings

Scheduled changed to:

2001 Fall	District 5
2002 Spring	District 1
2002 Fall	District 7
2003 Spring	District 6

POLICY # 18	STATE MEMBERSHIP MEETINGS	PAGE # 21
--------------------	----------------------------------	------------------

	2003 Fall	District 4
	2004 Spring	District 2
	2004 Fall	District 3
	2005 Spring	District 7
	2005 Fall	District 5
	2006 Spring	District 1
	2006 Fall	District 2
	2007 Spring	District 3
	2007 Fall	District 4
	2008 Spring	District 5
	2008 Fall	District 6
	2009 Spring	District 7
	2009 Fall	District 1
4/21/09	Scheduled changed to:	
	2010 Spring	District 2
	2010 Fall	District 3
	2011 Spring	District 4
	2011 Fall	District 5
	2012 Spring	District 6
	2012 Fall	District 7
	2013 Spring	District 1
	2013 Fall	District 2
	2014 Spring	District 3
	2014 Fall	District 4
	2015 Spring	District 5
	2015 Fall	District 6
	2016 Spring	District 7
	2016 Fall	District 1
	2017 Spring	District 2
	2017 Fall	District 3
	2018 Spring	District 4
	2018 Fall	District 5
	2019 Spring	District 6
	2019 Fall	District 7
6/10/2010	Scheduled changed to:	
	2010 Spring	District 1
	2010 Fall	District 2
	2011 Spring	District 3

POLICY # 18	STATE MEMBERSHIP MEETINGS	PAGE # 21
--------------------	----------------------------------	------------------

2011 Fall	District 4
2012 Spring	District 6
2012 Fall	District 7
2013 Spring	District 1
2013 Fall	District 2
2014 Spring	District 3
2014 Fall	District 4
2015 Spring	District 6
2015 Fall	District 7
2016 Spring	District 1
2016 Fall	District 2
2017 Spring	District 3
2017 Fall	District 4
2018 Spring	District 6
2018 Fall	District 7
2019 Spring	District 1
2019 Fall	District 2

Revision Date

1-1-2012 A.

The following Districts have been established as Hosting Committees for each Spring and Fall Meeting for the membership of the Indiana Association of Foodservice Professionals. Such committees shall adhere to the established policies and procedures for hosting such a meeting.

1-1-2012

Schedule changed to:

2012 Spring	District 3
2012 Fall	District 1
2013 Spring	District 2
2013 Fall	District 3
2014 Spring	District 1
2014 Fall	District 2
2015 Spring	District 3
2015 Fall	District 1
2016 Spring	District 2
2016 Fall	District 3
2017 Spring	District 2
2017 Fall	District 1

POLICY # 18	STATE MEMBERSHIP MEETINGS	PAGE # 21
--------------------	----------------------------------	------------------

2018 Spring	District 2
2018 Fall	District 1
2019 Spring	District 2
2019 Fall	District 3

7/26/2014

Schedule change:	
2014 Fall	Board
2015 Spring	District 2
2015 Fall	Board
2016 Spring	District 1
2016 Fall	Board
2017 Spring	District 3
2017 Fall	Board
2018 Spring	District 2
2018 Fall	Board
2019 Spring	District 1
2019 Fall	Board
2020 Spring	District 3
2020 Fall	Board

Effective Date:**Policy Wording:**

5/94

- A. General Co-Chairperson - District President
Immediate Past President
Duties: Responsible to keep abreast of all committee activities. Assisting each other committee as necessary. Act as liaison between district and state. Offer suggestions and ideas. Other duties to include:
- A. Hotel Contact
 - B. Hotel Suite Arrangements
 - C. Controller of Funds
 - D. Meeting Theme
 - E. Call committees together for planning sessions
- B. Meeting Coordinator:
Duties: Assign specific duties to each committee. Follow up on Committee progress and responsible for planning and directing the meeting may include:
- A. Program Planning
 - B. Printing
 - C. Speakers Contact
 - D. Speakers Gifts (Gratuities)
 - E. Audio-Visual
 - F. Photographer
 - G. Thank You Letters
 - H. Speakers Expenses, etc.
- C. Committee:
Shall be responsible for their assignments and follow up with progress and or problems to the general co-chairpersons. Each committee should maintain accurate records of all activities. Committee chairperson must attend necessary planning meeting and committee meetings.

AHosting Committee@ cont=d.**D. Registration Committee**

Duties: Responsible for all registration procedures to include:

1. Design Registration Form
2. Process Pre-registration
3. Handling of registration fees - forward money to State Treasurer weekly
4. Exhibitor Registration
5. Procedure and implementation of registration at meeting site
6. Process forms, pass out packets, badges, ribbons, etc.

E. Hosting Committee Chairperson/Co-Chairperson

Duties: Responsible for assigning duties of committee members to carry out responsibilities and check for proper timely set-ups of meeting rooms, equipment, etc., to include:

1. Attain favors from vendors for packets, and place items into packets.
2. Extending courteous treatment to all in attendance, answering questions of guests, etc.
3. Attaining decorations for speaker's tables, business meeting, and/or special events.
4. Attain corsages for business meeting head table and/or table decorations.
5. See that meeting rooms are set up to include:
 - a. Water Glasses
 - b. Speakers Equipment, etc.
 - c. Enough Chairs
 - d. Help late comers find seats

F. Special Functions

Chairperson/Co-Chairperson

Duties: Responsible to assist with planning and seeing that such plans are carried out to include:

1. Meal Functions
2. Special Entertainment
3. Other Planned Functions
4. Planning Committee Meetings

AHosting Committee@ cont=d.

- G. Exhibit Committee
Chairperson/Co-Chairperson
Duties: Planning, promoting, scheduling, and implementing the responsibility of the committee, to include:
1. Contacting Exhibitors
 2. Development of Exhibitor Promotional Materials
 3. Design Booth Assignments
 4. Have Exhibitors contracts signed
 5. Exhibitor Registration (Work with Registration Committee)
 6. Process Contracts; Collecting Fees, etc.
 7. Security of Exhibit Area
 8. Attain Door Prizes from Vendors
- H. Publicity Committee
Chairperson/Co-Chairperson
Duties: Promote the meeting by doing the following:
1. Designing, printing and mailing of promotional materials
 2. Designing of signs
 - a. Sign for Each District
 - b. Meeting Room Signs/Special Events
 - c. Hostess Room Signs
 3. Local Publicity: Newspaper, Radio, T.V., etc.
 4. Other:
 - a. Ribbons
 1. State Officer
 2. District Officer
 3. Host

Revision Date:

Revised Wording:

5/96

(4. Other) ADD

- b. Code of Ethics
To be given to all "First Timers" to State Meetings

4/97

- D. 3. CHANGE: Handling of registration fees – forward money to State Treasurer.

POLICY # 19	HOSTING COMMITTEE	PAGE # 22
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AHosting Committee@ cont=d.

- | | |
|-----------|---|
| 4/2001 | <p>A. General Chairperson – District President
State-President Elect</p> <p>E. 5.c. Adequate seating
d. Delete: Help late comers find seats</p> <p>G. 8. Attain Door Prizes from Vendors if possible</p> |
| 6/10/2010 | <p>A. A., B. and C. Will become the responsibility of the Executive Board for each State Meeting.</p> |
| 1-1-2012 | <p>A. General Chairperson – District President
State-President Elect</p> <p>H. Publicity Committee
Chairperson/Co-Chairperson
Duties: Promote the meeting by doing the following:</p> <ol style="list-style-type: none"> 1. Designing, printing and mailing of promotional materials 2. Designing of signs <ol style="list-style-type: none"> a. Sign for Each District b. Meeting Room Signs/Special Events c. Hostess Room Signs 3. Local Publicity: Newspaper, Radio, T.V., etc. 4. Other: <ol style="list-style-type: none"> a. Ribbons <ol style="list-style-type: none"> 1. State Officer 2. District Officer 3. Host |
| 7/26/2014 | <p>G. 9. In the event that door prizes are purchased the funds for the door prizes will come from the District hosting the meeting or within the allowed monies designated for the meeting budget of </\$4000.00 for total cost of the meeting.</p> |

POLICY # 20	HOSTING COMMITTEE GUIDELINES	PAGE # 25
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Effective Date:

5/94

Policy Wording:

- A. Select site -- your choice. Shop for the best prices at the different hotel chains.
- B. Plan the program - select your speakers. Have them send their resumes, or vitae" sheets and their qualifications. Send the copies of items to National Headquarters for approval for clock hours. Call National to obtain forms to be completed on clock hour approval. Plan a time and space for a Board Meeting after obtaining guidance from the President.
- C. Luncheon and Banquet menus should be obtained from hotel in completing selection of meals or snacks to be served.
- D. Obtain a professional printed program from the most economical source available in your area.
- E. Assess the registration fee to be enough to cover the cost of supplies, folders, etc., and coffee breaks. Include the cost of the lunch and any snacks in registration. Also include cost of speakers and guests the association may be covering.
- F. Mail the registration form to each member or see that the Corresponding Secretary gets them to be mailed out 21 to 30 days before registration is due back to your designated person.
- G. Work with Hotel/Motel people for room arrangements, etc.
- H. Appoint committees - (see Policies on committees)
- I. Vendors pay per table space. These checks should be sent to the hosting committee. Average attendance in North or South is 75-100. Indianapolis is over 100.

POLICY # 20	HOSTING COMMITTEE GUIDELINES	PAGE # 25
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Revision Date:

Revised Wording:

- | | |
|---------|--|
| 4/95 | <p>F. (Add) Registration forms shall be forwarded to the state Newsletter Editor for printing in the newsletter to save the cost of postage.</p> <p>The designated person shall then periodically forward the registration form or copy of same and all monies received to the State Treasurer via Certified Mail.</p> <p>I. (Add) All monies received from vendors shall be forwarded to the State Treasurer via Certified Mail.</p> |
| 4/97 | <p>F (above) All registration forms shall have the State Treasurer as the designated person for form returns. The State Treasurer shall return all the registration forms after depositing fees to the chairman of the Hosting Committee. The State Treasurer shall therefore be the only person in charge of the funds/monies received.</p> <p>I. Delete above wording.
Add: All vendors shall be instructed to return their application and money to the State Treasurer who shall send their application to the Hosting Committee Chairman.</p> |
| 6/21/99 | <p>D. Optional. If used, cost is to be done from district treasury. Or a member who is able to make one on a computer.</p> |
| 4/2001 | <p>C. Menus should be obtained from the hotel in completing selection of meals or snacks to be served.</p> <p>E. Assess the registration fee to be enough to cover the cost of supplies, folders, etc., and coffee breaks. Also include cost of speakers.</p> |

POLICY # 20	HOSTING COMMITTEE GUIDELINES	PAGE # 25
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F. Mail the registration forms to each member or see that Secretary gets them to be mailed out 21 to 31 days before registration is due back to your designated person.

6/16/2010

Executive Board will be responsible for A., C, E.,G. to plan the meeting within the states budgetary guidelines.
Executive board will work with the Hosting District for each meeting as much as possible.

1-1-2012

6/16/2010 Executive Board will be responsible for A., C, E.,G. to plan the meeting within the states budgetary guidelines.
Executive board will work with the Hosting Districts for each meeting as much as possible.

POLICY # 21	EXHIBIT INFORMATION	PAGE # 27
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Effective Date:

Policy Wording:

2/94

- A. The Indiana Dietary Managers Association reserves the right to reject any application for exhibit space if products to be displayed are considered unsuitable for the purpose of the association.
- B. Payments for tables must be submitted with application form. Make checks payable to the Indiana DMA. If the application is not accepted, the total amount remitted will be returned to the applicant.
- C. Exhibit table space will be assigned in the order in which applications are received by the exhibit chairperson. Please indicate your location preference, if any, or desire to be located adjacent to another firm.
- D. Table size shall be approximately 6 feet. All tables are \$100.00. Charge will include 6 foot draped table and chair. Exhibitors should furnish a sign bearing the name of the exhibiting firm.
- E. Exhibitor agrees that in the event he/she fails to install his/her display in the assigned space, the organization shall have the right to reclaim said space and release or otherwise use said space without rebate to exhibitor.
- F. Exhibitors shall not display products or advertising of any other company, not assigned or sublet any part of the space assigned to them. No distribution of circulars or advertising material is allowed except at exhibitors booth.

Revision Date:

Revised Wording:

4/97

- B. Add: Exhibitors shall be instructed to forward their application and fee to the State Treasurer. The application will then be forwarded to the hosting committee.

6/16/2010

- D. Change the cost of the table charge to \$250.00 per exhibit table.

1-1-2012

- A. The Indiana Association of Nutrition and Foodservice Professionals reserves the right to reject any application for exhibit

space if products to be displayed are considered unsuitable for the purpose of the association.

- B. Payments for tables must be submitted with application form. Make checks payable to the Indiana ANFP. If the application is not accepted, the total amount remitted will be returned to the applicant. Add: Exhibitors shall be instructed to forward their application and fee to the State Treasurer. The application will then be forwarded to the hosting committee.

POLICY # 22	GUIDELINES FOR SETTING UP AN EXHIBIT	PAGE # 28
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Effective Date:

8/94

Policy Wording:

- A. Provide the exhibitor with space to set-up his/her booth or table at a fair fee.
- B. Each exhibit space should be the same size, however, the exhibitor may request and pay for more than one booth space.
- C. The space should be a location in the hotel/motel that is well lighted and clean, with trash removal provided. Discuss your exhibits with the staff at the hotel/motel where you are planning to hold your meeting.
 - 1. Inquire whether there is enough space for both your meeting and the exhibits.
 - 2. Inspect the space before scheduling your meeting at that particular hotel/motel.
 - 3. Ask to see a floor plan of the exhibit area with the booth spaces diagramed. Find out how this can be modified for the number of exhibit booths you will have. If this is not to your satisfaction, ask for changes.
 - 4. Find out whether you will be charged for exhibit space. Many hotels/motels charge by the square foot of space used. This includes booth space plus aisle and public space.
- D. Make sure the exhibit space is located close to the rooms where your meetings will be held. A good flow of traffic is a must if you want your members to visit the exhibits. Do not place your exhibits in another building or in another wing of the hotel/motel. Avoid, if at all possible, placing the exhibits on another floor from the meeting space. Unless your meeting attendance is very large, you will have a difficult time getting members to walk a distance to get to the exhibits.
- E. Make sure the space you choose for the exhibit is accessible to the loading dock of the hotel/motel so that the exhibitors can easily unload their booths and supplies.

- F. Schedule sufficient time for members to visit the exhibits. Avoid scheduling sessions during the exhibit hours. Watch for such problems as scheduling the exhibit hours from 12 noon to 2:00 p.m. and then serving a sit down luncheon in the dining room from 12:30 to 1:30 p.m. If the vendors had samples to eat they will not be hungry.
- G. Find out from the hotel/motel staff where the exhibitor can obtain water, store frozen supplies, heat products or wash utensils. Let the hotel/motel know that your exhibitors are food vendors. If the hotel/motel objects to an exhibit that may produce cooking odors or are concerned about possible spillage on floors or carpeting, etc., then perhaps you may need to consider scheduling your meeting in a facility that will allow this type of exhibit. DMA vendors sell food. To deny them the opportunity to provide food samples for tasting denies them the ability to successfully market their products to you, the customer.
- H. Find out from the hotel/motel staff whether they can set-up exhibits for you and what the charges will be. They may be able to set-up for table-top exhibits if the exhibit is not large. If they cannot do this, ask if they can recommend a decorating company/exhibit service contractor.

If your exhibitors are bringing exhibit booths, you will require the service of a decorator who will provide the pipe and draping that sections off each booth. The decorator will charge you for each booth set-up. Be sure to inquire about other additional charges.

- I. Discuss with both the hotel/motel and the decorator whether the exhibitors may set-up their own tables or booths. Some hotels/motels have union agreements that state only union labor may be used. Find out what is not allowed and follow those rules.

