

ANFP/VA

VIRGINIA
ANFP/VA

POLICY & PROCEDURES
MANUAL



ANFP/VA POLICY & PROCEDURE MANUAL

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Policy 1	Officers and Members Right to Reference Manual	Page One
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Effective Date:

Policy Wording:

September 6, 1986

These policies and procedures are for the benefit of the ANFP/VA, 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.

Reviewed Date:

12/15/16

POLICY 1	RESPONSIBILITY OF MANUAL POSSESSION	PAGE Two
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Effective Date:

September 16, 1986

Policy Wording:

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.

Revision Date:

December 6, 1999

Revision Policy Wording:

The original Policy & Procedure shall remain on disk. And all State Board of Directors shall maintain their copy during their term of office.

Effective Date:

September 16, 1986

Policy Wording:

No copies shall be made of these policies and procedures. Any officer or 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:

October 16, 1999

Revision Policy Wording:

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.

Revision Date:

December 6, 1999

Revision Policy Wording:

At the end of the Past President term the manual will be passed to the incoming Treasurer.

Revision Date:

January 28, 2009

Revision Policy Wording;

At the end of the term or if any member of the Executive Board vacates their position all materials are to be returned to the Executive Board.

Revision Date:

06/04/2013

At the end of the term or if any member of the Executive Board vacates their position all materials are to be returned to the Executive Board. It is the responsibility of all new officers to print a policy and procedure manual from the VDMA website.

POLICY 1	RESPONSIBILITY OF TRANSFERRING TO NEW OFFICER	PAGE Three
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Effective Date:

September 16, 1986

Policy Wording:

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

Revision Date:

December 6, 1999

Revision Policy Wording:

The newly installed Secretary/Treasurer shall receive his/her manual from the out-going Past President.

Reviewed Date:

12/15/16

POLICY 1	UPDATE OF POLICIES AND PROCEDURES	PAGE Four
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Effective Date:

September 16, 1986

Policy Wording:

These policies and procedures shall be reviewed and updated by the State Board of Directors at each meeting. The President shall be responsible for maintaining the manual s with reference to reviews and revisions.

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:

December 6, 1999

Revision Policy Wording:

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

A signature page will be located in the front of each manual for Board Members to sign annually.

Reviewed Date:

12/15/16

POLICY 2	USE OF LOGO	PAGE Five
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Effective Date:

September 16,1986

Policy Wording:

Members or the VDMA shall have sole use or the official logo.

Revision Date:

06/04/2013

Members of ANFP/VA shall have sole use of the official logo.

POLICY 2	INSIGNIA (Official Name of Organization)	PAGE Six
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Effective Date:

September 16, 1986

Policy Wording:

The official name of our State Association shall be:
VIRGINIA DIETARY MANAGERS' ASSOCIATION
Hereafter designated as VDMA.

February 11, 2012

The official name shall be known as VDMA.

Revision/Reviewed Date:
12/15/16

The new official name shall be known as ANFP/VA.

POLICY 2	INSIGNIA (Name of Newsletter)	PAGE Seven
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Effective Date:

September 16, 1986

Policy Wording:

The official name of all VDMA Newsletters and Flyers shall be The CARDINAL.

Revision Date:

February 11, 2012

Revision Policy Wording:

The official name of the ANFP/VA newsletter and flyers shall be, "The CARDINAL".

Reviewed Date:

12/15/16

POLICY 2	INSIGNIA (State Merchandise)	PAGE Nine
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Effective Date:

September 16, 1986

Policy Wording:

There shall be no merchandise available for by the VDMA.

Revision Date:

October 16, 1991

Revision Policy Wording:

VDMA may sell merchandise if authorized by National Dietary Managers Association.

Revision Date:

April 21, 1994

Revision Policy Wording:

VDMA will have fund raising only under the guidelines of National Dietary Managers Association.

Revision/Reviewed Date:**12/15/16**

ANFP/VA will have fund raising only under the guidelines of National Association of Nutritional and Foodservice Professionals.

POLICY 3	MEMBERSHIP (Criteria)	PAGE Ten
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Effective Date:

September 16, 1986

Policy Wording:

Membership in the ANFP/VA shall be limited to members in good standing of the National ANFP/VA, who reside in Virginia.

