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|------------------------|--|--|
| <u>Policy #</u> | MASTER COPY OF THE POLICY AND PROCEDURE MANUAL (Officers and Members Right to Reference Manual) | |
|------------------------|--|--|

Effective Date:

3/30/18

Policy Wording:

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

| | | |
|------------------------|---|--|
| <u>Policy #</u> | MASTER COPY OF THE POLICY AND PROCEDURE MANUAL (Responsibility of Manual Possession) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

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

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

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

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|---|--|
| <u>Policy #</u> | MASTER COPY OF THE POLICY AND PROCEDURE MANUAL (Responsibility of transferring to new officer) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

These policies and procedures shall be given to the newly installed State officers at the time of installation. Should no installation ceremony take place, the outgoing officers shall transfer the manual into the new officers' possession in no more than seven (7) days from the official date of transfer of leadership.

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|---|--|
| <u>Policy #</u> | MASTER COPY OF THE POLICY AND PROCEDURE MANUAL (Update of policies and procedures) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

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

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

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

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|-----------------------------------|--|
| <u>Policy #</u> | INSIGNIA (Use of Logo) | |
|------------------------|-----------------------------------|--|

Effective Date:**Policy Wording:**

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

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

| <u>Policy #</u> | INSIGNIA (Official Name of Organization) | |
|------------------------|---|--|
|------------------------|---|--|

Effective Date:**Policy Wording:**

PROFESSIONALS

The official name of our State Association shall be:
North Carolina ASSOCIATION OF NUTRITION & FOODSERVICE

Hereafter designated by NC ANFP

| | | |
|------------------------|--|--|
| <u>Policy #</u> | INSIGNIA (Name of Newsletter) | |
|------------------------|--|--|

Effective Date:**Policy Wording:**

The official name of all ____ NC ANFP Newsletters and Flyers shall be
The Tarheel Tattler

Revision Date:**Revision Policy Wording:**

| | | |
|-----------------|---|--|
| POLICY 2 | INSIGNIA (Defacement of the ANFP logo/pin) | |
|-----------------|---|--|

Effective Date:

Policy Wording:

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

| | | |
|------------------------|---|--|
| <u>Policy #</u> | INSIGNIA (State Merchandise) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

(ST) Association of Nutrition & Foodservice Professionals must abide by rules set forth by the Association of Nutrition & Foodservice Professionals (ANFP national) to ensure chapters are following all state and local regulations pertaining to sales and use tax registration and tax return filing. Initially, there are two parts to obtaining permission from ANFP national to sell merchandise. First, a request must be submitted to national for approval to sell specific merchandise, and second, determining whether or not sales tax must be collected and tax returns filed, and if so, filing for a tax identification number.

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

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

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

Revision Date:**Revision Policy Wording:**

| <u>Policy #</u> | MEMBERSHIP (Criteria) | |
|------------------------|----------------------------------|--|
|------------------------|----------------------------------|--|

Effective Date:

September 16, 1986

Policy Wording:

Membership in the NC ANFP shall be limited to members in good standing of the National Association of Nutrition & Foodservice Professionals, who reside in North Carolina.

Revision Date:**Revision Policy Wording:**

| <u>Policy #</u> | MEMBERSHIP (Membership Lists) | |
|------------------------|--|--|
|------------------------|--|--|

Effective Date:**Policy Wording:**

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

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

| | | |
|------------------------|---|--|
| <u>Policy #</u> | MEMBERSHIP (Use of Membership Lists) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

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

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

- Welcome new members
- Contact those whose dues are outstanding
- Survey members
- Send out membership mailings
- Contact potential volunteers

Revision Date:**Revision Policy Wording:**

| <u>Policy #</u> | FISCAL YEAR (Fiscal Year Dates) | |
|------------------------|--|--|
|------------------------|--|--|

Effective Date:**Policy Wording:**

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

Revision Date:**Revision Policy Wording:**

| <u>Policy #</u> | DUES AND FEES (State and District dues collection) | |
|------------------------|---|--|
|------------------------|---|--|

Effective Date:**Policy Wording:**

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

NC ANFP is not authorized to collect dues.

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

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|---|--|
| <u>Policy #</u> | <u>DUES AND FEES</u> (Rebates) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

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

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

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|-------------------------------------|--|
| <u>Policy #</u> | DUES AND FEES (Speakers) | |
|------------------------|-------------------------------------|--|

Effective Date:

October 16, 1986

Policy Wording:

The Program Committee Chairman for the fall or spring meeting shall determine fees and/or honoraria to pay to speakers. Payment, honoraria and expenses (meals and/or lodging) may not exceed \$150.00 without approval from the state board.