- J. You will need to develop some rules and regulations and a contract along with additional information about your exhibit and meeting. This is called a prospectus. This is mailed to prospective exhibitors. It is very important that you start this task early. This information should be mailed no less than six months prior to your meeting. This means that you need to begin working on the material at least eight to nine months prior to your meeting.

Your prospectus should include:

1. Date of your meeting
 2. Place of meeting
 3. Exhibit hours
 4. Size of booths or table (exhibit space)
 5. Exhibit Fees
 6. Dates and times for exhibit set-up and tear-down
 7. Name, address and telephone number of person to contact
 8. Detailed scaled diagram of the exhibit space booth layout (floor plan). The hotel/motel should be able to provide you with this. The floor plan should note location of special facilities such as water, drainage, gas, etc. You should approve the floor plan before it is put to use so that the exhibits are set-up and arranged the way you want them to be.
 9. Your prospectus need not be fancy but should be printed, well organized and neat in design. If you want to attract exhibitors, you must have a professional look.
- K. The rules and regulations are a most important part to your prospectus. They tell the exhibitor what he/she can or cannot do. They are an agreement between you and the exhibitor. (A part of this article includes a model contract with a model set of rules and regulations on another page.)

- L. A few weeks to several months (depending on the size of the exhibit) prior to your exhibit, you will need to make booth or space assignments.
1. Ask the exhibitor to list on the contract several choices for space location.
 2. Then assign space according to a fair plan. You will find that several exhibitors may have requested the same space. Your previous exhibitors should have first choice on space.
 3. Ask exhibitors to state which companies they do not wish to be located near. Honor those requests. Competitive companies usually prefer to be located in different areas of the exhibit hall.
 4. After your previous exhibitors have been assigned, then assign the new exhibitors according to the date in which you received the contracts.
 5. Notify the exhibitors of their booth space assignment and the booth number. If they are shipping any materials to the hotel/motel, they will need to know the booth number.
- M. You must develop a good bookkeeping system.
1. If your exhibit is small and your booth cost is low, request the exhibitor to submit the entire booth cost fee with his/her contract.
 2. If the fee is high, you may allow the vendor to submit 50% of the fee with his/her contract, with the balance due several weeks prior to the exhibit date.
 3. When you receive the contract and fee check, send an acknowledgment to the exhibitor.
- N. Make sure the exhibit booths or tables are set-up prior to the time the exhibitors will be moving in and setting up their individual booths or tables. Some one at the hotel/motel should assist with this.

POLICY # 22	GUIDELINES FOR SETTING UP AN EXHIBIT	PAGE # 28
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- O. If your exhibitors are located some distance from where your exhibit is being held, you will need to provide shipping instructions to the exhibitor and arrange with the hotel/motel to receive, store and deliver the exhibit materials to the meeting site.
- P. If your exhibitors are leaving costly equipment and supplies in the exhibit hall overnight, you will need to arrange to have security coverage in the exhibit hall. The hotel/motel security does not cover the safety of your exhibits.
- Q. It may be wise to include exhibits at only one of your state meetings each year. Meeting choice may be fall due to this meeting being held in a central location. It will be left up to the hosting district if exhibitors are at the spring meeting. If district hosting the fall meeting plans not to have exhibitors it must be approved by the State Board of Directors.
- R. The profit from the exhibitors can be used to offset the cost of an expensive key note speaker, be used to promote group travel to the National Meetings.

Revision Date:

Revised Wording:

- | | |
|----------|---|
| 4/2001 | R. The profit from the exhibitors can be used to offset the cost of an expensive key note speaker, be used to promote group travel to the National Meetings or used for the State treasury. |
| 1-1-2012 | G. Find out from the hotel/motel staff where the exhibitor can obtain water, store frozen supplies, heat products or wash utensils. Let the hotel/motel know that your exhibitors are food vendors. If the hotel/motel objects to an exhibit that may produce cooking odors or are concerned about possible spillage on floors or carpeting, etc., then perhaps you may need to consider scheduling your meeting in a facility that will allow this type of exhibit. ANFP vendors sell food. To deny them the opportunity to provide food samples for tasting denies them the ability to successfully market their products to you, the customer. |



Association of Nutrition & Foodservice Professionals

EXHIBIT SAMPLE LETTER

Dear Sirs:

The Association of Nutrition and Foodservice Professionals will hold their annual meeting on _____ at _____.

As Exhibit Chairman, I would like to extend an invitation to your firm to provide an exhibit for this annual meeting. Approximately _____ members of the Indiana ANFP from throughout the state will be attending this meeting. Indiana Association of Nutrition and Foodservice Professionals play an important role in determining specifications for food products, equipment, supplies, etc., for hospitals, schools, nursing homes and other service organizations. We know that members of the profession are sincerely interested in the information you provide.

The exhibits will be open in the _____ from _____ to _____. No meetings will be scheduled during this time period, so you will be able to meet our members and introduce your products to them.

All display tables are \$250.00 and are approximately 6 feet in size. Additional information on the exhibits and application for exhibit space is attached. Please return your application and check to me no later than _____.

Should your firm desire not to provide an exhibit at our meeting or should you desire additional exposure to the membership, we have another opportunity to present you.

Your firm may be interested in promoting through a Hospitality Room. The arrangement for such a room shall be completely handled by the firm and the hotel, however, to promote using this manner must be approved by the Indiana State Board of Directors.

Your interest, support and cooperation is appreciated. We want to give you the opportunity to present the latest information on equipment and food products to our membership. Make plans now to be among the exhibitors participating in this annual meeting.

Any questions may be directed to me at :

Note: This is only a sample letter and may be revised as needed. Any letters sent should be on official ANFP stationery.

POLICY # 23	BOARD OF DIRECTORS MEETING ATTENDANCE	PAGE # 34
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Effective Date:

Policy Wording:

4/94

- A. If a member of the Board of Directors is absent from two (2) consecutive meetings for reasons with the Executive Committee has failed to declare to be sufficient, his/her resignation shall be deemed tendered and accepted.
- B. Any member of the Board of Directors may resign at any time by giving written notice to any member of the Board of Directors. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance by the board member.
- C. To resign as a member of the Board of Directors means that the same person has resigned their position on the district level.
- D. The members of the Board of Directors shall receive no salary for their service.

Revision Date:

10/1/99

Revised Wording:

- E. Any member of the Board of Directors unable to attend a meeting shall so inform the President or Secretary in writing, following Article V Section 14 of Indiana By-Laws.

POLICY #24	STATE OFFICE QUALIFICATIONS	PAGE # 35
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Effective Date:

2/94

Policy Wording:

A. Experience

1. Shall be an active Indiana DMA member.
2. Shall have been active in state activities (such as attending state meetings).
3. Shall have knowledge of the DMA Organization, its purpose and objectives (such as serving as a District officer, Committee Member, etc.).
4. Shall have supervisory experience in Food Service.

B. Desirable Attributes

1. Genuine pride and demonstrated loyalty to the DMA organization.
2. Possess leadership capabilities.
3. Ability to associate with superiors and subordinates.
4. Ability to think and act ethically in the interest of the entire membership above own personal interest.
5. Ability to foresee future problems in the organization.
6. Be neat, clean, respectable, healthy and able to endure the pressure and rigors of the responsibility.
7. Realization that as a representative of a professional organization, the candidate's actions, speech and appearance will reflect upon DMA.
8. Initiate good rapport with allied organizations.
9. Shall have written understanding with his/her employer regarding absences enabling the candidate to carry out the executive duties.
10. Shall be able to devote sufficient time to the responsibilities of the office.
11. Shall have the support of his/her family, allowing sufficient time away from home.
12. Shall have access to secretarial and telephone service to effectively handle DMA communications.
13. Shall have the ability and knowledge of parliamentary procedure to chair meetings of the executive committee as well as membership meetings.

POLICY #24	STATE OFFICE QUALIFICATIONS	PAGE # 35
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Qualification for State Office cont=d.

14. Shall have the ability to delegate jobs and also to accept assignments.
15. Shall be firm in standing behind decisions once they are made.
16. Shall exude confidence, poise and enthusiasm for yourself and your organization.
17. Shall accept conciliatory responsibility.
18. Shall have sufficient communication and coordination with incoming executive committee and outgoing executive committee to facilitate a smooth transition.
19. Shall possess knowledge of acceptable etiquette.

Revision Date:

1-1-2012

Revised Wording:

- A.1. Shall be an active Indiana ANFP member
- A. 3. Shall have knowledge of the ANFP Organization, its purpose and objectives (such as serving as a District officer, Committee Member, etc.).
- B. 1. Genuine pride and demonstrated loyalty to the ANFP organization.
- B. 7. Realization that as a representative of a professional organization, the candidate's actions, speech and appearance will reflect upon ANFP.
- B.12. Shall have access to secretarial and telephone service to effectively handle ANFP communications.

POLICY # 25	DISTRICTS ASSOCIATIONS	PAGE # 37
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Effective Date:

Policy Wording:

5/94

- A. The Association shall be divided into districts through indication of a number insignia.
- B. Each district boundaries shall be designated by the State Board of Directors.
- C. Any group of members desiring to form a district must meet the established procedure of National and submit a written request to the State Board of Directors who may approve or disapprove the request.
- D. Each district shall have its own:
 - 1. By-Laws - approved by the State Board of Directors
 - 2. Policies and Procedures
 - 3. Educational workshops for its members
 - 4. Newsletters
- E. Each district, through their member on the Board of Directors, shall report at the scheduled Spring and Fall meeting of the Board of Directors on progress, problems, etc., within their district.

Revision Date:

Revised Wording:

4/2001

- A. The Association shall be divided into districts through indication of a number insignia designated by zip code.
- D.5. Add: Sufficient members for officers
- E. Each district, through their member on the Board of Directors, shall report at the scheduled Spring and Fall meeting of the Board of Directors on progress, problems, etc., within their district with a written copy for the Newsletter Editor.

1-1-2012
Board of

- B. Each DISTRICTs boundaries shall be designated by the State Directors.

- C. Any group of members desiring to form a district must meet the established procedure of National and submit a written request to the State Board of Directors who may approve or disapprove the request.
- D. Each district shall have its own:
 - A. The Association shall be divided into districts through indication of a number insignia.
 - E. Each district, through their member on the Board of Directors, shall report at the scheduled Spring and Fall meeting of the Board of Directors on progress, problems, etc., within their district with a written copy for the Newsletter Editor.

POLICY #26	THREE-DIGIT ZIP CODE MAP	PAGE # 38
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Effective Date:

Policy Wording:

9/87

State Division into Districts by Zip Codes

<u>District # 1</u>	463 - 464	<u>District # 2</u>	465 - 466 - 467 - 468
<u>District # 3</u>	469 - 478 - 479	<u>District # 4</u>	460 - 461 - 462 - 473
<u>District # 5</u>	470 - 471 - 472 - 474	<u>District # 6</u>	475 - 476 - 477

Revision Date:

Revised Wording:

6/21/99

District # 7 474 - 478

4/2001

District # 3 469 - 479

District # 5 470 - 471 - 472

6/16/2010

District #5 being dissolved
Zip codes 470 & 471 will go to District 6
Zip codes 474 will go to District 7
Zip code 472 will go to District 4

4/2012

Northern District #1=463,464,465,466,467,468,469,479
Central District #2= 460,461,462,471,473,474,478
Southern District #3=470,471,472,474,475,476,477

Effective Date:**Policy Wording:**

4/95

- A. The Nominating Committee, consisting of three (3) active members of the association, the Past President being the chairman, shall designate annually two (2) active members as candidates for each of the following offices:
1. President Elect - elected yearly
 2. *Recording Secretary - elected on uneven numbered years
 3. *Corresponding Secretary – elected on evened numbered years
 4. *Treasurer - elected on uneven numbered years
*elected for two year terms – may only serve for two years
- B. The Nominating Chairman must submit a ballot to the President no later than February 15th of each year.
- C. The President shall review each candidate on the ballot, making sure they are a member in good standing and forward the ballot to the Corresponding Secretary no later than February 25th.
- D. The Corresponding Secretary shall prepare ballot, with only names submitted by the Nominating Committee, for mailing to membership, no later than April 1 of each year. The following information shall be placed on the ballot, giving members instructions on voting information.
1. Dates ballots must be returned (allow at least 30 days from date of mailing ballots).
 2. Members right to cast only one vote for each office on the ballot.
 3. The name and address of the Tellers Committee Chairman shall be on ballot for the returning and counting of ballots.
- E. The person receiving the highest number of votes cast for the office shall be declared elected. In case of a tie, the run-off election of the candidates will be required.
- F. The Chairman of the Tellers Committee shall forward the election results to the President.

POLICY #27	STATE ELECTIONS	PAGE # 39
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- G. The President shall inform, in writing or verbally, the election results to each candidate (only who was elected, not number results) and shall inform the Recording Secretary.
- H. The Chairman of the Tellers Committee shall report the results of the election at the Annual Business Meeting in the Spring.

Revision date:

4/96

Revised Wording:

- D.4. The Corresponding Secretary shall use care to place the address label on the ballot in such a manner as not to have said label on the portion if the ballot returned to the Tellers Committee.

4/2001

- A.
 - 1. President Elect - elected yearly for a 3 year term
 - 2. Recording Secretary - elected on even numbered years for a two year term – may serve for two terms
 - 3. Treasurer - elected on uneven numbered years for two year terms – may serve for two terms

B&C. Refer to page 78 of manual

- D. The Secretary shall prepare ballot for mailing to membership via the newsletter of each year. Information shall be placed on the ballot, giving members instructions on voting information.
- E. The person receiving the highest number of votes cast for the office shall be declared elected. In case of a tie, the run-off election of the candidates will be required by ballot by the Executive Board.

10/2002

- I. The treasurer may serve for one additional term.

10/2006

- I. The treasurer may only serve for 4 years and no consecutive additional terms.

1-1-2012

- A.4. President will serve 2 consecutive terms.

POLICY # 28	COMMITTEE QUALIFICATIONS	PAGE # 41
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Effective Date:

5/94

Policy Wording:

- A. The President and/or President Elect shall use these qualifications as established by the Board of Directors in appointing committees.

Appointees to any state committee shall have the following qualifications:

1. Record of active participation and interest in the association's activities and objectives.
2. The ability to communicate to other members of the committee, the membership and the Board of Directors.
3. A willingness to listen and encourage the expression of ideas.
4. Ability to command attention and to inspire.
5. Initiative.
6. Respect from the membership.
7. A clear understanding of the qualification for committees.
8. The ability to place the good of the association above personalities.

Revision Date:

Revised Wording:

POLICY #29	COMMITTEE APPOINTMENTS	PAGE # 42
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Effective Date:

Policy Wording:

5/95

- A. The President Elect shall appoint committee members at large for his/her term as President. The following committees shall be appointed with the Board of Directors approval.
1. State Spokesperson Immediate Past president
 2. Budget & Finance Treasurer, President, President Elect, Past President, 1 member at large
 3. Nominating Past President, Chair. 2 members at large
 4. Public Relations & Education Corresponding Sec., Chair 2 members at large
 5. Membership Corresponding Secretary 2 members at large
 6. Newsletter 1 member at large to serve as editor & 6 District Presidents
 7. Tellers 3 members at large
 8. Bylaws & Policy and Procedures 3 members at large, President
 9. Audit Past President, President, President Elect
 10. Scholarship Executive Board
 11. Key Awards President
 12. Transportation 3 members at large
 13. Program President-Elect
 14. Historian Hosting District Past President

POLICY #29	COMMITTEE APPOINTMENTS	PAGE # 42
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- B. The President or President-Elect may appoint other committees or task forces as deemed necessary by the Board of directors, or to assist the National organization in carrying out its programs.
- C. The President-Elect will designate the chairman of the appointed committee unless otherwise stated.
- D. The President-Elect shall instruct each committee as to their function, with written charges, and within these guidelines. Each committee shall make its own operating procedures.
- E. Each appointed committee shall make a report to the Board of Directors and to the membership biannually.
- F. Financial assistance for each committee shall be designated annually by the Board of Directors.