Revision Date:

Revision Policy Wording:

Effective Date:

September 16, 1986

Policy Wording:

National ANFP/VA will provide current membership lists twice yearly to the secretary of the ANFP/VA. These listings will be complete to include canceled membership lists and those members whose dues are in arrears.

National ANFP/VA shall provide new member listings on a timely basis as they are received.

Revision Date:

Revision Policy Wording:

Effective Date:

September 16, 1986

Policy Wording:

The ANFP/VA shall forward current membership and addenda lists received from NATIONALANFP to each district president.

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

Revision Date:

December 6, 1999

Revision Policy Wording:

The President shall forward current membership and addenda list to district President upon request.

Revision Date:

January 28, 2009

Revision Policy Wording:

ANFP/VA membership list can be shared at the discretion of the Executive Board.

Reviewed Date:

12/15/16

POLICY 4	FISCAL YEAR	PAGE Eleven
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Effective Date:

September 16, 1986

Policy Wording:

The fiscal year of ANFP/VA shall begin on September first and end on August thirty-first of each current year.

Reviewed Date:

12/15/16

POLICY 5	DUES AND FEES (State and District dues collection)	PAGE Twelve
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Effective Date:

September 16, 1986
their

Policy Wording:

Membership dues shall be paid to NATIONALANFP in amounts as determined by policies and procedures.

ANFP/VA is not authorized to collect dues.

Revision Date:

December 6, 1999

Revision Policy Wording:

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

The districts can collect registration fees for meeting held to provide CEUs to members.

Reviewed Date:

12/15/16

POLICY 5	DUES AND FEES (Rebates)	PAGE Thirteen
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Effective Date:

September 16, 1986

Policy Wording:

A portion of the annual membership dues paid to NATIONAL ANFP shall be rebated to ANFP/VA in amounts determined by NATIONAL ANFP.

Membership rebates or portions thereof shall not be given to the district associations by ANFP/VA or NATIONAL ANFP.

Reviewed Date:

12/15/16

POLICY 5

**DUES AND FEES
(Speakers)**

PAGE Sixteen

Effective Date:

October 16, 1986

Policy Wording:

All speakers for ANFP/VA meetings shall be paid fifty (\$50.00) dollars per hour ANFP/VA will not provide meals or overnight lodging. Meals will be provided only if speaker is speaking during LUNCH or at the BANQUET.

Revision Date:

January 28, 2009

All speakers for ANFP/VA meetings shall be either volunteers or paid speaker approved by the Executive Board.

Reviewed Date:

12/15/16

POLICY 5	DUES AND FEES (Vendors)	PAGE Seventeen
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Effective Date:

December 6, 1999

Policy Wording:

All vendors participating in a ANFP/VA sponsored meeting or function shall sign a provided contract (17a). All vendor monies will go to ANFP/VA. If a vendor provides a speaker for the meeting or function the Program chairman will shall determine to charge for the vendor's booth and pay the speaker or to dismiss the booth charge and not pay the speaker.

Revision Date:

January 28, 2009

Revision Policy Wording:

Vendors shall sign a provided contract and in lieu of vendor sponsorship at the discretion of the Program Chairman, fees may be waived.

Reviewed Date:

12/15/16

POLICY 6	Payment of Account Payable (Procedure for paying bills)	PAGE Eighteen
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Effective Date:

September 16, 1986

Policy Wording:

All ANFP/VA authorized disbursement checks written by the treasurer shall include the counter signature of the president.

Both the state president and the treasurer's authorized signature shall be on file at the bank that holds the ANFP/VA account.

Revision Date:

December 6, 1999

Revision Policy Wording:

All ANFP/VA authorized disbursement checks shall include the signatures of two of the following officers: Treasurer, President, and President – elect.

The authorized signature card with the Treasurer, President, and President–elect's signatures shall be on file at the bank that holds the ANFP/VA account.

Revision Date:**06/04/2013**

All ANFP/VA authorized disbursement checks shall include the signatures of two of the Executive Board.

The authorized signature card with the Secretary/Treasurer, President, and President–elect's signatures shall be on file at the bank that holds the ANFP/VA account.

POLICY 6	Payment of Account Payables (Procedure for submitting bills)	PAGE Nineteen
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Effective Date:

December 6, 1999

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 program chairperson to check for accuracy before submitting the bill to the Treasurer.

