

BY LAWS  
WEST KANSAS DISTRICT DIETARY MANAGERS ASSOCIATION  
Doing business as the “Association of Nutrition and Foodservice Professionals”  
(ANFP)  
REVISED September 21, 2018

ARTICLE I – NAME

The name of this organization shall be West Kansas District Dietary Managers Association doing business as the West District Association of Nutrition and Foodservice Professionals. (Referred to as West Kansas District ANFP)

ARTICLE II -- PURPOSES

**Purpose:** The Certified Dietary Manager is the cornerstone of the collaborative Dietetics profession.

**Mission:** Position the Certified Dietary Manager as the expert in foodservice management and food safety.

The Purposes 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. (Dietary Managers Association, referred to as D.M.A., is incorporated in the State of Illinois).

ARTICLE III -- AFFILIATION

This organization shall be affiliated with Kansas Association of Nutrition and Foodservice Professionals (referred to as Kansas ANFP).

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 members may be affiliated upon approval of the State Board of Directors. All state affiliated groups shall be designated as “Districts” one term to establish consistency throughout the state.

## ARTICLE IV -- MEMBERSHIP

Section 1. Active members of this Association are those active members in good standing having mailing addresses within the official boundaries of West Kansas District or want to be a member of this district.

Section 2. Rights of Membership: A member is entitled to all rights and privileges and subject to all obligations which membership implies, such as: a right to vote on all matters subject to membership, vote and hold office.

## ARTICLE V – DISTRICT BOARD OF DIRECTORS

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

Section 2. This board shall consist of five (5) elected officers: President, President-Elect, Secretary, Treasurer, the Immediate Past President and the chairman of each district committee. All elected officers shall take office at the March membership meeting immediately after they have been duly installed.

Section 3. Term of office for officers: The President-Elect shall hold office for a term of two years. The President-Elect at the end of his term shall automatically assume the office of President for a term of two years. The Secretary shall serve for a term of two (2) years. The Secretary shall be eligible for election to this office for not more than two (2) terms. The Treasurer shall serve for a term of two (2) years. The Treasurer shall be eligible for election to this office for not more than two (2) terms. The Secretary and Treasurer shall be elected in alternate years.

Section 4. Duties of Board of Directors : The Board of Directors shall have supervision, control and direction of the affairs of the Association; shall determine its policies of changes therein within the limits of the bylaws; shall actively prosecute its purpose; shall have discretion in the disbursements for its funds, and shall correlate the program of work with that of Kansas ANFP. It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may be in the execution for the powers granted, appoint such agents as it may consider necessary.

Section 5. District Executive Committee Organization: The President, President-Elect, Secretary, Treasurer, Immediate Past President and the Spokesperson shall constitute the District Executive Committee within the Board

of Directors. The District Executive Committee shall exercise the powers of the District Board of Directors, to the extent permitted by law, between meetings of the Board of Directors.

## ARTICLE VII -- MEETINGS

Section 1. The Board of Directors shall hold at least two (2) meetings per year. Special meetings may be held as determined by the President.

Section 2. Membership: There shall be a minimum, of two (2) Membership meetings per year to transact the business of the Association and provide continuing education. Special meetings may be called by the Executive Committee. Written or printed notice of the membership meeting, stating the place, date and hour of the meeting, the program content and the registration fee is fixed by the Board of Directors shall be sent to each member of the Association 4-6 weeks in advance of said meeting.

## ARTICLE VIII -- QUORUM

A quorum of the Board of Directors shall be a majority of the then members of the Board. 3 members of the Executive Committee and 3 Board members for a total of 6 members shall be present.

## ARTICLE X – FINANCES

Section 1. A meeting fee shall be paid by any persons attending a membership meeting. The amount of this fee shall be decided by the Finance Committee and approved by the Executive Committee. This fee shall be collected by the Treasurer at the beginning of each membership meeting.

Section 2. Dues: Members shall pay annual dues to ANFP. Members residing within the West District shall automatically be members of this State and District Association.

## ARTICLE XI -- PROCEDURE

Robert's Rules of Order, "Newly Revised," shall constitute the parliamentary authority for the conduct of meetings of the members and of the Executive Committee of this Association, when not in conflict with these bylaws.

## ARTICLE XII -- FISCAL YEAR

The fiscal year of this Association shall begin on the first (1<sup>st</sup>) day of June each year and end on the thirty-first (31<sup>st</sup>) day of May of the succeeding year.

## ARTICLE XIII -- DISSOLUTIONS

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 which shall at the time qualify as a n exempt organization under Section 501 (C) (6) of the Internal Revenue Code of 1954 (or the corresponding provision of any United State Internal Revenue Law as determined by the Executive Committee).

Section 2. Prohibited Activities: No part of the net earnings of this Association shall inure to the benefit of or be distributable to its members, officers, or other private persons except that the Association shall be authorized and empowered to make payments in the furtherance of the purposes set forth in Article III hereof. The Association shall at no time take part in activities, propaganda, or otherwise attempt to influence legislation, and the Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these bylaws, the Association shall be prohibited from any other activities not permitted to be carried on by an organization exempt from Federal Income Tax.

## ARTICLE XIV -- AMENDMENTS

Any proposed amendments to these bylaws must first be approved by the Board of Directors of Kansas ANFP then presented to the membership for a vote. These bylaws may only be amended by the affirmative vote of the majority of the members voting by email or mail.

## ARTICLE XV -- EFFECTIVE DATE

These bylaws, approved by the general membership, shall supersede any and all pre-existing bylaws or constitutions and become effective in all parts as of September 1, 2018.

West Kansas District Dietary Managers Association was affiliated with Kansas Dietary Managers Association on September 22, 1976