Revision Date:

Revised Wording:

9/96

#14 Historian - Add 1 member at large

9/15/99

A. 8. Drop 3 members at large and insert Board of Directors.

4/2001

Change:

- | | | |
|-----|--|---|
| 1. | State Spokesperson
(committee appointed by state) | Elected by national |
| 4. | Public Relations &
Education | Recording Sec., Chair
2 members at large |
| 5. | Membership | Recording Secretary
2 members at large |
| 6. | Newsletter | 1 member at large to serve as
editor & 7 District Presidents |
| 9. | Audit | Past President, President,
President Elect, Treasurer |
| 15. | Historian | Past President, Chair |
| 6. | Newsletter | 1 member at large to serve as
editor & 7 District Presidents |

1-1-2012

POLICY # 30	PROGRAM COMMITTEE	PAGE # 44
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Effective Date:

Policy Wording:

9/89

- A. Such committee shall consist of President Elect as Chairperson and two (2) active members of the State Association who will give guidance to the Hosting Committee in planning the Spring and Fall membership meetings. Such shall be in the best interest of the state membership. Assistance will be given in the following areas:
 - 1. Place of meeting. Always held in Indianapolis in Fall
 - 2. Suggested Educational topics
 - 3. Meeting Set-up
 - 4. Other as deemed necessary
- B. The Hosting Committee shall consist of the members who are hosting either/or the Spring and Fall State meetings. The following are sub-committees to make the meeting successful:
 - 1. General Chairperson
 - 2. Meeting Coordinator
 - 3. Exhibit Committee
 - 4. Publicity
 - 5. Registration
 - 6. Hosting
 - 7. Special Functions
 - 8. Other (as necessary)
- C. The following exhibits are suggested meeting guides in planning and promoting a membership meeting.

Revision Date:

Revised Wording:

4/2001

- A.1. Place of meeting. Always held in Indianapolis area in Fall
- C. Delete "C" above.

Effective Date:**Policy Wording:**

2/89

- A. Such a committee shall consist of the Recording Secretary as Chairperson and two (2) active members of the state association, who will promote public relations, within the association by developing, guiding and giving assistance in the following:
1. Design promotional material for both dropped and new members.
 2. Design promotional material of various topics, such as:
 - a. Why join a professional association
 - b. Advantage of membership
 - c. Continuing your professional knowledge
 3. Recommend promotion/education material.
 4. Assist district with Public Relations.
 5. Assist Hosting district for Spring/Fall meetings, in promoting such meetings.
 6. Set up promotional displays at other association meetings, raising publicity consciousness of the Indiana DMA.
 7. Speak at graduating classes, other meetings and/or arrange for speakers.
 8. Perform other items that may be assigned by the Board of Directors.
 9. Communicate with other state committees as required.
 10. Report as required to the Board of Directors. Must report on activities of committee once yearly, to the membership.

POLICY # 31	PUBLIC RELATIONS & EDUCATION COMMITTEE	PAGE # 45
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Revision Date:

Revised Wording:

4/2001

10. Report as required to the Board of Directors. Must report on activities of committee once biannually, to the membership.

1/1/2012

- A.5. Assist Hosting District for Spring/Fall meetings, in promoting such meetings.
- A.6. Set up promotional displays at other association meetings, raising publicity consciousness of the Indiana ANFP.

Effective Date:**Policy Wording:**

9/89

- A. Such committee shall consist of Corresponding Secretary as chairperson and two (2) active members of the State Association and will promote membership in the State Association by giving guidance and assistance in the following areas:
1. Contact yearly all dropped members
 2. Contact all new members, sending them a new member packet
 3. Assisting districts with dropped members and new member contacts
 4. Conduct membership surveys concerning members' needs
 5. Recommend to Board of Directors, ideas to promote membership
 6. Plan membership promotion
 7. Speak at graduating classes and/or arrange for speaker
 8. Perform other things that may be assigned by Board of Directors
 9. Communicate with other state committees as required
 10. Report as required to the Board of Directors. Must report of activities of committees once yearly to the membership

Revision Date:**Revised Wording:**

4/2001

- A. Such committee shall consist of Recording Secretary as chairperson and two (2) active members of the State Association and will promote membership in the State Association by giving guidance and assistance in the following areas:.

1/1/2012

- A. 3. Assisting districts with dropped members and new member contacts

POLICY # 33	STATE SPOKESPERSON/ IMPACT TEAM	PAGE #47
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Effective Date:

Policy Wording:

9/89

- A. The committee shall consist of three (3) active members of the State Association, one member who shall be appointed chairperson. The committee will be prepared to give guidance and direction in any necessary government action. The following are functions:

1. Maintain an up-to-date telephone network. Such system should be used, at least yearly, for its effectiveness.
2. Prepare sample letter that members could use in writing government official.
3. Keep abreast of Media Reports that may effect the membership profession.

Revision Date:

Revised Wording:

??

**THIS COMMITTEE WILL NOW BECOME THE
“LEGISLATIVE COMMITTEE”**

ADD:

4. Each member shall serve a three year term. With one member being appointed each year.
5. The chairperson of the committee shall be allowed to serve in this position indefinitely.

9/96

4/2001

**CHANGE POLICY NAME TO: “STATE SPOKESPERSON
IMPACT TEAM” FROM “GOVERNMENT COMMITTEE”**

- A. The committee shall consist of three (3) active members of the State Association and State Spokesperson as the chairperson. The committee will be prepared to give guidance and direction in any necessary government action. The following are functions:

- A. 6. Follow manual as set by National.

Effective Date:**Policy Wording:**

4/94

- A. The nominating committee shall consist of three (3) active members of the association, the Past President serving as chairperson.
- B. Each member of the nominating committee appointed agrees not be a nominee for a state office in the state election for which he or she shall be selecting candidates.
- C. The committee will select members in good standing for the offices of President-Elect, Recording Secretary, Corresponding Secretary and Treasurer as needed, following policy on state election procedures.
- D. Members in good standing will be those who regularly attend their district and state meetings, are listed as a current member on the state membership listing, and have held either an office on the district or state level.
- E. Each candidate, who has agreed to serve must submit a letter agreeing to such. State encourages this letter to be countersigned by the candidate's supervisor, who agrees to give the candidate time off from their job to attend the associations meetings. These letters should be submitted to the President of the Association.
- F. Only those candidates submitting letters of agreement will be placed on the final ballot which is prepared, after President's review, by the Corresponding Secretary.

Revision Date:**Revised Wording:**

4/2001

Delete "Corresponding Secretary" from C. and F. above.

1/1/2012

- D. Members in good standing will be those who regularly attend their district and state meetings, are listed as a current member on the state membership listing, and have held either an office on the district or state level.

POLICY # 35	BUDGET & FINANCE COMMITTEE	PAGE # 49
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Effective Date:

Policy Wording:

11/85

- A. The Board of Directors on Indiana DMA is responsible for implementation and for maintaining a sound financial condition, protecting the association's financial interest. The Budget and Finance Committee is administering said budget and all financial matters of the association in accordance with the Board's overall direction.
- B. The Budget/Finance Committee shall meet at such intervals as deemed necessary by the Board of Directors to establish recommendations governing all association financial transactions, which shall be submitted for Board of Director's approval.
- C. Members serving on the Budget/Finance Committee should have the following qualifications:
 - 1. Background in developing and working with a budget
 - 2. Ability to view the association's budget from sound principles of financial management
 - 3. Ability to recognize that successful financial management is vital to the life of the association
 - 4. A record of active participation and interest in the association
 - 5. Integrity and awareness of professional image
 - 6. Ability to communicate with membership, Board of Directors and other committees

Revision Date:

Revised Wording:

8/20/99

- 7. Shall consist of Treasurer, President, President-Elect Past President and 1 member at large.**
- 8. Books to be audited yearly by Executive Board**

1/1/2012

- A. The Board of Directors on Indiana ANFP is responsible for implementation and for maintaining a sound financial condition, protecting the association's financial interest. The Budget and Finance Committee is administering said budget and all financial matters of the association in accordance with the Board's overall direction.

Effective Date:

4/86

Policy Wording:

- A. The annual budget will be designed by the President, chairperson and presented to the Board of Directors at the fall state meeting for approval. After approval a copy sent to National Office.
- B. The budget shall be designed around the associations Fiscal Year as stated in the By-Laws.
- C. The budget/finance committee will design the budget with the following information:
 - 1. Income:
 - a. Rebates from national
 - b. Money from investments
 - c. Income from meetings
 - d. Newsletter (from Ads)
 - e. Misc. Income
 - 2. Expenses:
 - a. Administration
 - 1. Officers
 - 2. Postage
 - 3. Travel
 - b. State Meetings
 - c. Special Projects
 - d. Newsletter
 - e. Misc.
- D. The Budget/Finance committee may update budget at Mid-Year and present findings to Board of Directors if deemed necessary.
- E. The treasurer shall report annually on the overall condition of the association to the general membership in attendance at the Fall and Spring State Meetings.

Revision Date:

8/20/99

Revised Wording:

- 2.f. travel reimbursement for officers per manual
- F. treasurer to report at Spring State Meeting

Effective Date:

9/89

Policy Wording:

- A. The expense for travel to attend board meetings that are not held during membership meetings may be allowed for the following officers:
 - 1. President
 - 2. President Elect
 - 3. Past Pres.
 - 4. Rec. Secretary
 - 5. Corr. Sec.
 - 6. Treasurer
 - 7. Dist. Pres. or Pres. Elects as specified by yearly calendar
- B. The amount of reimbursement is \$.25 per mile.
- C. Expense sheet must be filled out by each board member and signed by the President.
- D. Committee chairman doing association business in accordance with committee responsibilities may be reimbursed at the same rate for travel.
- E. Districts should be encouraged to pay, in full or in part, the expenses of their members of the board to attend state membership meetings.
- F. The expense for travel and hotel to attend the National Meeting may be paid to the President Elect. The same expenses may be paid to the President if the state is to receive the State Achievement Award.
- G. The current amounts for possible reimbursement to attend National Meeting are:
 - 1. Travel based on bus provided by state or coach air fare, if no bus.
 - 2. Hotel room based on double occupancy.
 - 3. Not to exceed amount budgeted for the year.
 - 4. In case of special need, a written request is to be given to the President and will require approval of the Executive Board for payment.
 - 5. Meals are not reimbursed.
 - 6. Alcoholic beverages are not reimbursed.

Revision Date:

8/20/99

10/1/99

Revised Wording:

- H. Reimbursement as budget allows
- I. Hotel cost for State President to attend State Meetings is to be paid for by state. Possible gratis when booking.

POLICY # 37	REIMBURSEMENT	PAGE # 51
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	J.	Hosting district president will no longer have a hospitality suite paid for by state at the state meetings. Room cost is per individual, facility or district.
	K.	Other items as listed on expense report.
4/2001	5.	State Spokesperson
	B.	The amount of reimbursement is \$.32 per mile.
	C.	Expense sheet must be filled out by each board member and signed by the President and/ or Treasurer.
	G.	1. Travel based on bus provided by state or coach air fare, if no bus is available.
10/05	B.	Change mileage to 33¢
4/22/08	B.	The amount of reimbursement is \$.55 per mile
1/1/2012	A.	The expense for travel to attend board meetings that are not held during membership meetings may be allowed for the following officers: <ul style="list-style-type: none"> 1. President 2. President Elect 3. Past Pres. 4. Rec. Secretary 5. Corr. Sec. 6. Treasurer 7. District Pres. or Pres. Elects as specified by yearly calendar 8. Anyone invited to attend for the benefit of IANFP.
	J.	Hosting district president will no longer have a hospitality suite paid for by state at the state meetings. Room cost is per individual, facility or district.
7/26/2014	F.	The expense for travel, hotel and registration to attend the National Meeting may be paid to the President Elect 1x during the 2 year term (required to attend the Leadership Institute during the meeting). The same expenses may be paid to the President annually (based on double occupancy).
6/2016	B.	The amount of reimbursement is based on the current Indiana allowed amount per mile per: https://www.irs.gov/uac/newsroom/2016-standard-mileage-rates-for-business-medical-and-moving-announced

POLICY # 38	INVESTMENT	PAGE # 52
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Effective Date:

4/86

Policy Wording:

- A. From time to time the Budget/Finance committee shall make recommendations to the Indiana DMA Board of Directors on any investment. The Board shall approve all investments of funds for the association.
- B. For any investment the following steps shall be adhered to:
 - 1. Low degree of default risk
 - 2. High yield of maturity (short term)
 - 3. Yield
- C. The Treasurer and the President shall be responsible for implementing investment decisions.

Revision Date:

1/1/2012

Revised Wording:

- A. From time to time the Budget/Finance committee shall make recommendations to the Indiana ANFP Board of Directors on any investment. The Board shall approve all investments of funds for the association.

POLICY # 39	AUDIT OF ASSOCIATION FINANCIAL RECORDS	PAGE # 53
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Effective Date:

4/86

Policy Wording:

- A. Auditing is to be completed at the end of each Fiscal year as stated in By-Laws 8/31/99.
- B. The audit will be done by a non-member accountant as approved by the Board of Directors as recommended by Budget/Finance Committee.
- C. A complete audit report will be submitted in writing to the Treasurer and to the President of the association.
 - 1. The report will be given to each member of the Board of Directors at its Fall Meeting.
 - 2. A verbal report will be given to members attending the Annual Fall Meeting.
 - 3. A General Financial Report will be given to the entire membership as submitted in the Newsletter after the State Fall Meeting.

Revision Date:

8/20/99

4/2001

Revised Wording:

- B. The audit may be done by a non member accountant
- D. Per Policy/Procedure #35, item 8, Books to be audited yearly by the Executive Board.

Effective Date:**Policy Wording:**

4/86

- A. The State Treasurer shall be bonded.
- B. The Board of Directors of Indiana DMA shall approve the total amount of bonding as recommended by the Budget/Finance Committee.
The amount of Bonding Dated _____ is for the amount of \$20,000.00.
- C. The Board of Directors of Indiana DMA shall approve a bonding company as recommended by Budget/Finance Committee.
 - A. Bonding Company is with Insurance Company of North America, Philadelphia, PA. The agency for the company is Marse Agency Inc. Warsaw, IN 46580.
Phone 219-267-3266
 - B. Premiums are scheduled for payment on a 3 year basis.
- D. Each incoming treasurer shall notify the Bonding Company no later than 10 days after being installed as Treasurer. The Treasurer will then notify the President in writing that such action has been taken.

Revision Date:**Revised Wording:**

10/1/99

- E. **Names of incoming state treasurer and state president elect to be bonded are to be submitted to National by Sept. by the state president.**

4/2001

- A. The State Treasurer and State President shall be bonded.
- B. The Board of Directors of Indiana DMA shall approve the total amount of bonding as recommended by the DMA National Office
The amount of bonding is for \$25,000 with \$100 deductible.
- C. The Board of Directors of Indiana DMA will accept a bonding company as recommended by DMA National Office.

1/1/2012

- B. The Board of Directors of Indiana ANFP shall approve the total amount of bonding as recommended by the ANFP National Office

The amount of bonding is for \$25,000 with \$100 deductible.

- C. The Board of Directors of Indiana ANFP will accept a bonding company as recommended by ANFP National Office.

POLICY # 40	OFFICIAL BONDING	PAGE # 54
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1. Bonding Company is with National and forms are sent with new officer packets or can be obtained from National 800-323-1908.
 2. Premium payments sent to National.
Cost covers any amount of qualified members.
- D. Each incoming treasurer shall notify National no later than 10 days after being installed as Treasurer. The Treasurer will then notify the President that such action has been taken.

POLICY # 41	NEWSLETTER	PAGE # 55
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9/94

- A. The state shall have a regularly scheduled newsletter, professional in look and designed to communicate to the state membership.
- B. The name of the state newsletter shall be known as the "HOOSIER"
- C. There shall be at least four printings of the newsletter each year, or more as deemed necessary by the Board of Directors.
 - 1. Spring
 - 2. Summer
 - 3. Fall
 - 4. Winter
- D. The newsletter may be shared with the following:
 - 1. National Headquarters Office
 - 2. National President
 - 3. State Presidents if budget allows
 - 4. National Board of Directors
- E. The financing of the newsletter shall be properly budgeted.
- F. The information to be printed in the newsletter shall come from at least the following:
 - 1. State President, President Elect
 - 2. State Committees, Chairman of Each
 - 3. National Headquarters
 - 4. Each District President and/or President Elect
 - 5. Other
- G. Only professional companies serving the DMA membership shall be allowed to advertise in the newsletter.
- H. Advertising shall include no more than 20% of the newsletter.