Reviewed Date:

12/15/16

POLICY 6	<p align="center">Payment of Accounts Payable (Responsibility of Receipts and Cancelled Checks)</p>	<p align="center">PAGE Twenty</p>
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Effective Date:

September 16, 1986

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 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.

All monies remaining in the account at the time of transfer shall be by check only. If there are no First Virginia banks located in the business area of the incoming treasurer. If a First Virginia Bank is located in the business area of the incoming treasurer; the balance shall be forwarded to the area bank by the policies and procedures of the First Virginia Bank.

Revision Date:

December 6, 1999

Revision Policy Wording:

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

At the time of transfer of financial record, both outgoing and incoming treasurers shall date and initial in checkbook and treasurer's ledger book.

Revision Date:

January 28, 2009

Revision Policy Wording:

All monies of the ANFP/VA shall be held at a Bank of Choice of the Executive Board.

Revision/ReviewedDate:

12/15/16

The incoming Secretary/Treasurer must meet with out-going Secretary/Treasurer and President, Past-President within 30 days of installation.

POLICY 7	MEETINGS (State Board of Directors)	PAGE Twenty-one
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Effective Date:

September 16, 1986

Policy Wording:

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

A quorum of five (5) members shall be present to transact business.

The Executive Committee of ANFP/VA shall consist of five (5) members who are; Past- President, President, President-elect, Secretary, and Treasurer.

A quorum of four (4) members of the Executive Committee shall be present to transact business.

Revision Date:

October 16,1991

Revision Policy Wording:

The Board of Directors shall meet the day each Annual State Meeting.

Revision Date:

December 6, 1999

Revision Policy Wording:

A quorum of three (3) members shall be present to transact business.

The Executive committee of ANFP/VA shall consist of six (6) members who are Advisor, Past-president, President, President-elect, Secretary, and Treasurer.

Revision Date:

March 10, 2010

Revision Policy Wording:

The Executive committee of ANFP/VA shall consist of five (5) members which are Advisor, Past-President, President, President-Elect and Secretary/Treasurer.

February 22, 2013

The Executive Board of ANFP/VA shall consist of four members, which are the Advisor/Past President, President, President –Elect and Secretary/Treasurer.

Reviewed Date:

12/15/16

POLICY 7	Meetings (Committee Meetings)	PAGE Twenty-two
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Effective Date:

December 6, 1999

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 the fall and spring State meetings.

Reviewed Date:

12/15/16

POLICY 7	Meetings (Business Meetings of Members)	PAGE Twenty-three
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Effective Date:

September 16, 1986

Policy Wording:

There shall be a FULL MEMBERSHIP business meeting at the Annual ANFP/VA spring and fall meetings.

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

Reviewed Date:

12/15/16

POLICY 7	Meetings (Notice of Meetings)	PAGE Twenty-four
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Effective Date:

September 16, 1986

Policy Wording:

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

Effective Date:

September 16, 1999

Policy Wording:

The State Secretary/Treasurer 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.

Reviewed Date:**12/15/16**

<p>POLICY 7</p>	<p style="text-align: center;">Meetings (Members Right to Submit Business to the Board Meeting)</p>	<p style="text-align: right;">PAGE Twenty-five</p>
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Effective Date:

September 16, 1986

Policy Wording:

All members in good standing shall have the right to submit business to the ANFP/VA 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 is obligated to reply within thirty (30) days to a member's request for business inclusion.

Reviewed Date:

12/15/16

POLICY 7	Meetings (Procedure for verbal comment at State business meeting)	PAGE Twenty-six
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Effective Date:

September 16, 1986

Policy Wording:

ANFP/VA members in good standing shall have full voting rights and the right to verbal comment at all full membership business meetings.

ANFP/VA 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.

Reviewed Date:

12/15/16

POLICY 8	Organization (No Salary for Members of the Board of Directors)	PAGE Twenty-seven
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Effective Date:

September 16, 1986

Policy Wording:

Members of the ANFP/VA 's Board of Directors shall not receive a salary.

Board of Director members shall not be reimbursed for any expenses incurred for attendance at scheduled or called Director meetings.

Revision Date:

December 6, 1999

Revision Policy Wording:

Board of Director members shall receive complimentary registration and room fees to all ANFP/VA state meetings.