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|--|--|
| <u>Policy #</u> | DUES AND FEES (Partners) Changed to Partner | |
|------------------------|--|--|

Effective Date:**Policy Wording:**

All Partners participating in a NC ANFP sponsored meeting or function shall sign a provided contract. All partner monies will go to NC ANFP. If a partner provides a speaker for the meeting or function, the Program chairman will shall determine whether to provide a discount to partner.

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|--|--|
| <u>Policy #</u> | Payment of Account Payable (Procedure for paying bills) | |
|------------------------|--|--|

Effective Date:**Policy Wording:**

All NC ANFP authorized disbursement checks shall include the signatures of the following officers: Treasurer, President. The authorized signature card with the Treasurer, President, and signatures shall be on file at the bank that holds the NC ANFP account.

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|---|--|
| <u>Policy #</u> | Payment of Account Payables (Procedure for submitting bills) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

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

Recipient's Name

Recipient's Address

Dates of service

Itemized statement with details of

services rendered

Total for services

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

Revision Date:**Revision Policy Wording:**

| | | |
|-----------------|---|--|
| Policy # | PAYMENT OF ACCOUNTS PAYABLE (Responsibility of Receipts) | |
|-----------------|---|--|

Effective Date:**Policy Wording:**

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

At the installation of a new treasurer, the outgoing treasurer shall transfer control of all financial records to the new treasurer. If the new treasurer is not present at the installation ceremony, the treasurer must mail all financial records to the new treasurer within seven (7) days of the date of installation.

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

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

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|--|--|
| <u>Policy #</u> | MEETINGS (State Board of Directors) | |
|------------------------|--|--|

Effective Date:**Policy Wording:**

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

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

The Executive Committee of NC ANFP shall consist of five (5) members who are: Past-President, President, President-elect, Secretary, and Treasurer. A quorum of the Executive Committee shall be present to transact business.

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|--|--|
| <u>Policy #</u> | MEETINGS (Committee Meetings) | |
|------------------------|--|--|

Effective Date:**Policy Wording:**

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

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

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|--|--|
| <u>Policy #</u> | MEETINGS (Business Meetings of Members) | |
|------------------------|--|--|

Effective Date:**Policy Wording:**

There shall be a FULL MEMBERSHIP business meeting at the chapter ___ ANFP spring and fall meetings.

There shall not be less than two (2) full membership business meetings each year.

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|--|--|
| <u>Policy #</u> | MEETINGS (Notice of Meetings) | |
|------------------------|--|--|

Effective Date:**Policy Wording:**

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

The State Secretary shall be responsible to notify all members of the State Board of Directors of pending meetings.

He/she shall contact, in writing, all members of the Board of Directors, including the district representatives using the official form at least twenty-one (21) days in advance of the scheduled meeting.

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|---|--|
| <u>Policy #</u> | MEETINGS (Members Right to Submit Business to the Board Meeting) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

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

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

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|--|--|
| <u>Policy #</u> | MEETINGS (Procedure for verbal comment at State business meeting) | |
|------------------------|--|--|

Effective Date:**Policy Wording:**

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

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

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|---|--|
| <u>Policy #</u> | ORGANIZATION (No Salary for Members of the Board of Directors) | |
|------------------------|---|--|

Effective Date:

Policy Wording:

Members of the NC ANFP 's Board shall not receive a salary.

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

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

Revision Date:

Revision Policy Wording:

| <u>Policy #</u> | ORGANIZATION (Absence from a board meeting) | |
|------------------------|--|--|
|------------------------|--|--|

Effective Date:

September 16, 1986

Policy Wording:

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

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

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

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

Revision Date:**Revision Policy Wording:**

| <u>Policy #</u> | ORGANIZATION (Resignation from a board or committee position) | |
|------------------------|--|--|
|------------------------|--|--|

Effective Date:

December 6, 1999

Policy Wording:

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

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

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|---|--|
| <u>Policy #</u> | ORGANIZATION ("Firing" From a Board or Committee Position) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

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

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

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

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

Revision Date:**Revision Policy Wording:**

| <u>Policy #</u> | ORGANIZATION (Filling a Vacancy) | |
|------------------------|---|--|
|------------------------|---|--|

Effective Date:**Policy Wording:**

If a member of the Board resigns, the remaining members of the Board shall appoint a replacement by majority vote via email or telephone conference.