Revision Date:

8/20/99

4/2001

Revised Wording:

- D. 5. State Newsletter Editors if budget allows**
- C. There shall be at least two printings of the newsletter each year, or more as deemed necessary by the Board of Directors.

1. Summer by August 1st and to contain: "I Will Serve" form, registration for the fall meeting, minutes and treasurer's report from spring meeting, "Member of the Year" & "Administrator of the Year" form.
 2. Winter by March 1st and to contain: ballots for state officers, registration for the spring meeting, minutes and treasurer's report from the fall meeting.
- F. The information to be printed in the newsletter shall come from at least the following:
1. State President and/or President Elect
 2. State Treasurer & Secretary
 3. National Headquarters/DMA Logo
 4. Each district President and/or President Elect
 5. State Spokesperson
- 6/16/2010 C. There shall be at least two postings of the newsletter each year, or more as deemed necessary by the Board of Directors on the Indiana DMA Website.
2. Spring/Summer
 3. Fall/Winter
- I. The Newsletter will be posted on the Indiana DMA website for member viewing, members desiring a mailed hardcopy must submit their name and address to the Indiana DMA Newsletter Editor(s).
- 1/1/2012 G. Only professional companies serving the ANFP membership shall be allowed to advertise in the newsletter.
- F. The information to be printed in the newsletter shall come from at least the following:
1. State President and/or President Elect
 2. State Treasurer & Secretary
 3. National Headquarters/ANFP Logo
 4. Each District President and/or President Elect
 5. State Spokesperson
- C. There shall be at least two postings of the newsletter each year, or more as deemed necessary by the Board of Directors on the Indiana ANFP Website.
4. Spring/Summer
 5. Fall/Winter
- I. The Newsletter will be posted on the Indiana ANFP website for

member viewing, members desiring a mailed hardcopy must submit their name and address to the Indiana ANFP Newsletter Editor(s).

Indiana

Association of Nutrition and Foodservice Professionals

"SAMPLE LETTER"

Indiana Association of Nutrition and Foodservice Professionals (ANFP) publishes a State Newsletter, the "HOOSIER" @, quarterly.

As chairperson of the Budget Committee for financing the Newsletter, I would like to extend an invitation to your company to provide an advertisement in our Newsletter. Indiana Dietary Managers play a vital role in determining specifications for food products, equipment, supplies, etc., for hospitals, schools, nursing homes and other service organizations. Members of this profession are sincerely interested in the information you provide.

Advertisement space is available in the HOOSIER Newsletter. Our circulation (average 800) includes all Indiana ANFP members (approximately 700). All State Presidents and State Newsletter Editors of our national Association, and the National ANFP Headquarters.

Advertisement space is available at \$30.00 for 1/6 (one-sixth) of a page for each issue -- or, if you prefer, your company may elect to advertise in the four (4) Newsletters for the year for \$100.

All copy of ads and checks made payable to Indiana Association of Foodservice Professionals should be mailed to the address below:
(State Treasurer address)

We will confirm your support and add you to our mailing list for the year.

Your interest, support and cooperation is appreciated.

Thank You,

Effective Date:

5/94

Policy Wording:

- A. Indiana DMA will award District Key Awards to those districts who have successfully complete 5 of the 7 keys.
- B. The district applying for the Key Award shall complete the necessary requirements and forward the complete packet of requirements neatly typed or printed, no later than July 15th each year to the State President.
- C. The selection committee shall consist of the State Executive Committee, such as outlined in the State By-Laws.
- D. Key Requirements:
 - Key 1 - Provide five (5) clock hours of continuing education for members. Attach copies of the approved programs.
 - Key 2 - Have designed structured committees with written guidelines. Attach list of committees with written guidelines.
 - Key 3 - Provide two (2) district newsletters designed for district members. Attach copies of each.
 - Key 4 - Provide a written report to State Executive Committee of all district activities. Attach copies of those reports.
 - Key 5 - Prepare a purposed district budget and report on evaluation of such prepared budget. Attach copy of budget and of evaluation report.
 - Key 6 - Provide methods your district has motivated members participation within your district. Also new and dropped member methods of communication.

POLICY # 42	DISTRICT KEY AWARD	PAGE # 57
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Key 7 - Hold two (2) District Executive Committee Meetings with planned agenda. Attach the dates, places and agendas of such meetings.

Revision Dates:

8/20/99

Revised Wording:

- C. No selection committee is outlined in by-laws. Section C to be deleted from manual.

4/2001

Key 4-- Provide a written report to State President of all district activities. Attach copies of those reports.

1/1/2012

Change P/P name to District Key Award

- A. Indiana ANFP will award District Key Awards to those DISTRICTs who have successfully complete 5 of the 7 keys.

- B. The District applying for the Key Award shall complete the necessary requirements and forward the complete packet of requirements neatly typed or printed, no later than July 15th each year to the State President.

- D. Key 4-- Provide a written report to State President of all district activities. Attach copies of those reports. .

Key 5 - Prepare a purposed district budget and report on evaluation of such prepared budget. Attach copy of budget and of evaluation report.

Key 6 - Provide methods your district has motivated members participation within your district. Also new and dropped member methods of communication

Key 7 - Hold two (2) District Executive Committee Meetings with planned agenda. Attach the dates, places and agendas of such meetings.

POLICY # 43	FUND RAISING GUIDELINES	PAGE # 59
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Effective Date:

Policy Wording:

11/85

- A. Policy: Any special type money making project in the State or within a District must have the approval of the State Board of Directors.
- B. Determine the need:
 - 1. To support our association
 - 2. Provide good speakers
 - 3. Send in-coming officers to State and National meetings
 - 4. Support more scholarships
 - 5. Help an active member, if they are having financial problems to attend meetings
- C. Select Committees: Have an appointed working committee consisting of four (4) members with the Treasurer as chairperson...appoint from different locations in the state.
- D. Suggestions:
 - 1. Hold the fund raising activity during the social hour of the State Meeting
 - 2. Handle the publicity through members word-of-mouth and State Newsletter
- E. Ways/Means/Ideas/Type
 - 1. Project a professional image at all times
 - 2. Do not sell or give membership list to anyone
 - 3. Encourage exhibitors to attend and support meeting for a nominal fee
 - 4. Sell ads in the State Newsletter
 - 5. Hold raffles with membership participation for items to be sold---Art-Craft-Gift Certificates.
 - 6. State Calendars for DMA members with calendar of events
 - 7. Support and give Area Workshops for cooks and aides in our department

POLICY # 43	FUND RAISING GUIDELINES	PAGE # 59
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- 8 Careful planning in selecting meeting sites, compare prices, maybe a site used more frequently will give lower rate.
9. Registration fees for workshops plus assessment of charge for each credit hour earned
10. ID Cards: Name, Address, Employment address, phone number of both

Revision Date:

Revised Wording:

4/2001

- A. Policy: Any special type money making project in the State or within a District must have the approval of the State President. This does not include raffles at state meetings.
- C. Select Committees: Have an appointed working committee consisting of four (4) members with the State/District Treasurer as chairperson.
- E. 7. Support and give Area Workshops for cooks and staff

1/1/2011

- E. 6. State Calendars for ANFP members with calendar of events
- A. Policy: Any special type money making project in the State or within a district must have the approval of the State President. This does not include raffles at state meetings.
- C. Select Committees: Have an appointed working committee consisting of four (4) members with the State/District Treasurer as chairperson.

POLICY # 44	CO-SPONSOR EDUCATIONAL EVENT	PAGE # 61
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Effective Date:

Policy Wording:

9/87

- A. Any co-sponsor educational event shall be the responsibility of the State President and appointed designee, who shall have input into the program format.
- B. The Indiana DMA President shall be responsible for the clock hours for continuing education.
- C. Any co-sponsor educational events must have Board of Directors approval.

Revision Date:
8/20/99

Revised Wording:

- D. The District President may have above rights for district meetings.**

1/1/2012

- B. The Indiana ANFP President shall be responsible for the clock hours for continuing education.
- D. The District President may have above rights for district meetings.

Effective Date:**Policy Wording:**

9/88

- A. In order to preserve the history of the Indiana Dietary Managers Association, the Association shall have a Historian.
- B. The Immediate Past President shall serve as the chairperson. All information to date shall be passed on at the Fall Meeting by the outgoing Immediate Past President.
- C. A copy of all information on the activities of the State Association shall be gathered. This information should include a copy of:
 - 1. The State Bylaws
 - 2. The Policy and Procedure Manual
 - 3. Minutes of all State Membership Meetings
 - 4. All State Newsletters
- D. Any important communications of the State Association may also be included.
- E. The First 25 year Scrap Book shall be preserved for the valuable information it contains.
- F. A copy of the 25 year History should be included with the historical records.
- G. Any other information that is important to the history of the Association shall also be maintained.

Revision Date:

9/96

Revised Wording:

“B” above - Change to read:

A member at large shall serve as the State Historian. Said member may serve in this position as long as they so desire.

Revision Date:

8/20/99

Revised Wording:

- H. A camera will be provided to State Historian for pictures. Pictures are to be kept in an album. Some pictures may be used in the state newsletter. Pictures may also be sent to National for state promotion. Pictures may be used in any manner approved by State Board.

6/16/2010

- H. A camera will be kept by the Newsletter Editor for use in the Newsletter. The Newsletter Editor will lend the camera to the Historian during the meetings to take pictures of the meeting. The Newsletter Editor will have the pictures developed and sent to the Historian for use in the scrapbooks.

1/1/2012

Change the title of the P/P to: IANFP HISTORIAN

- A. In order to preserve the history of the Indiana Association of Nutrition and Foodservice Professionals, the Association shall have a Historian.

POLICY # 46	NATIONAL BOARD OF DELEGATES	PAGE # 63
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Effective Date:

Policy Wording:

5/93

- A. Immediately after the State Office year as President, he/she has an option to a position on the National Board of Delegates, as well as the position of State Legislative Chairman.
- B. As a member of the National Board of Delegates, he/she may wish to be selected and run for the position of Director at Large.
- C. Fifteen (15) candidates will be selected by the National Nominating Committee and ten (10) will be elected by the National Membership to serve as Directors at Large for the National Association.
- D. If voted into the position of Director at Large, he/she may then continue on at the National level and assume a higher National office.
- E. This structure replaces the District Directors, and all State procedures shall comply with the guidelines established by the National Association.

Revision Date:

Revised Wording:

9/96

- A. delete....”as well as the position of State Legislative Chairperson “

Effective Date:**Policy Wording:**

4/86

- A. Dissolution of a district association of the Indiana Dietary Managers Association, upon majority action of the district executive committee or as stated within the by-laws of a district, may be dissolved. Upon dissolution, a written notice must be forwarded to all district members and to each member of the state executive committee.
- B. In such an event as dissolution, the district executive committee shall make provisions for paying off all district liabilities of the district association. A written notice will be forwarded of such liabilities to state Treasurer, along with total amount of assets upon dissolvment.
- C. The remaining assets, after liabilities have been netted, shall be forwarded to the State Treasurer, who will set the money aside for a period of one (1) year for the purpose of district reforming.
- D. After waiting the period of one (1) year, the money shall be placed into the state's general fund and used as determined by the state Board of Directors.

Revision Date:**1/1/2012****Revised Wording:****Change P/P name to: District Dissolution**

- A. Dissolution of a District association of the Indiana Association of Nutrition and Foodservice Professionals, upon majority action of the district executive committee or as stated within the by-laws of a district, may be dissolved. Upon dissolution, a written notice must be forwarded to all district members and to each member of the state executive committee.
- B. In such an event as dissolution, the district executive committee shall make provisions for paying off all district liabilities of the District association. A written notice will be forwarded of such liabilities to state Treasurer, along with total amount of assets upon dissolvment.
- C. The remaining assets, after liabilities have been netted, shall be forwarded to the State Treasurer, who will set the money aside for a period of one (1) year for the purpose of district reforming.

POLICY # 48	BRIEFCASE CONTENTS	PAGE # 65
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Effective Date:

Policy Wording:

9/96

- A. Each member of the State Executive Board shall have a briefcase for transporting documents to all state association meetings.
- B. Each briefcase shall contain information pertinent to the position. This information will help ensure a smooth transition for newly elected officers.
- C. Additional contents of each briefcase include:
 - 1. Copies of the previous and current year's minutes of all Executive and Membership Meetings.
 - 2. Copy of the State Policy and Procedure Manual.
 - 3. Copies of the State By-Laws.
 - 4. Copy of the Volunteer Manual from National.
 - 5. Copies of any forms used for the particular position.
 - 6. Any other information obtained for use by the incumbent officer that may be helpful for new officers.

Revision Date:

Revised Wording:

5/26/01

7. Copy of the state meeting guidelines

6/16/2010

- D. In the event that a brief case is not given to the next incoming officer, the past officer will be responsible to pay the cost of replacement (\$100.00).**

POLICY # 49	AMENDMENTS TO MANUAL	PAGE # 66
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Effective Date:

Policy Wording:

4/97

- A. Amendments to this Policy and Procedure Manual shall be made only following the majority vote of the State Board of Directors.
- B. Recommendations for amendments will be made by a written request for review of a policy to the Board of Directors.
- C. The recommendations will then be presented to the Board of Directors for discussion and vote.
- D. All policies being amended will be typed, following the format of the manual, and mailed to all members of the Board of Directors by the designated member.
- E. Amendments to the Policy and Procedure Manual will be printed in the HOOSIER Newsletter for the membership.

Revision Date:

Revised Wording:

9/15/99

- F. May refer to page 79.

6/10/2010

- E. Amendments to P/P are available for review from any Board member or District President. The P/P number will be posted in the HOOSIER Newsletter.

1/1/2012

- E. Amendments to P/P are available for review from any Board member or District President.

POLICY # 50	RELATIONSHIP OF BY-LAWS	PAGE # 67
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Effective Date:

4/97

Policy Wording:

- A. All policies within the Policy and Procedure Manual will be in concurrence with the Indiana State By-Laws.
- B. Changes in the Indiana State By-Laws are allowable only by:
 - 1. Permission from the National Association
(Announced during Volunteer Training at National Meeting in Kansas City, Mo. in August, 1996 by CEO of DMA)
 - 2. Majority vote of the state membership
- C.
 - 3. Members to be notified by Newsletter.

Revision Date:

Revised Wording:

POLICY # 51	JOB DUTIES TREASURER	PAGE # 68
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Effective Date:

9/8/99

Policy Wording:

- A. Expected to attend fall and spring State Meetings as well as all Executive Board Meetings
- B. Follow duties as listed on pages 31-42 of Officer's Manual from National.
- C. Reimburse members using proper form and validated by President.
- D. Maintain all records in your briefcase.
- E. Meet qualifications as specified on page 35 of this manual.
- F. Chairperson of the Budget & Finance Committee.
- G. Work with the President if investment decisions are to be made.
- H. Must be bondable.
- I. Mail rebate checks to districts.
- J. Publicly address the balance if accounts to members
- K. Other duties as assigned by the President
- L. Follow calendar of events.