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

Revision Date:

January 28, 2009

Revision Policy Wording:

Reimbursement of travel expenses shall be made at the discretion of the Executive Board with verification of travel expenses.

Reviewed Date:

12/15/15

POLICY 8	Organization (Absence from a board meeting)	PAGE Twenty - eight
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Effective Date:

September 16, 1986

Policy Wording:

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

Should time prohibit a letter, and 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.

Reviewed Date:

12/15/16

POLICY 8	Organization (Resignation from a board position)	PAGE Twenty- nine
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Effective Date:

December 6, 1999

Policy Wording:

If a member of the Board of Directors has an event that keeps him/her from fulfilling their duties as an officer of ANFP/VA. 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 accepted as a verbal resignation.

Revision Date:

Revision Policy Wording:

POLICY 8	Organization (Removal From a Board or Committee Position)	PAGE Twenty- nine
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Effective Date:

December 6, 1999

Policy Wording:

If a member of the Board of Directors has an event that keeps him/her from fulfilling their duties as an officer of ANFP/VA. 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 accepted as a verbal resignation.

Revision Date:

October 21, 2001

If a member of the Board of Directors or committee member has an event that keeps him/her from fulfilling their duties as an officer or committee member. The Board of Directors reserves the right to remove the member from office with majority vote of the Board of Directors. The Board of Directors will present the member with written notice.

Reviewed Date:**12/15/16**

POLICY 8	Organization (Filling a Vacancy)	PAGE Thirty
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Effective Date:

September 16, 1986

Policy Wording:

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

If the President resigns, the President –elect shall fill the vacancy.

Revision Date:**Revision Policy Wording:**

December 6, 1999 If the President resigns, the Advisor, Past-president, or the President-elect can fill the vacancy.

Revision Date:

October 21, 2001

Revision Policy Wording:

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

Revision/Reviewed Date:

12/15/16

If a member of the Board of Directors is removed from their office. The members of the Board of Directors shall appoint a replacement by majority vote who will remain in that appointed position until the next scheduled election.

POLICY 9	Elected Officers (Qualifications of Candidates for Office)	PAGE Thirty-one
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Effective Date:

September 16, 1986

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/VA.
3. Shall be an active member in ANFP/VA.
4. Shall have experience in the food service field.
5. Desirable attributes; Page 31 A.

Reviewed Date:

12/15/16

DESIRABLE ATTRIBUTES FOR STATE OFFICIALS

Shall demonstrate pride in, and loyalty to, the ANFP/VA.

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.

POLICY 10	DISTRICT REPRESENTATION (State Board of Directors)	PAGE Thirty-two
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Effective Date:

September 16, 1986

Policy Wording:

The President-elect of each district shall be a member of the Virginia State Board of Directors.

He/she will serve two (2) years as district President-elect and shall serve on the State Board of Directors for the same term.

Revision Date:

December 6, 1999

Revision Policy Wording:

The President of each district shall be a member of the Virginia State Board of the Directors.

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

Effective Date:

September 16, 1986

Policy Wording:

When the district President-elect resigns, representation to the State Board of Directors shall be determined by the majority district vote following procedures determined by the district to replace the President-elect.

When the district President resigns, representation on the State Board of Directors shall be the President-elect following procedure of the district to replace the district President.

Reviewed Date:**12/15/16**

POLICY 10	DISTRICT REPRESENTATION (District Boundary Listings)	PAGE Thirty-three
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Effective Date:

September 16, 1986

Policy Wording:

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

Revision Date:

December 6, 1999

Revision Policy Wording:

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

Reviewed Date:**12/15/16**

POLICY 11	STATE ELECTIONS (Tellers Committee)	PAGE Thirty-four
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Effective Date:

September 16, 1986

Policy Wording:

A Tellers Committee appointed by the State President consisting of a member in good standing from each district, if possible, shall receive the ballots from the Chairman of the Nominating Committee for tabulation.

The immediate Past President shall be present when the ballots are counted and record the election results on an official report form. The Immediate past President shall determine the legality of each ballot and attest to that information on the report form.

Should the balloting for any office result in a tie, the immediate past President will cast the deciding vote.

Revision Date:

December 6, 1999

Revision Policy Wording:

The Teller Committee will consist of; Teller Committee Chairperson and two (2) other members in good standing appointed by the Teller Committee Chairperson.