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

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

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Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|---|--|
| <u>Policy #</u> | ELECTED OFFICERS (Qualifications of Candidates for Office) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

All members who are candidates for State Office shall be:

1. A member in good standing as determined by national ANFP.
2. Shall know or be willing to learn the objectives and purpose of the ANFP. Shall be an active member in NC ANFP. Active member is defined as: The basic requirement shall be either educational instruction or success in passing a credentialing examination. The Board of Directors shall establish uniform standards which shall be used in determining eligibility for Active membership. Active members shall have the right to vote and to hold elective office in addition to such other rights as may be determined by the Board of Directors.
3. Shall have experience in the food service field.
4. A CDM, CFPP
5. Desirable attributes; Page 36

Revision Date:**Revision Policy Wording:**

| <u>Policy #</u> | ELECTED OFFICERS (Desirable Attributes for State Officers) | |
|------------------------|---|--|
|------------------------|---|--|

DESIRABLE ATTRIBUTES FOR STATE OFFICIALS

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

Shall possess leadership capabilities.

Shall be willing to professionally associate with all members.

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

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

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

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

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

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

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

Shall be willing to delegate and accept assignments.

Shall be supportive of decisions properly enacted by the members.

Shall be willing to professionally accept conciliatory responsibilities.

Shall facilitate smooth transitions of executive leadership.

| | | |
|------------------------|--|--|
| <u>Policy #</u> | DISTRICT REPRESENTATION (State Board of Directors; district representation) | |
|------------------------|--|--|

Effective Date:**Policy Wording:**

The President of each district shall be a member of the NC State Board

He/she will serve one (1) year as the district President and shall serve on the State Board for the same term.

If the district President resigns, representation on the State Board of Directors shall be the President-elect and the President-elect shall move to the position of President of the district. The district shall follow procedure to replace the district President-elect.

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|---|--|
| <u>Policy #</u> | DISTRICT REPRESENTATION (District Boundary Listings) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

The District boundaries are regulated by zip code. National ANFP has them on file.

Revision Date:**Revision Policy Wording:**

A member in good standing with national ANFP may attend any district meeting regardless of district zip code.

| | | |
|------------------------|---|--|
| <u>Policy #</u> | DISTRICT REPRESENTATION (State Membership lists) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

The State President shall make Membership listings for the State available to the District Officers.

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|--|--|
| <u>Policy #</u> | DISTRICT REPRESENTATION (Participation) | |
|------------------------|--|--|

Effective Date:**Policy Wording:**

Districts of the NC ANFP shall be developed along zip code boundary lines. Any ANFP member who resides within a district of the chapter shall be a member of that district. This includes ability to attend district meetings and participate in district activities.

The president of each district shall serve on the NC ANFP Board of Directors. Each district should submit activities to the state newsletter editor in a timely manner.

| | | |
|------------------------|---|--|
| <u>Policy #</u> | NOMINATING COMMITTEE (Organization of the Committee) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

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

Committee members include:

- Immediate Past President
- President-elect,
- chair-appointed from membership three.

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

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|---|--|
| <u>Policy #</u> | NOMINATING COMMITTEE (Responsibilities of the Committee) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

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

Responsibilities include:

- ongoing and continuous focus on identifying, recruiting, and equipping future board and committee leaders, including the definition of skills and attributes required in volunteers, within and beyond the membership
- providing input and content for board orientation, training, assessment/evaluation tools and succession planning
- formulating the slate or ballot for the election of officers and contacting candidates

The committee reports directly to the Board. The chair of the committee, Immediate Past Chair of the Board, shall lead the committee's deliberations and actions and will not have a vote. .

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

That information shall consist of at least two (2) names for each office that will need new officers. In the event that two candidates cannot be found, the ballot shall include the name of at least one candidate and room for a write-in candidate.

Revision Date:

June 1, 2016

Revision Policy Wording:

It shall be the responsibility of the Nominating Committee to recommend a slate of qualified candidates for officer and director positions in accordance with policy adopted by the Board of Directors. At least thirty (30) days prior to the start of the next annual business meeting, the Nominating Committee shall recommend a slate of qualified candidates to fill each seat on the Board of Directors that is either vacant or set to expire. Members of the Nominating Committee are ineligible to stand for election to any office.

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|------------------------|---|--|
| <u>Policy #</u> | NOMINATING COMMITTEE (Candidate Responsibility to the Committee) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

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

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|--|--|
| <u>Policy #</u> | NOMINATING COMMITTEE (Ineligibility of a Candidate) | |
|------------------------|--|--|

Effective Date:**Policy Wording:**

An individual who is not an active member of the national Association of Nutrition & Foodservice Professionals may not run as a candidate in the NC ANFP. Neither may an individual run who has violated the NC ANFP Code of Ethics.