Revised Date:
10/15/2006

Revised Wording:

- I. Must actively work with all District Presidents and Treasurers to ensure rebate money is received to each District no later than February of the program year.
- J. Publicly report the balance to both the Board and Membership at both the Spring and Fall Meeting
- K. Submit a complete ledger of all financial activity to the state board and newsletter editors. The report must be word processed to prevent inaccurate reporting of financial data. (Hand written reports are not acceptable)
- L. Must provide written documentation of a request by the executive board no later than 10 days after a request is submitted.
- M. Must communicate any personal change of address or job change to the **State President, State Secretary and National Office** to ensure the proper routing of Indiana DMA funds and rebate checks from National.
- N. Must complete the state budget no later than November 1st of the program year and preferably at the State Board of Directors fall meeting.
- O. Must submit to an annual audit by the Executive Board no later than November 1st of the program year.
- P. As Travel coordinator, must work to ensure all rebates are sent to INDMA members attending the national meetings as directed by the state board. **Keeping an account of these funds and reported to the membership.**
- Q. Other duties as assigned by the President
- R. Follow the Calendar of Events.
- M. Must communicate any personal change of address or job change to the **State President, State Secretary and National Office** to ensure the proper routing

1/1/2012

POLICY # 51	JOB DUTIES TREASURER	PAGE # 68
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of Indiana ANFP funds and rebate checks from National.

- P. As Travel coordinator, must work to ensure all rebates are sent to INDMA members attending the national meetings as directed by the state board. Keeping an account of these funds and reported to the membership.**

POLICY # 52	JOB DUTIES RECORDING SECRETARY	PAGE # 69
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Effective date:

9/8/99

Policy Wording:

- A. Expected to attend fall and spring state meetings and Executive Board Meeting.
- B. Follow duties as listed on pages 27-29 of Officer's Manual from National.
- C. Publicly address the minutes to the members.
- D. Mail copies of all minutes to appropriate members in a timely manner.
- E. Other duties as assigned by the President.
- F. Assist Corresponding Secretary if needed.
- G. Follow calendar of events.
- H. Meet qualifications as specified on page 35 of this manual
- I. Gather information from Nominating Comm. To design a ballot.
- J. Sign certificates for State Meeting CEU's

Revision Date:

9/25/00

Revised Wording:

- K. Assume responsibilities of Corresponding Secretary due to deletion of that office.

Effective Date:**9/10/99****Policy Wording:**

- A. Expected to attend fall and spring State Meetings as well as all Executive Board Meetings.
 - a) Send membership lists to:
 - District Presidents
 - Newsletter Editor
 - b) Membership list to include:
 - Student Names
 - New Members
 - Dropped Members (in-active)
 - c) Organize letters (correspondence) to be sent to:
 - New Members
 - Student Membership/Student Non Members
 - Dropped Members
 - Inactive Members
 - Graduates of courses
 - Reinstated Members
 - Approved schools and programs in the state
 - d) Send Newsletter Editor names of all new members
 - B. Send packet to members and non-members. Contents to include letter of welcome.
 - C. Chairperson of Public Relations & Education
 - D. Chairperson of Membership Committee following procedure as per policy #10.
 - E. Send # of paid members from August of each year for district rebates to State Treasurer.
 - F. Prepare ballot as per policy #27.
Sample ballot in back of manual.
 - G. Follow calendar of events.
 - H. Other duties as assigned by the President.
-

POLICY # 53	JOB DUTIES RECORDING SECRETARY continued:	PAGE # 70
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- I. Meet qualifications as specified on page 35 of this manual

Revision Date:

Revised wording:

9/25/00

Recording Secretary assumes duties of Corresponding Secretary and the office of Corresponding Secretary is dissolved.

9/25/00

J. Sign certificates for state meeting attendance

K. Mail copies of all minutes to appropriate members in a timely manner.

1/1/201

A. Expected to attend fall and spring State Meetings as well as all Executive Board Meetings.

a) Send membership lists to:

District Presidents

Newsletter Editor

Policy # 54	JOB DUTIES PAST PRESIDENT	PAGE # 71
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Effective Date:
9/10/99

Policy Wording

- A. Expected to attend fall and spring State Meetings as well as all Executive Board Meetings.
- B. Chairperson of Nominating Committee.
- C. State Historian chairperson.
- D. State Spokesperson Chairperson
- E. Member National Board of Delegates (voluntary)
- F. Member of Budget & Finance Committee.
- G. Member of Audit Committee.
- H. Member of Member of Year Committee
- I. Consult with President if needed.
- J. Other duties as assigned by the President.
- K. Meet qualifications as specified on page 35 of this manual.
- L. Conduct orientation of said manual to incoming officers at Fall State Meeting.

Revision Date:

Revised Wording:

5/26/01	D.	This office deleted since National appoints the State Spokesperson.
	M.	Purchase Member of the Year and Administrator of the year plaques.
	N.	Orient incoming president to Policy/Procedure manual.

POLICY # 55	JOB DUTIES NEWSLETTER EDITOR	PAGE # 72
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Effective Date:

9/10/99

Policy Wording:

- A. Expected to attend fall and spring State Meetings as well as all Executive Board Meetings.
- B. Follow duties as listed on pages 43-49 of Officer's Manual from National.
- C. Able to follow budget.
- D. Access to telephone
- E. Publish at least 4 newsletters per year in a timely manner.
Information that must be included:
 - 1. Current officers with address and phone numbers
 - 2. President's message on front page.
 - 3. Winter newsletter to include Spring State Meeting minutes.
 - 4. Summer newsletter to include Fall State Meeting
 - 5. Member of the Year and Administrator of the Year applications in 2 editions.
- F. Publicly address updates to members.
- G. Other duties as assigned by the President.
- H. Mail new members copies made and mailed to your self for this purpose.
- I. Meet qualifications as specified on page 35 of this manual.
- J. Follow calendar of events for Newsletter Contest.

Revision Date:

9/25/00

Revised Wording:

- B. Follow duties as listed in Officer's Manual from National
- D. Access to telephone and computer
- E. Publish at least 2 newsletters per year in a timely manner.
 - 3. Winter newsletter to include Spring State Meeting registration, Member & Administrator of Year forms. Minutes from fall meeting & Treasure's report.
 - 4. Summer newsletter to include Fall State Meeting registration. Minutes from spring meeting. Volunteer for office form.
 - 5. Report new, student and dropped members
 - 6. Address updates to members & district reports

POLICY # 55	JOB DUTIES NEWSLETTER EDITOR continued:	PAGE # 72
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- F. Other duties as assigned by the President.
 - G. Mail new members, students, state presidents, state newsletter editors, National president and National office copies of newsletter if budget allows.
-
- H. Meet qualifications as specified on page 35 of this manual.
 - I. Follow calendar of events for Newsletter Contest if desired

Correction to P/P, date unknown, corrected 6/20/2010:

- J. Post all Newsletters on the Indiana Website.**
 - K. Mail Newsletter only to members that make a request for a mailed copy.**
-

1/1/2012

- E. Publish at least 2 newsletters per year in a timely manner.
 - 3. Winter newsletter to include Spring State Meeting registration, Member & Administrator of Year forms. Minutes from fall meeting & Treasure's report.
 - 4. Summer newsletter to include Fall State Meeting registration. Minutes from spring meeting. Volunteer for office form.
 - 5. Report new, student and dropped members
 - 6. Address updates to members & district reports.
-

POLICY # 56	JOB DUTIES PRESIDENT ELECT	PAGE # 73
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Effective Date :

Policy Wording:

9/10/99

- A. Expected to attend fall and spring State Meetings as well as all Executive Board Meetings.
- B. Follow duties as listed in Officer's Manual from National.
- C. Meet qualifications as specified on page 35 of this manual.
- D. Follow Calendar of Events.
- E. Chairperson of Hosting Committee
- F. Have new state officers list sent to National by June 15th.
- G. Appoint Nominating and Tellers Committees.
- H. Member of the Budget & Finance Committee
- I. Member of the Auditing Committee.
- J. Responsible for the flags and banner being displayed at state meetings in the absence of the President.
- K. Member of the Member of the Year committee.
- L. Form your goals for year as president.
- M. Able to publicly address the members.

-
- N. Other duties as assigned by the president.
 - O. Present out going President with Gavel Pin.
-

Revision Date:

Revised Wording:

POLICY # 57	JOB DUTIES PRESIDENT	PAGE # 74
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Effective Date:

Policy Wording:

9/15/99

- A. Expected to attend fall and spring State Meetings as well as chair Executive Board Meetings.
 - B. Follow duties as listed in Officer's Manual from National.
 - C. Attend National Meeting bringing the banner and assign a member to help carry the banner that will also be attending.
 - D. Follow Calendar of Events.
 - E. Meet qualifications as specified on page 35 of this manual.
 - F. Review Policy & Procedure Manual with Board Members and revise as necessary.
 - G. Have goals sent to National by Oct. 1st.
 - H. Assist President Elect in appointing committees.
 - I. Share responsibility of investment decisions with treasurer if needed.
 - J. Present Key Award, Administrator of the Year Award and Member of the Year Award.
 - K. Responsible for co-sponsors educational events.
 - L. Ability to publicly address members during meetings.
 - M. Letter to members sent to Newsletter Editor bi-annually.
 - N. Able to handle criticism and praise in a professional manner.
 - O. Keep in constant touch with each district whether in person, by phone or correspondence.
 - P. Review By-Laws with Board Members.
 - Q. Prepare Budget
-
- R. Sign certificates at meetings for members
-

Revision Date:

Revised Wording:

9/15/03

- B. Follow duties as listed in Officer's manual from National
 - M. Letter to members set to Newsletter bi-annually.
 - S. Qualify for State Achievement Award if desired.
-

1/1/2012

- O. Keep in constant touch with each district whether in person, by phone or correspondence.

7/26/2014

- C. Remove "C" above.
-

POLICY # 58	TELLERS COMMITTEE	PAGE # 75
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Effective Date:

9/15/99

Policy Wording:

- A. Is responsible for counting the returned ballots. It consists of 2 individuals appointed by the President-Elect.
- B. The designated chairperson will prepare the process for counting the ballots at the Spring State Meeting.
- C. No member of the Nominating Committee will be appointed to the Tellers Committee.
- D. All ballots shall be returned to the chairperson.
- E. Only eligible DMA members can vote in DMA election. The committee will disregard any invalid, improperly marked, or multiple copies of the ballots.
- F. After the ballots have been counted, the results are to be immediately reported to the President.
- G. Names of the newly elected officers are announced by the President at the spring business luncheon. The number of votes received by each candidate is not announced.

Revision Date:
1/1/2012

Revised Wording:

- E. Only eligible ANFP members can vote in ANFP election. The committee will disregard any invalid, improperly marked, or multiple copies of the ballots.

Effective Date:

9/15/99

Policy Wording:

- A. If budget allows, a specified dollar amount will be awarded to eligible candidates wishing to become a student with DMA at a DMA approved school or correspondence course.
- B. Candidates are to be appointed by:
 - 1. Past President
 - 2. R.D. from Indiana Dietitians Assoc.
 - 3. Educator in the field of dietitics from a major university in Indiana.
- C. Candidates names and qualifications are submitted on ballots and sent to Board of Directors for voting. Winning candidate to be notified by State President with:
 - 1. Letter of congratulations
 - 2. Check for scholarship
 - 3. Article sent for publication to newsletter.
- D. Candidate must keep in contact with State President with progress made in approved DMA course. President will notify newsletter editor of progress to keep members informed.

Revision Date:

4/22/2008

Revised Wording:

- A. If the budget allows, \$500.00 will be awarded to)1) eligible candidate wishing to become a student with DMA at a DMA approved school or correspondence course. At the completion of the course the State DMA will pay for 1 sitting of the approved certification exam.
- B. 4. An active CDM practicing in the field.
- C. Candidates "DMA Scholarship Application" form are submitted to the DMA State President after the recommendation/selection of the candidate from the District

President. The DMA State President will submit the application form to the IDMA State Executive Board Meeting for voting at the next Executive Board Meeting. Winning candidate will be notified by the State President with a:

1. Letter of congratulations
2. Check for scholarship for \$500.00
3. Article sent to the State Newsletter Editors for an article in the IDMA Newsletter (HOOSIER).

D. See attached IDMA Scholarship Application.

6/20/2010

C. #2. Check for scholarship sent to the DMA Approved School.

1/1/2012

A. If the budget allows, \$500.00 will be awarded to)1) eligible candidate wishing to become a student with DMA at a DMA approved school or correspondence course. At the completion of the course the State ANFP will pay for 1 sitting of the approved certification exam.

C. Candidates "DMA Scholarship Application" form are submitted to the ANFP State President after the recommendation/selection of the candidate from the District President. The ANFP State President will submit the application form to the IANFP State Executive Board Meeting for voting at the next Executive Board Meeting. Winning candidate will be notified by the State President with a:

1. Letter of congratulations
2. Check for scholarship for \$500.00
3. Article sent to the State Newsletter Editors for an article in the IANFP Newsletter (HOOSIER).

C. #2. Check for scholarship sent to the DMA Approved School.

D. See attached IANFP Scholarship Application



Association of Nutrition & Foodservice Professionals

**(IANFP) Indiana Association of Nutrition and Foodservice Professionals Scholarship
Application Form**

Candidate Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Facility Name: _____

Facility Address: _____

Name of person nominating candidate: _____

ANFP#: (if applicable): _____

Address: _____

Home Phone: _____ Work Phone: _____

Facility Name: _____ Facility Address: _____

Please have the person appointing the candidate and facility administrator (CEO) provide comment about the applicant's dedication to the dietary management field and desire for advancement.

Person appointing the candidate's comments:

Facility Administrator's comments:

Candidates comments: *(explanation of desire to advance in the dietary management field and need for financial assistance):*

If I receive the award scholarship I, _____ agree to keep in contact with the State Indiana IANFP President with the progress made in the approved DMA course.

Scholarship applicant (candidate) signature: _____

Date submitted: _____

Received by IANFP State President: _____

Approved: _____

Not Approved: _____, reason: _____

Candidate notified by letter of congratulations: Yes _____ No _____

POLICY # 60	BYLAWS AND POLICY & PROCEDURE MANUAL COMMITTEE	PAGE # 77
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Effective Date:

9/15/99

Policy Wording:

A. Bylaws and Policy & Procedure Manual to be reviewed yearly preferably at the Fall State Meeting the day after officers are installed.

B. If revisions are necessary on the by-laws and voted on by the Board, the State President is to make a ballot of the revisions. The ballot is approved by the board. The ballot is then forwarded to the newsletter editor to print it out in the next newsletter, allowing members to vote on the change. The master disc is then updated by the president.

C. The revised P/P manual is to be approved and members sign in appropriate areas of the approval form found on the front page of the manual.

D. A copy of the updated pages are to be sent to National Headquarters to keep their records current. All revised pages are to be inserted into all officers copies of the manual to be kept current.

E. This committee shall consist of the Board of Directors

F. The Policy & Procedure Manual may be changed by the Board of Directors alone. All changes must be published in the newsletter to make members aware of changes.

Revision Date:

Revision Wording:

6/10/2010	D. Updated by-Laws, attached a copy to this P/P.
	G. By-Laws to be reviewed and signed yearly with the P/P signature sheet.

1/1/2012	Changed attached By-Laws to reflect name change to: Association of Nutrition and Foodservice Professionals
	Updated By-Laws to reflect current Policies and Procedures of Indiana and current standards.

INDIANA ANFP BYLAWS OF DIETARY MANAGERS ASSOCIATION,
Doing Business as the "Association of Nutrition & Foodservice Professionals (ANFP)"

ARTICLE I - NAME

The name of this organization shall be Indiana Association of Nutrition and Foodservice Professionals.

ARTICLE II – PURPOSE

THE PURPOSE OF THIS ASSOCIATION SHALL BE:

as set forth in the Articles of Incorporation and to encourage and assist the development of the profession and to advance the skills of managing and/or directing of food service operations.

ARTICLE III – MEMBERSHIP

Section 1. MEMBERS OF THIS ASSOCIATION: Those members of Association of Nutrition and Foodservice Professionals in good standing having mailing address within the state of Indiana.

Section 2. RIGHT OF MEMBERSHIP: A member is entitles to all rights and privileges and subject to all obligations which membership implies, such as: right to one vote on all matters subject to membership vote and to hold office.

ACTICLE IV – FINANCES

Section 1. DUES: Active members shall pay annual dues to National Association. Members residing within the State of Indiana shall automatically be members of this State Association.