Reviewed Date:

12/15/16

POLICY 11	STATE ELECTIONS (Design of Ballot)	PAGE Thirty-five
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Effective Date:

September 16, 1986

Policy Wording:

Using an official form designed for the ballot, the nominating Committee Chairman shall inform the Secretary of the slate of candidates for the pending yearly election.

The State Secretary shall have the responsibility of providing copies to be mailed to each member in good standing of the Virginia ANFP/VA. Included in the ballot information shall be brief resumes of the candidates, an addressed ballot envelope-stating BALLOT ONLY, a ballot and instructions for marking and mailing the ballot.

In selecting the address for mailing member ballots, the State Secretary should attempt to make arrangements with the hotel that hosts the Annual Spring Meeting to provide facilities to accept mail.

At the Annual Spring meeting, the Chairman of the nominating Committee shall procure the ballots and present them to the Chairman of the Tellers Committee for tabulation.

Revision Date:

October 16, 1991

Revision Policy Wording:

All election ballots shall be mailed to the address of the Nomination Committee Chairman.

All ballots shall be kept for six (6) months.

Revision Date:

December 6, 1999

Revision Policy Wording:

Omit paragraph 3.

All election ballots shall be mailed to the Tellers Committee chairperson.

The Chairperson of the Tellers Committee shall keep all ballots for six (6) months then discarded.

Omit paragraph 4.

Revision/Reviewed Date:

12/15/16

Using an official form designed for the ballot, the nominating Committee Chairman shall inform the Secretary/Treasurer of the slate of candidates for the pending yearly election.

The State Secretary shall have the responsibility of providing copies to be mailed to each member in good standing of the Virginia ANFP/VA. Included in the ballot information shall be brief resumes of the candidates, an addressed ballot envelope-stating BALLOT ONLY, a ballot and instructions for marking and mailing the ballot.

All election ballots shall be either mailed or electronically mailed to the Tellers Committee chairperson.

POLICY 11	STATE ELECTIONS (Election Results, Notifying Candidates)	PAGE Thirty-six
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Effective Date:

September 16, 1986

The winner of the balloting shall be recorded on the official ballot form, signed by the Immediate past President and presented to the State President.

Members of the Tellers Committee shall not in any way relate the results to any ANFP/VA member, including the candidates.

Revision Date:

December 6, 1999

The immediate past President will submit in writing or telephone the State President the election results.

Revision Date:

January 28, 2009

The immediate Past President will notify the President of the election results.

Reviewed Date:

12/15/16

POLICY 12	NOMINATING COMMITTEE (Organization of the Committee)	PAGE Thirty-seven
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Effective Date:

September 16, 1986

Policy Wording:

The State President-elect shall appoint a Nominating Committee before the Annual fall meeting.

The Nominating Committee shall consist of a Chairman and at least one (1) additional member in good standing.

Members and Chairman of the Nominating Committee shall not be a candidate for office.

Revision Date:

December 6, 1999

Revision Policy Wording:

The Nominating Committee shall consist of three (3) active members of the Association, one designated as chairman, to formulate the ballot for the following year. The President acts as counsel but has no vote.

Reviewed Date:

12/15/16

POLICY 12	NOMINATING COMMITTEE (Responsibilities of the Committee)	PAGE Thirty-eight
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Effective Date:

September 16, 1986

Policy Wording:

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

The Chairman of the Nominating Committee shall be responsible for meeting the deadline of February fifteenth (15th) of each year to forward the ballot information to the Secretary/Treasurer.

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

Revision Date:**Revision Policy Wording:****Reviewed Date:**

12/15/16

POLICY 12	NOMINATING COMMITTEE (Candidate's Responsibility to Committee)	PAGE Thirty-nine
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Effective Date:

September 16, 1986

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.

Reviewed Date:

12/15/16

POLICY 12	NOMINATING COMMITTEE (State Secretary's Responsibility to Committee)	PAGE Forty
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Effective Date:

September 16, 1986

It shall be the responsibility of the Secretary to mail ballots to all good standing members of the ANFP/VA.

Accompanying the ballots shall be instructions on the procedures to be used and voting information as to when the ballot must be returned to the Chairman of the Teller's Committee in order to be validated and counted for the election results.