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|---|--|
| <u>POLICY #</u> | STATE ELECTIONS (Design of a Ballot) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

The state election ballot shall have a checkbox next to each candidate's name (and a write-in) for voters to mark when they cast their vote. A photo may also be Include a photo of each candidate if desired
Specific instructions on how to complete the selections and where to return it should be included.

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

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

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|--|--|
| <u>POLICY #</u> | STATE ELECTIONS (Organization of Tellers Committee) | |
|------------------------|--|--|

Effective Date:

Policy Wording:

Members of the Tellers Committee shall consist three non-board members, appointed by the (STATE) president-elect.

Revision Date:

Revision Policy Wording:

| | | |
|------------------------|--|--|
| <u>POLICY #</u> | STATE ELECTIONS (Duties of the Committee) | |
|------------------------|--|--|

Effective Date:**Policy Wording:**

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

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

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

Revision Date:**Revision Policy Wording:**

| | | |
|------------------------|---|--|
| <u>POLICY #</u> | STATE ELECTIONS (Election results, notifying candidates) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

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

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

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

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

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

Revision Date:**Revision Policy Wording:**

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|------------------------|--|--|
| <u>Policy #</u> | INSTALLATION OF OFFICERS (Ceremony) | |
|------------------------|--|--|

Effective Date:

Policy Wording:

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

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

Revision Date:

Revision Policy Wording:

| | | |
|------------------------|--|--|
| <u>Policy #</u> | FINANCE COMMITTEE (Organization of the Committee) | |
|------------------------|--|--|

Effective Date:

September 16, 1986

Policy Wording:

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

Revision Date:**Revision Policy Wording:**

| <u>Policy #</u> | FINANCE COMMITTEE (Responsibilities of the Committee) | |
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Effective Date:**Policy Wording:**

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

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

Revision Date:**Revision Policy Wording:**

| <u>Policy #</u> | FINANCE COMMITTEE (State Budget) | |
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Effective Date:

Policy Wording:

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

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| <u>Policy #</u> | FINANCE COMMITTEE (Annual Audit) | |
|------------------------|---|--|

Effective Date:

September 16, 1986

Policy Wording:

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

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| <u>Policy #</u> | FINANCE COMMITTEE (Financial Review Irregularities) | |
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Effective Date:

September 16, 1986

Policy Wording:

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

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Revision Date:**Revision Policy Wording:**

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| <u>Policy #</u> | FINANCE COMMITTEE (Bank Accounts) | |
|------------------------|--|--|

Effective Date:**Policy Wording:**

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

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

Revision Date:**Revision Policy Wording:**

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|------------------------|---|--|
| <u>Policy #</u> | FINANCE COMMITTEE (Federal Employee Identification Number) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

Each chapter is assigned an individual Federal Employees Identification Number (FEIN) by the IRS. Chapters should not use ANFP Headquarters information when completing contracts or IRS forms. The FEIN is similar to a social security number, but for organizations; the number format is 12-345678. This is the identifying number for chapter bank accounts and other appropriate transactions. They are on file with ANFP Chapter Relations if you cannot find your chapter's FEIN.

Revision Date:**Revision Policy Wording:**

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| <u>Policy #</u> | REIMBURSEMENT (Reimbursement Procedure) | |
|------------------------|--|--|

Effective Date:**Policy Wording:**

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

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

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| <u>Policy #</u> | REIMBURSEMENT (State Board of Directors / Executive Board Members) | |
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Effective Date:**Policy Wording:**

Travel and lodging expenses incurred by officers executing the business of NC ANFP are limited. The Annual Spring and Fall meetings of NC ANFP shall be honorary to the President, President-elect, Secretary, and Treasurer; limited to lodging, meals and registration expenses.

NC ANFP shall honor registration and lodging for the Past-president, the year following his/her holding office, at the Annual State meeting.

Expenses incurred by travel, lodging and food for meetings other than the annual spring and fall meetings be reimbursed if conducting Chapter business.

If time and travel are prohibitive, business and /or meetings may be executed by the use of conference calls.

Revision Date:**Revision Policy Wording:**

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|------------------------|--|--|
| <u>Policy #</u> | REIMBURSEMENT (State delegate to national Annual Meeting) | |
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Effective Date:**Policy Wording:**

The State Association shall send the State President (Outgoing President) and Secretary during odd years, the Outgoing State President and Treasurer during even years to the national ANFP Annual meeting. Should the State have ability to send others 1 member should be selected via raffle of all members in attendance at Spring meeting, to attend either the annual meeting or regional meeting. This includes travel expenses, meals and the registration fee.