Section 2. REBATES: The National Association shall pay a rebate to the affiliated State Association of the member's mailing address at the time the dues are paid. This is in lieu of State dues and will serve as a financial resource for the State Association.

Section 3. Affiliated district association may charge a nominal fee for meetings.

ARTICLE V – STATE BOARD OF DIRECTORS

Section 1. ORGANIZATION: This Association shall be administered by a Board of Directors. The members of the Board of Directors shall receive no salaries for their services.

Section 2. START OF TERM OF OFFICE: All members of the State Board of Directors shall hold office from immediately following the Annual State Fall Meeting after their election until the end of the Annual State Fall Meeting following their elected term and their successors have been duly elected and qualified.

Section 3. DUTIES OF STATE BOARD OF DIRECTORS: The State Board of Directors shall have supervision, control and direction of the affairs of the Association shall determine its policies or changes therein within the limits of the by-laws, shall actively prosecute its purposes, shall have discretion in the disbursement of its funds and shall correlate the program of work with that of National Association. It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may be in the execution of the powers granted, appoint such agents as it may consider necessary.

Section 4. **STATE BOARD OF DIRECTORS ORGANIZATION:** The State Board shall consist of the elected officers; namely, President, President-Elect, Recording Secretary, Treasurer, the Immediate past-President, and the District President-Elect of each affiliated district. Refer to Article V, Section 6 and 7.

Section 5. **STATE EXECUTIVE COMMITTEE ORGANIZATION:** The President, President-Elect, Recording Secretary, Treasurer and Immediate past-President shall constitute the State Executive Committee within the State Board of Directors. To the extent permitted by law, between meetings of the State Board of Directors.

Section 6. **TERM OF OFFICE:** The President-Elect shall hold office for a term of two years, at the end of his/her term, shall automatically assume the office the President for a term of two years. The Recording Secretary and Treasurer shall hold office for a term of (2) two years and be eligible for re-election to this office for not more than one term and shall be elected on uneven number years.

Section 7. **TERM OF OFFICE FOR DISTRICT PRESIDENT-ELECT:** The Districts within a state shall receive a permanent designation symbol. District Presidents-Elect, elected by the membership of their district s, shall serve on the State Board of Directors for rotating two year terms. The rotation of representation on the State Board of Directors, by the district s within the state, shall be regulated by the State Policies and Procedures.

Section 8. **DUTIES OF THE PRESIDENT:** The President shall be the principal elective officer of the organization, shall preside at meetings of the Association and the State Board of Directors and of the State Executive Committee, and shall be a member ex-officio, with right to vote, of all committees except the nominating committee. He/she shall also, at the annual State Meeting of the Association and at such other times as he/she shall deem proper, communicate to the Association or to the State Board of Directors such matters and make suggestions as may in his/her opinion tend to promote the welfare and increase the usefulness of the Association and shall perform such other duties as are necessarily incident to the office of President or as may be prescribed by the State Board of Directors.

Section 9. **DUTIES OF THE PRESIDENT-ELECT:** The President-Elect shall serve in the absence of the President, perform his/her duties, in the event of his/her temporary disability or absence from meetings, may serve as a member or chairman of a committee, shall have such other duties as the President or the State Board of Directors may assign and shall have appointed by May 15th all non-elected Standing Committee members to serve during his/her term as President.

Section 10. **DUTIES OF THE RECORDING SECRETARY:** The Recording Secretary shall attend all meetings of the state Board of Directors and the Association keeping records of all proceedings, to attest documents, prepare the ballots as stated in ARTICLE VI, SECTION 4, shall give notices of all meetings, handle all required correspondences, and perform such duties as are usual for such official or as may be duly assigned to him/her by the president or the Board of Directors.

Section 11. **DUTIES OF THE TRESURER:** The Treasurer shall keep an account of all monies received and expended for the use of the Association and shall make disbursements authorized by the finance committee and approved by the State Board of Directors. All sums received he/she shall deposit in the bank or banks, or trust company, approved by the state Board of Directors, and shall make a report at the annual state meeting or when called upon by the President. The Treasurer shall prepare the books for audit at the close of each fiscal year. The funds, books, and vouchers in his/her hands shall, at all times be subject to verification and inspection by the State Board of Directors. The Treasurer shall be bonded at all times.

Section 12. **DUTIES OF IMMEDIATE PAST-PRESIDENT:** The Immediate Past President shall hold office for a term of two years. The Immediate Past-President shall counsel on all matters pertaining to operation of the Association and shall accept any responsibility delegated to him/her by the President. He/shall have the right to vote on the State Board of Directors.

Section 13. DUTIES OF NEWLETTER EDITOR: The Newsletter Editor will be a non-elected position and will be by volunteering for the position. The Newsletter Editor will be entrusted to report the news and happenings of the association via a newsletter published in writing and/or on the internet.

Section 14. ABSENCE FROM STATE BOARD OR DIRECTORS MEETING: Any member of the State Board of Directors unable to attend a meeting shall so inform the President or Secretary in writing. Should time not permit a letter than 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 absentee member for any State Board of Directors meeting shall not send a substitute to said meeting.

ARTICLE VI – ELECTION

Section 1. DUTIES OF THE STATE NOMINATING COMMITTEE: It shall be the responsibility of the state nominating committee to formulate the ballot for each annual election of officers in accordance with policy adopted by the State Board of Directors.

Section 2. ORGANIZATION: The Nominating Committee shall consist of three (3) active members of the Association one shall be appointed by the President, one to be designated chairman. The President shall act as counsel to the Nominating Committee, but shall have no vote.

Section 3. NUMBER OF CANDIDATES: The Nominating Committee shall designate annually at least two (2) active member candidates for each of the offices of President-Elect, Recording Secretary, and Treasurer, as stated in ARTICLE V, Section 6.

Section 4. BALLOT PROCEDURE: the Nominating Committee must submit a ballot to the Recording Secretary by the fifteenth (15th) day of February. The Recording Secretary shall prepare and mail ballots to eligible voters by April first (1st). The President shall appoint a Tellers Committee of two (2) or more members to count the ballots. Accompanying the ballots shall be instructions on the procedures to be used and voting information as to when the ballots must be returned to the Chairman of the Tellers Committee on order to be valid and to be counted in the election. The Chairman of the Tellers Committee submits a written ballot to the President. The President informs the membership and the candidates of the results and gives to the Recording Secretary the Tellers Committee Report to file.

Section 5. MAIL VOTE: The election of state officers shall be conducted by mail ballots which shall be mailed to all those eligible to vote no less than thirty (30) days prior to counting the ballots.

Section 6. RIGHT TO VOTE IN STATE ELECTION: All members shall be entitled to cast one vote for each of the following officers: President-Elect, Recording Secretary and Treasurer, as established in ARTICLE V, Section 6.

Section 7. VACANCIES: Any vacancy that may occur on the State Board of Directors, or in any office other than office of President, by reason of death, resignation, or otherwise, may be filled by majority vote of the remaining members of the State Board of Directors for the unexpired term in accordance with procedure adopted by the State Board of Directors. In the event of a vacancy in the office of President, the President-Elect shall assume the office for the remainder of the unexpired term and shall continue as President for one year thereafter.

ARTICLE VII – MEETINGS

Section 1. MEMBERSHIP MEETINGS: There shall be a minimum of two (2) membership meetings per year to transact the business of the Association and provide continuing education. One meeting shall be held following the National Annual Meeting and prior to October 15th each year. Special Meetings may be called by the Executive

Committee or the State Board of Directors. Written or printed notice of the membership meeting, stating the place, date and hour of the meeting, the program content and the registration fee as fixed by the State Board of Directors shall be sent by the Recording Secretary to each member of the Association not less than fifteen (15) days nor more than thirty (30) days prior to the date of said meeting.

Section 2. STATE BOARD OF DIRECTORS: The State Board of Directors shall hold a meeting after the National Annual Meeting and prior to October 15th each year. Other meetings may be held at such time and place as shall be determined by the President. A minimum of two (2) meetings must be held each year. The quorum of the Association shall be a majority of the members who have registered as attending the meeting, irrespective of whether some may have departed.

ARTICLE IX – COMMITTEES

Section 1. STANDING: The President, subject to approval of the State Board of Directors, shall from time to time designate such standing committees as may be desirable to effectuate the objectives of the Association.

Section 2. STANDING COMMITTEE ORGANIZATION: Membership of each of the standing committees shall be determined by the President-Elect for his/her term of office as President, or by the President for standing committees designated during his/her term of office. The appointee shall instruct each committee as to the function of that committee and within these guidelines each committee shall make its own rules and operating procedure.

Section 3. AD-HOC: The President shall from time to time designate such as-hoc committees as may be desirable to effectuate the objectives of the Association.

Section 4. AD-HOC COMMITTEE ORGANIZATION: Membership of each of the ad-hoc committees shall be determined by the President. The President shall instruct the ad-hoc committee as to the function of that committee and within these guidelines the committee shall make its own rules and operating procedures.

ARTICLE X – AFFILIATED DISTRICTS ASSOCIATION

Section 1. MEMBERSHIP REQUIREMENT: Members of the Association shall be a member of the National Association before they shall be a member of the State Association or District Association.

Section 2. AFFILIATION REQUIREMENT: Any District Association of ten (10) or more ANFP members may be affiliated upon approval of the State Board of Directors.

ARTICLE XI – PROCEDURE

Robert's Rule of Order, "Newly" Revised, shall constitute the parliamentary authority for the conduct of meetings of the members and of the State Board of Directors of this Association, when not in conflict with these by-laws.

ARTICLE XII – FISCAL YEAR

The fiscal year of this Association shall begin on the first (1st) day of September each and end on the thirty-first (31st) day of August of the succeeding year.

ARTICLE XIII – MAIL VOTE

Voting on any matter, including elections, may be conducted by mail.

ARTICLE XIV – DISSOLUTION

Section 1. ASSOCIATION: By majority action of the Executive Committee this Association may be dissolved. In the event of such dissolution, the Executive Committee, after paying or making provision for the payment of all the liabilities of the Association, shall dispose of all its assets exclusively to any organization or organizations under Section 501 (C) (6) of the Internal Revenue Code of 1954 (or the corresponding provision of any United States Internal Revenue Law as determined by the Executive Committee).

Section 2. PROHIBITED ACTIVITIES: No part of the net earnings of the Association shall inure to the benefit of or be distributable to its members, officers, directors, or other private empowered to make payments in furtherance of the purposed set forth in ARTICLE II thereof. The Association shall at no time take part in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of those by-laws, the Association shall engage in no activities which would preclude it from qualifying under section 501 (C) (6).

ARTICLE XV – AMENDMENTS

Any proposed amendment to these by-laws shall be presented to the membership for a mail vote by majority action of the State Board of Directors. These by-laws may only be amended by the affirmative vote of the majority of the members voting.

ARTICLE XVI – EFFECTIVE DATE

These by-laws, approved by the general membership shall supercede any and all preexisting by-laws or constitution and become effective in all parts, as of:

President Name: (Reviewed & Approved by:)	Date
<i>Helen Cates, President</i> _____	__April 1997_____
<i>Thomas Thaman, President</i> _____	__April 2006_____

6/2010 Revised:

1. All references to Recording and Corresponding Secretary will be changed to Recording Secretary (1) position in Indiana.
2. Article V – STATE BOARD OF DIRECTORS, Section 4 and Section 5, will include Newsletter Editor.

6/20/10 changes approved by:

_____ (Rose Williams, President)	__June 20, 2010__, manual update
_____ (Sue Bowman, President)	__Sept. 15, 2011_____
_____ (Sue Bowman, President)	__Jan., 2012, Manual updated__
_____ (Jeri Heskett, President)___	__2012-2013 & 2013-2014_____
_____ (Rose Williams, President)	__2015-2017_____
_____ (Bob Milligan, President)	__2017-2018_____
_____	_____

Effective Date:

9/15/99

Policy Wording:

Newsletter Editor adds the “I WILL SERVE” form to the FALL newsletter.

The Immediate Past President may send out a “CANDIDATE FOR OFFICE” form.

Any member may suggest a member’s name to the Immediate Past President for this form.

Members who fill out the “I WILL SERVE” form will mail the form to the President. Members who fill out the “CANDIDATE FOR OFFICE” forms will mail the form to the Immediate Past President.

The Immediate Past President will send those “CANDIDATE FOR OFFICE” members who accepted, an acceptance form to be filled out and returned to the President.

The President is to check the criteria of each candidate member. Then forms are sent to the Recording Secretary to structure a ballot. Home address of the Immediate Past President is to be on the ballot for returns, unless the Immediate Past President is on the ballot. In this case the home address of the President is to be on the ballot for returns.

The ballot then goes to the President for approval. After approval and or corrections it is mailed back to the Recording Secretary for mailing. A separate set of mailing labels are obtained from National Office 1-800-343-1908. Be sure to state you want labels for voting only.

The ballots are then mailed.

Ballots are to arrive at the Spring State Executive Board Meeting . The tellers committee will count the votes during the Executive Board Meeting. The President will call each candidate and give them the results of the vote. The President will then notify each new officer’s administrator with a “LETTER TO THE ADMINISTRATOR” form.

POLICY # 61	BALLOT PROCEDURE	PAGE # 78
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The newsletter editor is to publish the results in the newsletter.

New officers to be installed at the Fall State Business Meeting.

Revision Date:

Revised Wording:

POLICY # 63	Annual Vendor of the Year Award	PAGE # 80
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Effective Date:

10/11/05

Policy Wording

- A. Indiana DMA will award yearly a distinguished Vendor of the year award to a vendor that meets the qualifications.
- B. The members of the State Planning Committee (and/or the Newsletter Editor/Website Committee) will nominate a vendor to be selected.
- C. The Board of Directors shall select, at the Spring State Meeting, the winner of the award for the previous year. The President-Elect shall serve as the Chairperson of the committee.
- D. The winner of the annual award will receive such award in the form of a designated plaque to be given at the Fall State Meeting:
 - a. The plaque will contain:

Name

**Indiana Dietary Managers Association
Distinguished Vendor of the Year Award
(2005, ex)**

**For Outstanding Support of Continuing
Education for the Members**

- E. Only one winner may be declared yearly
- F. The members of the state meeting planning committee (and/or the Newsletter Editor/Website Committee) will submit a candidate for consideration in writing. The following information will be required for the Board of Directors to consider a candidate.
 - a. Must have provided support either monetary, gifts or speakers for the state meeting.
 - b. Recognize IDMA as an association of professional leaders in the food service industry.
 - c. Support the newsletter or the website with the purchase of advertisement.
- G. Each year the chairperson of the state planning committee for the spring and fall meeting will be given by the President-Elect a form to complete. The Newsletter Editor will receive a form at the Fall meeting.
- H. The candidates' name and completed form must be submitted no late than March 1st to the President-Elect. The President-

POLICY # 63	Annual Vendor of the Year Award	PAGE # 80
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Elect will submit this information to the Board of Directors at the Spring State Executive Board Meeting.

Revision Date:
1/1/201

Revised Wording:

- A. Indiana ANFP will award yearly a distinguished Vendor of the year award to a vendor that meets the qualifications.

- D. The winner of the annual award will receive such award in the form of a designated plaque to be given at the Fall State Meeting:
 - a. The plaque will contain:

Name
Indiana Association of Nutrition and Foodservice Professionals
Distinguished Vendor of the Year Award
(2005, ex)
For Outstanding Support of Continuing Education for the Members

- F. The members of the state meeting planning committee (and/or the Newsletter Editor/Website Committee) will submit a candidate for consideration in writing. The following information will be required for the Board of Directors to consider a candidate.
 - b. Must have provided support either monetary, gifts or speakers for the state meeting.
 - c. Recognize IANFP as an association of professional leaders in the food service industry.
Support the newsletter or the website with the purchase of advertisement

VENDOR OF THE YEAR AWARD APPLICATION

In an effort to thank vendors for the support of Dietary Managers and Indiana ANFP, a Vendor of the Year Award is given each year. All vendors who are nominated by the committees for planning state spring and fall meetings will qualify for the award that will be presented annually at the fall state meeting.