Revision Date:

December 6, 1999

The ballot can be included in the Spring edition of the State Newsletter if mailed by the 1st day of March or thirty (30) days prior to counting of the ballots.

Revision Date:

January 28, 2009

The ballot can be included in the Spring edition of the State Newsletter if mailed or electronically sent by the 1st day of March or thirty (30) days prior to counting of the ballots.

Reviewed Date:**12/15/16**

POLICY 13	TELLERS' COMMITTEE (Organization of the Committee)	PAGE Forty-one
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Effective Date:

Policy Wording:

Revision Date:

Revision Policy Wording:

December 6, 1999

The President-elect shall appoint the Tellers' Committee.

The Tellers' Committee shall consist of three (3) members in good standing with NATIONAL/ANFP, one (1) shall be designated as Chairman to receive and maintain the ballots until polls are closed.

No member of the Tellers' Committee shall be a candidate for office or a member of the Nominating Committee.

Reviewed Date:

12/15/16

POLICY 13	TELLERS' COMMITTEE (Duties of the Committee)	PAGE Forty-two
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Effective Date:**Policy Wording:****Revision Date:****Revision Policy Wording:**

December 6, 1999

The Tellers' Committee responsibility is to validate and count the ballots for each annual election of officers in accordance with policy adopted by the Board of Directors.

The Tellers' Committee will examine each ballot for member's signature on the outside of envelope. One (1) member is to open the ballots, another is to count the votes for the candidates on the ballot, and the results are given to the Chairman. The Chairman gives the results to the President in a written report. The President informs the candidates by mail or phone of the results and gives the report to the Secretary/Treasurer to file. The election results are announced at the next full membership meeting, when the Tellers' Committee Chairman makes his/her verbal report.

Reviewed Date:

12/15/16

POLICY 14	INSTALLATION OF OFFICERS (Ceremony)	PAGE Forty-three
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Effective Date:

September 16, 1999

Policy Wording:

There will be an installation ceremony for all in-coming officers.

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

Revision Date:

December 6, 1999

Revision Policy Wording:

The installation ceremony will take place at the end of the business meeting held at the state Fall meeting.

Reviewed Date:

12/15/16

POLICY 15	FINANCE COMMITTEE (Organization of the Committee)	PAGE Forty-four
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Effective Date:

September 16, 1986

Policy Wording:

Members of the Finance Committee are:

Past-president
President
President-elect
Secretary/Treasurer (Chairperson)

Reviewed Date:

12/15/16

POLICY 15	FINANCE COMMITTEE (Responsibilities of the Committee)	PAGE Forty-five
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Effective Date:

September 16, 1986

Policy Wording:

The responsibilities of the Finance Committee include attending a called meeting should it be necessary for the following reasons:

Proposed State Budget

Audit Irregularities

Reviewed Date:

12/15/16

POLICY 15	FINANCE COMMITTEE (Meetings)	PAGE Forty-six
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Effective Date:

September 16, 1986

Policy Wording:

When the state President deems it necessary, he/she shall call a meeting of the Finance Committee.

When possible, the state President shall call the meeting of the Finance Committee at the time of an Annual Spring or Fall meeting.

Reviewed Date:**12/15/16**

POLICY 15	FINANCE COMMITTEE (State Budget)	PAGE Forty-seven
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Effective Date:

Policy Wording:

Revision Date:

Revision Policy Wording:

Reviewed/Revision Date:

Budget will be due at National on November 1st of each year.

12/15/16

POLICY 15	FINANCE COMMITTEE (Annual Audit)	PAGE Forty-eight
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Effective Date:

September 16, 1986

Policy Wording:

All treasury accounts are subject to auditing by the ANFP/VA Board of Directors at the discretion of the President, but no less than once each fiscal year.

Should the Finance Committee deem it necessary, the Executive Committee shall assume full responsibility to locate and engage a Certified Public Accountant to audit the financial records.

Revision Date:

December 6, 1999

Revision Policy Wording:

Reference to Policy 6; Page 20; Revision #2.

Reviewed Date:**12/15/16**

POLICY 15	FINANCE COMMITTEE (Audit Irregularities)	PAGE Forty-nine
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Effective Date:

September 16, 1986

Policy Wording:

In the event of an audit irregularity, the state President shall call a meeting of the Finance Committee to include the members of the Coordinating Cabinet. The body shall decide the course of action for the audit irregularities.