The President or Treasurer shall make travel and hotel accommodations for traveling members, if needed members will be asked to share rooms .

NC ANFP shall include meals for those attending ANFP Annual meeting. This amount should not exceed Fifty (\$50.00) dollars per day.

Revision Date:**Revision Policy Wording:**

| <u>Policy #</u> | REIMBURSEMENT (Committees) | |
|------------------------|---------------------------------------|--|
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Effective Date:**Policy Wording:**

All expenses shall be reimbursed for special requests from standing or AD HOC Committees appointed by the President. All reimbursement requests must be accompanied by a receipt and expenses over \$75.00 must be pre-approved by the Executive Board. (See reimbursement policy for further information.)

Revision Date:**Revision Policy Wording:**

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|------------------------|---|--|
| <u>Policy #</u> | REIMBURSEMENT (State Spokesperson) | |
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Effective Date:**Policy Wording:**

Expenses incurred by the State Spokesperson shall be reimbursed by the State Treasurer with a TBD by Board based budgeted dollars per year to cover the costs associated with carrying out the duties of the Spokesperson.

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

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

Revision Date:**Revision Policy Wording:**

| <u>Policy #</u> | REIMBURSEMENT (Authorized/unauthorized expenses) | |
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Effective Date:**Policy Wording:**

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

(See reimbursement policy for further information.)

Revision Date:**Revision Policy Wording:**

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|------------------------|---|--|
| <u>Policy #</u> | NEWSLETTER (Printing, and mailing) | |
|------------------------|---|--|

Effective Date:**Policy Wording:**

The NC ANFP Newsletter, hereafter called, Tarheel, shall be published/distributed a minimum of two (3) times per calendar year.

The newsletter can included voting ballots, meeting agendas, meeting registrations and will you serve forms to aide in reductions of mailings to members.

Revision Date:**Revision Policy Wording:**

| <u>Policy #</u> | NEWSLETTER (Content) | |
|------------------------|---------------------------------|--|
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Effective Date:**Policy Wording:**

The NC ANFP newsletter shall contain ANFP information and information pertaining to nutrition and management only. It shall not contain personal or biased information. Each issue should contain some information about the chapter and its districts, as well at least one article dealing with nutrition or dietary management.

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| <u>Policy #</u> | NEWSLETTER (Mailing Lists) | |
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Effective Date:**Policy Wording:**

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

Revised Date:

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|------------------------|--|--|
| <u>Policy #</u> | NEWSLETTER (Advertisements) | |
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Effective Date:

Policy Wording:

| <u>Policy #</u> | FUNDRAISING (Authority for Final Approval) | |
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Effective Date:**Policy Wording:**

The State Association shall participate in fund raising if the criteria is approved by board.

Revision Date:**Revision Policy Wording:**

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|------------------------|-----------------------------------|--|
| <u>Policy #</u> | FUN RAISING (Projects) | |
|------------------------|-----------------------------------|--|

Effective Date:**Policy Wording:**

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

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

Projects to be considered are:

Raffles
Bake sales
White Elephant sale
Cookbook project
Etc.

When planning a fund raiser consider the following:

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

Revision Date:**Revision Policy Wording:**

| <u>Policy #</u> | AMENDMENTS (Processing for Amendments to the Policy & Procedure Manual) | |
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|------------------------|--|--|

Effective Date:**Policy Wording:**

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

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

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

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

Revision Date:**Revision Policy Wording:**

| <u>Policy #</u> | RELATIONSHIP TO THE BYLAWS (All Policies Must be in Concurrence with the State Bylaws) | |
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|------------------------|---|--|

Effective Date:**Policy Wording:**

No policy or procedure may be written so as to conflict with the NC ANFP bylaws.

Revision Date:**Revision Policy Wording:**

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|------------------------|---|--|
| <u>Policy #</u> | CONFLICTS OF INTEREST & NON-DISCLOSURE AGREEMENT (Applicable to Board, Committee, Ad-hoc and Task Force Members) | |
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Effective Date:

Policy Wording:

1. All officers and directors of ANFP must identify situations that present potential conflicts of interest and meet the standards of conduct required for officers and directors.

6. All officers and directors shall read and complete the Conflict of Interest Policy and Annual Disclosure Statement and the Confidentiality/Non-Disclosure Agreement prior to beginning their term and annually while in office.

Revision Date:

Revision Policy Wording:

Policy and Procedure Manual Signature Page

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