Please complete the application. Completed and legible applications should be mailed to the State President-Elect by March 1st to be reviewed by the Board of Directors at the Spring State Board Meeting.

Criteria used to select candidates will:

- Candidates who demonstrate an interest in and support of the association
- Candidates who encourage and/or support the member continuing education financially with gifts
- Candidates who purchase advertising in the State Newsletter or Website
- Candidates who support and recognize the members as professionals in the food service industry

Upon receipt of the application the State Board of Directors shall select and notify the Vendor of the Year and the IANFP DISTRICT who nominated him/her will be notified.

Vendor: _____ Contact Person: _____
Dietary Manager: _____ District: _____
Facility: _____ Address: _____
City, State, Zip Code: _____ Phone: _____

1. How does the vendor support IANFP meetings and managers?

2. How does the vendor demonstrate awareness of IANFP education programs?

3. Does the vendor support IANFP State Newsletter or Website?

4. How does the vendor support you in your endeavors to be active in the association?

Accepted: Yes No, reason _____

Vendor notified? Yes No, Who _____

Will attend Spring Meeting for Acceptance: Yes No

Manager notified? _____

POLICY # 64	Annual Administrator of the Year Award	PAGE # 81
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Effective Date:

10/11/05

Policy Wording

- A. Indiana DMA will award yearly a distinguished Administrator of the year award to an administrator that meets the qualifications.
- B. The winner of the annual award will receive such award in the form of a plaque to be given at the fall meeting.
 - a. The plaque will contain:

**Indiana Dietary Managers Association
Presents
Name
Administrator of the Year Award
(2005, ex)
For Outstanding Support and Encouragement
of Endeavors for Excelling in Education**
- C. Only one winner may be declared yearly
- D. Any member of the State Association may submit a candidate to the committee for consideration in writing on the approved form only. The following criteria will be used to select the candidates:
 - a. Demonstrates an interest in and support for the association.
 - b. Encourages members to attend district, state and/or national meetings
 - c. Supports the members in his/her endeavor to be active in the association .
- E. The President will in writing notify the administrator and nominating member no later than June 30th .
- F. The criteria and approved form will appear in the fall newsletter. The completed form and any additional information will be submitted no later than March 1st to the President.
- G. The Board of Directors shall select, at the spring meeting, the winner of the award. The president shall serve as Chairperson of the committee.

Revision Date:

1/1/2012

Revised Wording:

- A. Indiana ANFP will award yearly a distinguished Administrator of the year award to an administrator that meets the qualifications.

POLICY # 64	Annual Administrator of the Year Award, continued:	PAGE # 81
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B. The winner of the annual award will receive such award in the form of a plaque to be given at the fall meeting.

a. The plaque will contain:

**Indiana Association of Nutrition and Foodservice
Professionals**

Presents

Name

Administrator of the Year Award

(2005, ex)

**For Outstanding Support and Encouragement
of Endeavors for Excelling in Education**

ADMINISTRATOR OF THE YEAR AWARD APPLICATION

In an effort to promote Dietary Managers and Indiana ANFP to administrators, the Administrator of the Year Award is given each year. All administrators who are nominated by their dietary managers that qualify for the award will be considered and voted on that will be presented at the fall state meeting. (In the event that an Administrator changes employment from the Dietary Manager that nominated the administrator the award will be given d/t the administrator deserved the award to have been nominated.)

Please complete the application. Completed and legible applications should be mailed to the State President by March 1st to be reviewed by the Board of Directors at the Spring State Board Meeting.

Criteria used to select candidates will:

- Candidates who demonstrate an interest in and support of the association
- Candidates who encourage and/or support the member to attend their district, state and/or national meetings for current and continuing education.
- Candidates who support the member in his/her endeavor to be active in the association.

Upon receipt of the application the State Board of Directors shall select the Administrator of the Year and the IANFP member who nominated him/her will be notified and asked to send a brief resume of the winning candidate and invite the Administrator to the Fall State ANFP Meeting to accept the award. (In the event the Administrator cannot attend the Fall IANFP Meeting the award will be mailed to the Administrator.)

Administrator: _____ Title: _____
Home address: _____ Phone number: (H) _____ (W) _____
Dietary Manager: _____ District: _____
Facility: _____ Address: _____
City, State, Zip Code: _____ Phone: _____

1. How does your administrator support you in attending IANFP meetings and as a manager?

2. How does your administrator demonstrate awareness of IANFP education programs?

3. How is your administrator receptive to new ideas?

4. How does your administrator support you in your endeavors to be active in the association?

Accepted: Yes No

Administrator notified? Yes No

Will attend Fall Meeting for Acceptance: Yes No

Dietary Manager notified? Yes No

POLICY # 65	WEBSITE Procedures & Committee	PAGE # 82
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Effective Date:

10/11/05

Policy Wording

A. To improve communications to its members, Indiana DMA will maintain a website providing current information regarding, meetings, job opportunities, recent newsletters officer and district information.

B. The website address is: www.dmaonline.org/IN

C. The website was built and maintained by
The Grossbauer Group
442 North Calumet Group
Suite 301
Chesterton, IN 46304
Attention: Sue Grossbauer
Phone: 219-926-1000 ext 202
Fax: 219-929-1502
E-mail: Sue@ggnet.net

D. All costs for the website are underwritten by the National Dietary Managers Association. Indiana DMA is responsible for the content.

E. Website changes can be made at any time. The changes should be typed and clearly marked what tab is being changed, the content that is being removed and the content that is being added. Changes can be made by faxing Sue Grossbauer at 219-929-1502.

F. The current newsletter appearing on the website should be formatted on a diskette and sent to the Grossbauer Group for publishing.

G. Major changes should request a confirmation when completed for accuracy.

H. The website committee will consist of the President, President Elect, Secretary and the Newsletter Editors. Anyone on this committee can make website changes. Major changes in the format should be communicated and agreed to by the responsible parties.

POLICY # 65	WEBSITE Procedures & Committee	PAGE # 82
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- I. Vendors may advertise or sponsor the website at a rate of \$25.00 per year. Payable to Indiana DMA.
- J. Solicitation of advertising should be handled by the Newsletter Editor.
- K. The Website address should be on all newsletters sent to the membership of DMA.

Revision Date:

Revised Wording:

6/2010

- C. National will maintain the website.
- E. Changes to website can be made by contacting National DMA office.
- F. Contact the National office for changes to the website and proper submission of material.

1/1/2012

- A. To improve communications to its members, Indiana ANFP will maintain a website providing current information regarding, meetings, job opportunities, recent newsletters officer and district information.
- D. All costs for the website are underwritten by the National Association of Nutrition and Foodservice Professionals. Indiana ANFP is responsible for the content.
- I. Vendors may advertise or sponsor the website at a rate of \$25.00 per year. Payable to Indiana ANFP.
- K. The Website address should be on all newsletters sent to the membership of ANFP.
- E. Changes to website can be made by contacting National ANFP office.

POLICY: #66	Indiana ANFP Plaque Specifications and Ordering Procedure	PAGE #83
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Effective Date:

Policy Wording

- 1. Indiana DMA presents four awards annually. Each award will have plaque specifications and a procedure for ordering the plaques to ensure accurate and timely delivery.**
- 2. Tri State Trophies of Evansville, Indiana produces all plaques for Indiana Dietary Managers Association. The contact phone number is 812-425-0628**
- 3. The four annual awards that are given by Indiana Dietary Managers Association are:**
 - a. The District Key Award**
 - b. Vendor of the Year Award**
 - c. Administrator of the Year Award**
 - d. Distinguished Member of the Year Award**
- 4. The specifications the District Key Award will measure 6" x 8" with the DMA logo on it. The plate should be engraved as follows:**

**Indiana Dietary
Managers Association
(year given)
Key Award
(district president's name
with CDM, CFPP credential)
President
(district the recipient represents)**
- 5. The specifications for Vendor of the Year Award will measure 9" x 12" with the DMA logo on it. The plate should be engraved as follows:**

**Indiana Dietary
Managers Association
Vendor of the Year
(year given)
Presented to
(vendor)
For Outstanding Support of Continuing
Education for the Members**

POLICY: #66	Indiana ANFP Plaque Specifications and Ordering Procedure (continued)	PAGE #83
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6. The specifications for the Administrator of the Year Award will measure 9” x 12” with the DMA logo on it. The plate should be engraved as follows

Indiana
Dietary Managers Association
 (year given)
Administrator of the Year
Presented to
 (administrator name and title)
 (facility and location name)

7. The specifications for the Distinguished Member of the Year Award will measure 9” x 12” with DMA logo on it. The plate should be engraved as follows:

Indiana
Dietary Managers Association
 (year given)
Distinguished Member of the Year
Presented to
 (recipients name
 with CDM, CFPP credential)

8. The plaques should be ordered at least two months prior to the spring or fall meeting by the President or designee of the executive board to ensure accuracy and timely delivery of the plaques.
9. Ordering can be done via phone however it is suggested that a written verification be sent to Tri State Trophies as proof of order. A proof of each plaque ordered will be produced by Tri State Trophies and reviewed for accuracy by the President or designee. This proof **MUST** be signed by the INDMA designee and sent back to Tri State Trophies before a plaque is engraved.
10. At the time of ordering, Tri State Trophies will provide a bill that must be sent to the treasurer for payment. Plaques are not engraved until the order is paid in full by Indiana DMA.
11. Errors made on plaques that do not reflect corrections or the signed proof will be the responsibility of Tri State Trophies to re-engrave at their expense. Errors made on plaques as a result of incorrect signed proofs will the responsibility of Indiana DMA to re-engrave at IDMA’s expense.
12. Modifications to the specifications of the plaques will be made by

POLICY: #66	Indiana ANFP Plaque Specifications and Ordering Procedure (continued)	PAGE #83
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13. the Indiana DMA Board.

Revision Date:
1/1/2012

Revised Wording:
Change the name of the Policy/Procedure.

1. **Indiana ANFP presents four awards annually. Each award will have plaque specifications and a procedure for ordering the plaques to ensure accurate and timely delivery.**
3. **The four annual awards that are given by Indiana Association of Nutrition and Foodservice Professionals:**
 - a. **The District Key Award**
 - b. **Vendor of the Year Award**
 - c. **Administrator of the Year Award**
 - d. **Distinguished Member of the Year Award**
4. **The specifications the District Key Award will measure 6" x 8" with the ANFP logo on it. The plate should be engraved as follows:**
Indiana Association of Nutrition and Foodservice Professionals
 (year given)
Key Award
 (District president's name
 with CDM, CFPP credential)
President
 (District the recipient represents)
5. **The specifications for Vendor of the Year Award will measure 9" x 12" with the ANFP logo on it. The plate should be engraved as follows:**
Indiana Association of Nutrition and Foodservice Professionals
Vendor of the Year
 (year given)
Presented to
 (vendor)
For Outstanding Support of Continuing
Education for the Members
6. **The specifications for the Administrator of the Year Award will measure 9" x 12" with the ANFP logo on it. The plate should be engraved as follows**
Indiana Association of Nutrition and Foodservice Professionals
 (year given)
Administrator of the Year
Presented to
 (administrator name and title)
 (facility and location name)
7. **The specifications for the Distinguished Member of the Year Award will measure 9" x 12" with ANFP logo on it. The plate should be engraved as follows:**

POLICY: #66	Indiana ANFP Plaque Specifications and Ordering Procedure (continued)	PAGE #83
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**Indiana Association of Nutrition and Foodservice Professionals
(year given)
Distinguished Member of the Year
Presented to
(recipients name
with CDM, CFPP credential)**

9. **Ordering can be done via phone however it is suggested that a written verification be sent to Tri State Trophies as proof of order. A proof of each plaque ordered will be produced by Tri State Trophies and reviewed for accuracy by the President or designee. This proof MUST be signed by the IANFP designee and sent back to Tri State Trophies before a plaque is engraved.**
10. **At the time of ordering, Tri State Trophies will provide a bill that must be sent to the treasurer for payment. Plaques are not engraved until the order is paid in full by Indiana ANFP.**
11. **Errors made on plaques that do not reflect corrections or the signed proof will be the responsibility of Tri State Trophies to re-engrave at their expense. Errors made on plaques as a result of incorrect signed proofs will the responsibility of Indiana ANFP to re-engrave at IANFP's expense.**
12. **Modifications to the specifications of the plaques will be made by the IANFP board.**

POLICY #67	Removal of an Elected Officer before the End of the Term of Office	PAGE #84
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Effective Date:

10/15/2006

Policy Wording

- A. The enforcement of this policy should be used only in the rarest of circumstances and must have at least 75% of the board approval.**
- B. The criteria for which this policy will be enforced will be the following**
 - 1. Proven theft of financial assets**
 - 2. Extreme non performance in executing the duties of the office that will have a negative effect on the Indiana DMA operation.**
 - 3. Non attendance at state board and fall and spring meetings.**
 - 4. Consistent failure to communicate with the executive committee or failure to provide requested documentation.**
- C. The removal of any officer will be at the discretion of the state president.**
- D. Removing District Presidents from office will be the role of the District and the executive committee will assist in the appointment of a new district President and provide guidance in this transition.**
- E. When a decision has been made to terminate an officer, it will be done as a request for resignation rather than a board decision to remove from office.**
- F. The board will encourage the removed officer that the decision was one that was made in the best interest of the organization and should not be taken personally.**
- G. If the officer refuses to resign, an action plan to correct the concerns must be developed by the President on behalf of the board.**
- H. If the officer does not adhere to the plan of action, the President on behalf of the board may terminate the officers' duties.**
- I. If the President is the officer of concern, the President Elect and/or Immediate Past President may be the authority to recommend removal.**
- J. In matters of proven theft, the decision to remove from office will be non negotiable and final.**
- K. An interim officer will be appointed by the State Executive Board of Directors.**
- L. Follow guidelines as set forth by the National Office for "Policy and Procedure for Terminating a Volunteer."**

Revision Date:

1/1/2012

Revised Wording:

- B. The criteria for which this policy will be enforced will be the following**
 - 1. Proven theft of financial assets**
 - 2. Extreme non performance in executing the duties of the office that will have a negative effect on the Indiana ANFP operation.**
 - 3. Non attendance at state board and fall and spring**

POLICY #67	Removal of an Elected Officer before the End of the Term of Office	PAGE #84
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4. meetings.
 5. Consistent failure to communicate with the executive committee or failure to provide requested documentation.
- D. Removing District Presidents from office will be the role of the district and the executive committee will assist in the appointment of a new District President and provide guidance in this transition.**

POLICY # 68	Hardship Assistance for Annual Dues	PAGE # 85
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Effective Date:
4/06

Policy Wording

- A. State of Indiana Dietary Managers Association will make funds available for hardship assistance for payment of National dues for a minimum of (1) Dietary Manager annually if the state treasury has adequate funds to meet budget obligations.
- B. State of Indiana Dietary Managers Member(s) who has a financial hardship and are unable to pay their annual National Dues, may send a completed application to the State of Indiana Dietary Managers Association President requesting assistance for payment of the dues.
- C. State of Indiana Dietary Managers Association will pay dues one time only for a member.
- D. The application must be sent to the State DMA President by April 1. Names of applicants will remain confidential with the Executive State of Indiana DMA Board.
- E. All applications will be read (keeping the names confidential) and voted on by the Executive Board .
- F. The State Indiana DMA President will inform the accepted applicant and have the State Indiana DMA Treasurer issue a check to the National DMA Headquarters for the applicants dues.
- G. See attached form.

Revision Date:
1/1/2012

Revised Wording:

- A State of Indiana ANFP will make funds available for hardship assistance for payment of National dues for a minimum of (1) Dietary Manager annually if the state treasury has adequate funds to meet budget obligations.
- B. State of Indiana ANFP Member(s) who has a financial hardship and are unable to pay their annual National Dues, may send a completed application to the State of Indiana ANFP President requesting assistance for payment of the dues.
- C. State of Indiana ANFP will pay dues one time only for a member.
- D. The application must be sent to the State ANFP President by April 1. Names of applicants will remain confidential with the Executive State of Indiana ANFP Board.
- F. The State Indiana ANFP President will inform the accepted applicant and have the State Indiana ANFP Treasurer issue a check to the National ANFP Headquarters for the applicants dues.