The Executive Committee shall assume all responsibility for any measures deemed necessary in the event of audit irregularities, which shall require further action receipt of the Certified Public Accountant's official audit.

Reviewed Date:

12/15/16

POLICY 15	FINANCE COMMITTEE (Bank Accounts)	PAGE Fifty
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Effective Date:

Policy Wording:

Revision Date:

The ANFP/VA Bank Account will remain with BB&T until such time the Executive Board deems it necessary to make a change.

12/15/16

POLICY 16	ANNUAL AUDITED FIGURES (Final Approval of Audit)	PAGE Fifty-one
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Effective Date:

Policy Wording:

Revision Date:

Revision Policy Wording:

December 6, 1999

Upon completion of the annual audit in the presence of the Past-president, President, Outgoing and Incoming Secretary/Treasurer; all officers listed above must sign the checkbook and ledger. This will verify any discrepancies and current outstanding checks and balances. Any irregularities will be handled under Policy 15; Page 49 of the ANFP/VA Policy and Procedures.

Reviewed Date:

12/15/16

POLICY 16	ANNUAL AUDITED FIGURES (Responsibility for Maintaining Records)	PAGE Fifty-two
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Effective Date:

September 16, 1986

Policy Wording:

The State Secretary/Treasurer shall assume the responsibility to maintain the financial records of the State Association in a clear, legible manner to facilitate yearly audits by the Finance Committee, Executive Committee or an authorized professional Certified Public Accountant.

Reviewed Date:

12/15/16

POLICY 17	REIMBURSEMENT (State Board of Directors / Executive Board Members)	PAGE Fifty-three
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Effective Date:

September 16, 1986

Policy Wording:

Members of the State Board of Directors shall not be reimbursed for any expenses incurred in fulfilling their directing responsibilities.

At the ANFP/VA annual meetings, if the Hotel provides a hospitality room for the use of the President, then that shall be allowed as a benefit and may be used for the Board of Directors meetings.

Revision Date:

December 6, 1999

Revision Policy Wording:

Policy 8; Page 27: Rev. Paragraphs 1 and 2.

Effective Date:

September 16, 1986

Policy Wording:

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

Revision Date:

October 16, 1991

Revision Policy Wording:

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

December 6, 1999

ANFP/VA shall honor registration for the State Board Advisor during his/her term in office.

Effective Date:

September 16, 1986

Policy Wording:

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

Expenses incurred by travel, lodging and food shall not be reimbursed for scheduled or called meetings to:

Members of the Board of Directors
 Members of Coordinating Cabinet
 Members of the Executive Board
 Members of the Finance Committee
 Members of Travel Committee
 Members of the Nominating Committee
 Members of Education Committee

Revision Date:

January 28, 2009

The Executive Board will meet at least four (4) times a year at the locations of the conferences, twice will be for the conference and twice will be for a Executive Board meeting. If anyone on the Executive Board has to travel over three (3) hours or more to attend the meeting, then the ANFP/VA will cover the cost of traveling and staying overnight.

Reviewed Date:

12/15/16

POLICY 17	REIMBURSEMENT (National Convention Attendance)	PAGE Fifty-four
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Effective Date:

September 16, 1986

Policy Wording:

The State Association shall send The State President-elect to the NATIONAL ANFP Annual meeting.

Registration fee.

The President shall be able to ask for estimated expenses in advance and then shall provide receipts and invoices to the state secretary/treasurer and return the unused portion of the advance to the state secretary/treasury.

Revision Date:

October 16, 1991

Revision Policy Wording:

ANFP/VA shall include meals for President-elect attending NATIONAL ANFP Annual meeting. This amount should not exceed twenty-five (25.00) dollars per day. Expenses will not be reimbursed without receipts or invoices.

Revision Date:

December 6, 1999

Revision Policy Wording:

The Board of Officers has deemed it necessary to increase meal refund to forty (\$40.00) dollars due to inflation and locations of NATIONAL/ANFP Annual meetings.

Revision Date:

February 11, 2012

Revision Policy Wording:

ANFP/VA shall send the President and President Elect to the National ANFP/VA Conference if funds are available to be determined by the Executive Board.

Revision/Reviewed Date:

12/15/16

The ANFP/VA shall pay up to, but not to exceed, \$75.00 per day for meals. Alcohol is excluded from meals and will not be reimbursed. Receipts are required for all reimbursements.

POLICY 17	REIMBURSEMENT (Committees)	PAGE Fifty-five
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Effective Date:

September 16, 1986

Policy Wording:

All expenses shall be reimbursed for special requests from standing or AD HOC Committees appointed by the President with Board approval.

Reviewed Date:

12/15/16

POLICY 17	REIMBURSEMENT (State Spokesperson)	PAGE Fifty-six
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Effective Date:

February 11, 2012

Policy Wording:

Expenses incurred by the State Spokesperson shall be reimbursed by the State Treasurer with a monetary limit of three hundred-fifty (\$350.00) dollars per year.

The State Spokesperson shall have honorary registration and lodging to all ANFP/VA meetings (this amount shall be included in the above expenses.)

The State Spokesperson must provide invoices or receipts for all expenses

Reviewed Date:

12/15/16

POLICY 17	REIMBURSEMENT (Authorized expenses)	PAGE Fifty-seven
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Effective Date:

September 16, 1986

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 ANFP/VA shall be reimbursed upon presentation of invoices or receipts to the State Secretary/Treasurer.

Reviewed Date:

12/15/16

POLICY 18	NEWSLETTER (Publication, printing, and mailing)	PAGE Fifty-eight
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Effective Date:

September 16, 1986

Policy Wording:

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

Revision Date:

December 6, 1999

Revision Policy Wording:

THE CARDINAL shall be copied at a professional printing office.

THE CARDINAL shall be published using the guidelines of NATIONAL ANFP and shall be entered each year in the newsletter contest held by NATIONAL ANFP.

THE CARDINAL mailings can include voting ballots, meeting agendas, meeting registrations and will you serve forms to aide in reductions of mailings to members.

Revision Date:

January 28, 2009

Revision Policy Wording:

The CARDINIAL will be mailed electronically and mailed to members without Electronic capabilities.

Reviewed Date:**12/15/16**

POLICY 19	RESPONSIBILITY OF THE STATE ASSOCIATION TO DISTRICTS (State Membership lists)	PAGE Fifty-nine
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Effective Date:

September 16, 1986

Policy Wording:

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

Reviewed Date:

12/15/16

POLICY 20	FUND RAISING (Authority for Final Approval)	PAGE Sixty
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Effective Date:

September 16, 1986

Policy Wording:

The State Association, ANFP/VA, shall not plan, provide, or participate in any fund raising projects.

Revision Date:

December 6, 1999

Revision Policy Wording:

The State Association, ANFP/VA, shall participate in fund raising if the criteria are approved by NATIONAL ANFP.

The fund raising project must be designated as to what the funds will be used for.

Revision Date:

February 11, 2012

Revision Policy Wording:

The ANFP/VA shall participate in fundraising as deemed appropriate by the Executive Board.

Reviewed Date:

12/15/16

POLICY 20	FUND RAISING (Projects)	PAGE Sixty-one
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Effective Date:

September 16, 1986

Policy Wording:

Projects to be considered are:

Raffles
Bake sales
White Elephant sale
Cookbook project
Etc.

When planning a fundraiser consider the following:

Never raise money just to build a bank account.
Never sell membership names and addresses.
Be discreet about any item selected to be sold.
Consider projects, which present a professional image of ANFP/VA.
Never endorse a product.
Use the ANFP/VA name with great care.
Fund raising conducted at a meeting should not be used to underwrite the expense of that meeting.
Consider starting an investment.

Revision Date:

January 28, 2009

Revision Policy Wording:

Fundraising projects should be instituted by the Executive Board.

Reviewed Date:

12/15/16

POLICY 21	AMENDMENTS (Processing for Amendments to the Policy & Procedure Manual)	PAGE Sixty-two
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Effective Date:

September 16, 1986

Policy Wording:

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

Any ANFP/VA 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.

Revision Date:

December 6, 1999

Revision Policy Wording:

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

Reviewed Date:

12/15/16

POLICY 22	RELATIONSHIP TO THE BYLAWS (All Policies Must be in Concurrence with the State Bylaws)	PAGE Sixty-three
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Effective Date:

September 16, 1986

Policy Wording:

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

Reviewed Date:

12/15/16