Hardship Application for National Dues Assistance

Please complete the application. Completed and legible applications should be mailed to the State President by April 1st to be reviewed by the Board of Directors at the Spring State Board Meeting.

Criteria used to select candidates will:

- Candidates who demonstrate an interest in and support of the association by past actions
- Candidates who encourage and/or support the association by attending their district, state and/or national meetings for current and continuing education
- Candidates who support the association in his/her endeavor to be active in the association

Upon receipt of the application the State President will plan this in the Executive Board of Directors Meeting for consideration by the board for acceptance of payment of annual national dues.

DMA Member: (to be kept confidential) _____

Home address: _____ Phone number: _____ (w) _____

District: _____

Facility: _____ Address: _____

City, State, Zip Code: _____ Phone: _____

1. Why do you feel that you should be considered over other members for the association to make a 1 time payment for your annual dues hardship assistance?

2. Have you been active in your District, State or National Association? Please state active level of participation:

(To be completed by Executive Board President)

Accepted:	Yes	No
Dietary Manager notified?	Yes	No
Treasurer notified to make payment?	Yes	No
Payment made to National?	Yes	No

POLICY # 69	Travel Fund Disbursement	PAGE # 86
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Effective Date:
6/2010

Policy Wording

1. Raffles conducted during a State Meeting will be promoted to contribute to the State Travel Fund.
2. The money (proceeds) received from the sale of the Raffle Fund Raiser items will be placed into the State Treasury bank account with the funds amounts being kept separate from the general funds.
3. The annual proceeds up from raffles will be divided equally between Indiana DMA members attending the National DMA meeting. These funds will help offset costs incurred by the members to attend the meeting and to represent Indiana DMA.
4. The attending members must contact the Indiana DMA President to notify of their attendance at the National Meeting requesting Travel Fund Disbursement.
5. The IDMA member will have until the second day of the Fall State Meeting following the National meeting that was attended for determination of equal share of the funds.

Revision Date:
1/1/2012

Revised Wording:

3. The annual proceeds from raffles will be divided equally between Indiana ANFP members attending the National ANFP meeting. These funds will help offset costs incurred by the members to attend the meeting and to represent Indiana ANFP.
4. The attending members must contact the Indiana ANFP President to notify of their attendance at the National Meeting requesting Travel Fund Disbursement.
5. The IANFP member will have until the second day of the Fall State Meeting following the National meeting that was attended for determination of equal share of the funds.

10/25/2012

1. The annual travel fund proceeds will be divided in ½ and divided up equally to those who turn in a claim by the end of the next Fall State Meeting declaring that they attended that year's National Meeting.

7/26/2014

3. The balance off the fund will be maintained at a minimum of \$300.00. Disbursement will allow for a balance of \$300.00 in the account at all times.

POLICY # 70	ANFP STYLE GUIDE FOR LOGO	PAGE # 87
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Effective Date:
9/2012

Policy Wording:

ANFP Style Guide

As chapter and district leaders, you are at the forefront of the ANFP brand. You represent a national network of individuals who are dedicated to professionalism, leadership and excellence in the various aspects of the nutrition and foodservice profession. It advocates for integrity, high standards of quality, openness, accessibility and a commitment to service.

The consistent use of fonts, colors, and images help communicate the open, friendly, service oriented and professional nature of ANFP. When creating chapter or district publications, please consider the following:

Layout and color use should be guided by function and not decoration for its own sake.

- The primary brand colors are **red**, **black**, and **grey**.
- **Arial** font keeps the look clean.
- The ampersand (&) should be used when writing out Association of Nutrition & Foodservice Professionals

The use of photography and illustration is a key component of the overall brand communication strategy of ANFP. Some general principles to observe when using photos and illustrations include:

- Use only **high-quality images** that are well-composed and have proper lighting
- **Avoid mixing stock photography and non-professional images** in the same publication or on the same page of a publication.
- **Avoid use of folksy or humorous illustrations.** Any illustrations used should be contemporary —to convey the professionalism at the heart of the organization.

To request the full ANFP style guide, please contact ANFP Headquarters.

Chapter Logos

To keep with the professionalism of the new look of ANFP, please note that:

- Chapter logo images **cannot** be altered. If you would like to add the district name or an image, they will need to be added to a newsletter or website

separately, not embedded in the logo image. *Note: Chapter logos in various file types are kept on file at ANFP Headquarters.*

This is the National-Indiana Logo:



MISCELLANEOUS

FORMS

AND

INFORMATION

BUDGET

TRANSPORTATION	
GUEST ROOMS	
MEETING ROOMS	
BANQUET ROOMS	
HOSPITALITY SUITE	
MEALS	
COFFEE BREAKS	
EQUIPMENT	
DECORATIONS	
SPEAKERS	
GRATUITIES	
OTHER	

TOTAL	

CHECKLIST

LAST MINUTE CHECKLIST

I. PRELIMINARY PLANNING

- A. No. Of persons attending _____
- B. Arrival date & time _____
- C. Departure date and time _____
- D. Billing arrangements _____
- E. First notice of meeting sent _____
- F. Follow-up notice sent _____
- G. Speaker arrangements _____

H. Publicity attended to _____X Checkroom facilities open _____

X Lights working _____

X Proper seating arrangements mapped out ____

X Heating/cooling system working _____

X Audio visual equipment working _____

X Materials properly distributed:

Water/glasses ____ Pencils ____

Notepads ____ Decorations ____

Arrangements made to take telephone messages _____

Other _____

I. Special union requirements (musicians, etc.) met

2. LODGING ACCOMMODATIONS

- A. No. And types of rooms desired _____
(Singles, doubles, suites) _____

- _____
- B. Price _____
- C. Written confirmation received _____
- D. Cancellation date _____
- E. Checkout time _____
- F. Special checkout requirements _____
- _____

3. MEETING FACILITIES

- A. Meeting registration space needed _____

35 mm _____ 16 mm _____ 8 mm _____ Super 8mm _____

Overhead _____ Videotape _____ Other _____

_____ Slide _____ Carousel _____ Film Strip _____

- B. Screen _____

- C. Tape recorder _____

- D. Chalkboards _____

- E. Easels _____

- F. Easel Pads _____

- G. PA system _____

- H. Lectern _____

- I. Platform _____

- J. Special Lighting _____

- K. Other _____
- _____

SECOND DAY PROGRAM GUIDE

REGISTRATION:

AREA _____
FROM _____ TO _____

DATE _____ DAY _____
PLACE _____ TIME _____

OPENING SESSION: TIME:

ROOM _____ PERSONS _____
SET-UP _____ HEAD TABLE _____
SPEAKER _____ TITLE _____
WELCOME ADDRESS BY _____
TITLE _____

ARRANGEMENTS:

U - SHAPE _____

T - SHAPE _____

CONFERENCE _____

AUDITORIUM _____

CLASSROOM _____

PROGRAM:

SPEAKER _____ TIME _____
TIME _____ PERSONS _____ ROOM _____

BREAK:

TIME _____ ROOM _____
COFFEE FOR # _____ OTHER _____

PROGRAM:

TIME _____ PERSONS _____ ROOM _____
SET-UP _____ SPEAKER _____

LUNCH:

ROOM _____ TIME _____
SET FOR _____ COST _____ GUARANTEE _____
MENU _____
HEAD TABLE # _____ MIKE _____
PROGRAM _____

ICE WATER, GLASSES
PADS & PENCILS
HEAD TABLE #
REGISTRATION TABLE
P.A. SYSTEM
CHALKBOARD, CHALK,
POINTER, ERASER
RISERS
EASEL
PROJECTOR
SCREEN
PIANO
COFFEE BREAK
A.M. _____
P.M. _____

AFTERNOON SESSION: TIME

ROOM _____ PERSONS _____
SET-UP _____ HEAD TABLE # _____
SPEAKER _____ TITLE _____
PROGRAM _____

BANQUET:

ROOM _____ TIME _____
SET FOR _____ COST _____ GUARANTEE _____
MENU _____
HEAD TABLE # _____ MIKE _____
SPEAKER _____ TITLE _____
PROGRAM _____
ENTERTAINMENT _____

NOTE: ADDITIONAL MEETINGS FOR COMMITTEES ON REVERSE SIDE

COMMENTS: _____

**FORM LETTER THAT MAY BE USED TO SEND TO MEMBERS THAT HAVE HAD
CHECKS RETURNED FOR NSF.**

Date:

Member's address

Dear_____

Your recent check for \$----- for the fall/spring state meeting has been returned to me for non sufficient funds. I'm sure this is an embarrassing situation for you. It will be kept in confidence with myself and the State President.

You will be required to pay the amount of the registration plus charges incurred. Please send me the amount of \$----- in certified check or money order. My address is -----, My phone number is-----.

I am confident you will handle this matter in a timely fashion.

Respectfully,

**Your name here
State Treasurer.**

I WILL SERVE

Indiana Association of Nutrition and Foodservice Professionals needs dedicated volunteers who are willing to serve as officers and committee members. Please indicate below in which capacity you are willing to help serve your professional association.

As an Officer: President-Elect – A 3 year commitment. On board as President-Elect (Program Chairperson, President (Leadership responsibilities), Past-President (State Legislative chair), may serve on National Board of Delegates) _____

Recording Secretary – A 2 year commitment. On State Board 2 years. Records minutes of all state meetings. Contacts new and dropped members, new students and enrollees, and any other correspondence deemed necessary by the Board _____

Treasurer – A 2 year commitment. On State Board 2 years. Will be bonded per DMA. Records all financial transactions, audited yearly _____

As a Committee Member:

Public Relations _____

Promotion work for state meetings and annual events

Program _____

Assist President-Elect with speakers for state meetings

Membership _____

Reaching new members, students, promote ANFP

Legislative _____

Liaison from district to state, attend legislative hearings

Nominating _____

Recruit officers, develop state ballots

Tellers _____

Count ballots and record results

Newsletter _____

Assist with ads and articles

Travel _____

Assist in transportation to state meetings

If interested, please fill out form above and return to current State President or any member of the Executive Board. See addresses on the front of the newsletter.

Your Name _____ DMA # _____

Street Address _____

City, State, Zip Code _____

Work phone _____ Home Phone _____

Email: _____

INDIANA

CHECK REQUEST FORM

Date: _____

Payable To: _____

Address: _____

City: _____ State _____ Zipcode: _____

Send Check To: _____

(If same as above write "Same as above")

Address: _____

City: _____ State _____ Zipcode: _____

Mileage Reimbursement:

Number of Miles: _____ X _____ ¢ = _____ \$

Breakdown of Expenses: _____

***All Check Requests forms & receipts must be submitted within 60 days
after incurring the expense.

Expense *Receipts attached	\$ Amount
Total Amount Requested	\$

Requested By: _____

Approved By Treasurer: _____

Approved By President: _____

Revised : 2/16/94, 10/11/05, 6/2010, 1/1/2012,5/2017

Added to Misc. Form in IN Policy/Procedure Book

Date Paid: _____

Check No.: _____



The Ten Steps to Planning a District Meeting

**By
Tom Thaman, CDM,
CFPP**

**2005/2006 President
Indiana Dietary
Managers Association**

The Ten Steps to Planning a District Meeting

By Tom Thaman, CDM, CFPP

Indiana DMA President 2005-2006

Step One:

Select a date and location

Secure the date and location at the last district meeting. Try to find a central location in the district but if you do it an area that is not, make sure you have a second meeting in the opposite area of the district. It is best to find a location (usually a member's facility) that can provide lunch at no charge as the meeting can provide income for the district. Selecting a Hotel will increase your cost and you risk the possibility of losing money for the District. Sysco and US Foodservice all have meeting rooms if they are in your area. These vendors have been very generous to Indiana DMA and are usually very willing to assist with location.

Due Date: Six months prior to the date.

Step Two:

Begin building a program.

It is usually best to have someone assist you in obtaining speakers. Most District Meetings should be at least 5 CEU's or five speakers or less if you have a speaker speaking for two hours. Sometimes, effective district meetings have a theme such as skills building, kitchen operations or regulatory or clinical issues. Below are sources of speakers.

- Vendors
- Consultant Dietitians
- Peers and Co Workers
- State Department of Health
- DMA Members

Due Date: Three months prior to the meeting

Step Three:

Obtain your mailing labels

All District President can call for free mailing labels at the DMA national office. Make sure you tell them what districts. Also, to invite student members in your district, ask for a list of student labels. Make sure they are separate mailing lists as you may want to send a separate letter.

Due Date: Three months prior to the meeting

Step Four:

Get your newsletter and agenda ready and mail out to members

Compose a newsletter for your district members and attach the agenda for the meeting. Make sure you have copies made for each member. Purchase a roll of stamps and make sure you keep the receipt so you can be reimbursed. Make sure there are directions to the location of your meeting. Make sure there is a contact number on your letter so you will know how many people are attending. It is best to have your information out at least 30 days prior to the meeting so members can request off.

Due Date: 30 days prior to the meeting.

Step Five:

Get your CEU's approved by The Certifying Board of Dietary Managers

All speakers must be approved by DMA for CEU's. CEU approval can be made by completing the form on the DMA Website under member services. In addition, you must complete a simple evaluation form for all speakers. There are samples on the Website that can be filled out. CEU's are not assigned unless an evaluation form is sent. You can fax the information to DMA and you will receive your approval when they send you a sign in sheet. This is a very important piece to planning a meeting. DMA likes to have these no later than 30 days prior to the meeting. If you happen to have a speaker cancellation, if you replace the speaker you need not inform DMA.

Due Date: 30 days prior to the meeting

Step Six:

Reconfirm you speakers.

In a district meeting, make a courtesy call two weeks prior to the meeting just to make sure your speaker has the correct information on the day of the meeting. Make sure they have the correct directions and have them be there at least ½ hour before they speak.

Due Date:

No later than two weeks before the meeting

Step Seven:

Assign members who are assisting with the meetings duties on the day of the meetings.

A meeting is difficult to conduct and execute on your own. Make sure you have some assistance. The district treasurer should be there to collect money and to give out raffle tickets. The host member should coordinate set up with their facility. If you use a vendor's facility, make sure someone is there to coordinate set up.

Due Date:

Two weeks before the meeting

Step Eight:

Purchase your Door Prizes and Speakers Gifts.

This can be delegated out but if you are doing it yourself, it is customary to provide a nice gift basket or small token of appreciation to all speakers. They are giving their time and expertise for free to our members and leave them with a good impression of IDMA.

Door prizes are one of the essential elements of raising money for the District so you should give it some thought. An expensive grand prize can raise excellent money. Here are some ideas for Door Prizes and Speakers Gifts. There are many more but here are a few.

Raffle Prizes

- DVD Player
- Small TV
- Silk Arrangements
- Plants
- Scented Candles
- Holiday and Theme Wreaths
- Glass Vases
- Gift Certificates
- Movie Tickets

Speakers Gifts

- Gift Baskets
- Ball Point Pen Set
- Small Calculators
- Tote Bags
- Silk Arrangements
- Gift Certificates

Due Date: One week prior to the meeting

Step Nine:

Plan a short business meeting the day of the meeting

During the day of the meeting, make sure you have a short business meeting at preferably at lunch to conduct district business. The secretary can read the minutes from the last meeting, there should be a treasurer's report. Also, you should discuss and encourage leadership by asking for volunteers to host meetings and run for future offices. You can also give information regarding state and national meetings. You should also take this time to introduce new members.

Due Date: Plan agenda at least one week prior to the meeting.

Step Ten:

Turn in your signed attendance sheet after the meeting

This is a very important piece of the meeting. The sign in sheet should be turned in no later than 30 days after the meeting. Make sure everyone has their DMA number on the sheet. The treasurer or secretary can give each member a certificate of attendance although it is not necessary if the CE U's have been pre approved.

Duet Date: No later than 30 days after the meeting.

Notes:
