

**Policy & Procedure Manual**

**Date; 5/2000**

Policy:

To maintain these policies and procedures in a loose-leaf binder reserved for that purpose only. It shall be the responsibility of the state officers to have possession of their manual during his/her term in office.

Procedures:

- A. These policies and procedures shall be given to the newly installed officers (President, President-Elect, Secretary and Treasurer) at the time of installation. Should no installation take place, the outgoing President shall personally transfer the manuals to the new officers in no more than seven (7) days from the date of the new President's taking office. Should that not be possible, it will be sent by mail within no more than ten (10) days.
- B. Only officers or members may have reference to the manual by being present at the meeting to which the officers will bring the manual or by contacting the officers and requesting reference to the policy and/or procedure.
- C. These policies and procedures shall be reviewed and updated at the state meeting by the President and the Executive Board members. Amendments shall be dated and typed under the preceding policy or procedure. Policies and procedures will be added to this manual as needed.
- P. These policies and procedures shall not conflict with the National By-Laws or Policies.

**Association Title**

**revised; 10/2011**

Policy:

The association shall be known as the Wyoming Dietary Managers Association dba the Wyoming Association of Nutrition and Foodservice Professionals.

Procedure:

- A. All Wyoming Association of Nutrition and Foodservice Professionals members must first be a member of the National Association of Nutrition and Foodservice Professionals
- B. The newsletter and any flyers or stationary shall carry the Association of Nutrition and Foodservice Professionals designation.
- C. All Wyoming ANFP members are able to keep in contact with Wyoming ANFP officers through the state newsletter, "Addressing the Issues", where all officers names and phone numbers are published quarterly.

**Wyoming ANFP State Meetings**

**revised: 10/2011**

Policy:

To provide a fall meeting before and a spring meeting after the Annual National Association of Nutrition and Foodservice Professionals meeting.

Procedure:

- A. Wyoming ANFP fall meeting shall be held before October 31, but no less than 30 days after the close of the annual national meeting,
- B- Wyoming ANFP spring meeting shall be held no later than May 31<sup>st</sup> of each year..
- C. The President shall preside over the executive board meeting and general membership meeting.
- D. Should there not be enough board members present for a board meeting, matters of business shall be discussed at the members general meeting.
- E. The budget committee (President, President-Elect and Treasurer) shall meet no later than thirty (30) days, or by August 31, after the spring meeting.
- F. The fiscal year of the Wyoming Association of Nutrition and Foodservice Professionals shall begin the first day of June each year and conclude the last day of May each year.

**Membership Committee Leader**

**revised: 10/2011**

Policy:

To establish a membership committee leader as a standing committee leader.

Procedure:

- A. The membership committee leader shall be responsible to contact new student members each year; they shall also contact student members who have withdrawn from the Association of Nutrition and Foodservice Professionals program and contact new graduates,
- B. The membership committee leader will welcome a new member with a welcome letter as described in the new membership letter policy.
- C. The membership committee leader will contact members who have resigned from the Association of Nutrition and Foodservice Professionals and inquire as to why they have dropped their membership and encourage them to rejoin.

**Association of Nutrition & Foodservice Professionals**

**Policy and Procedure**

**Membership List**

**Date: 5/2000**

Policy:

The membership list shall be available to the Board of Leaders through the ANFP chapter management portal of the website.. A copy will also be kept on file in the secretary's flash drive.

Procedure:

- A. No membership will be sold or given to any other group or organization.
- B. A list of officers and names of those officers shall be kept from year to year in the secretary's flash drive. Also, a list of all committees and those names who have served on such committees shall be kept in the secretary's flash drive.

**WYOMING Association of Nutrition & Foodservice Professionals**

**Policy and Procedure**

**New Members**

**revised; 7/2014**

Policy:

To send all new members a letter of welcome.

Procedure:

- A. The letter will include the names of the officers. This will be done by the membership committee leader.
- B. National ANFP shall notify the membership committee leader, President and Newsletter Editor of new members through the chapter management portal.

**WYOMING Association of Nutrition & Foodservice Professionals**

**Policy and Procedure**

**National ANFP Rebate**

**revised; 7/2014**

Policy:

Rebates from National ANFP to be given to states for each member and for each certified member in accordance with National ANFP rules.

Procedure:

- A. These rebates shall be added to the state ANFP treasury.
- B. The state association does not collect any other states dues other than what is given as a rebate from National ANFP.
- C. State conference registration fees are used to support the association business and to send delegates to the National Annual ANFP meeting.
- D. Registration fees collected at state meetings must cover expenses of the meeting with a 50% profit.
- E. Non-member fees will be \$15.00 higher than member fees at each meeting.

**WYOMING Association of Nutrition & Foodservice Professionals**  
**National ANFP Representation**

**Policy and Procedure**  
**revised: 10/2011**

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Policy:

To send Wyoming Association of Nutrition and Foodservice Professionals Representative(s) to the Annual National Association of Nutrition and Foodservice Professionals Meeting.

Procedure:

- A. Wyoming ANFP shall award \$2,000 to send the President and President-Elect to the annual National ANFP meeting. In the absence of the President and/or President-Elect, the Secretary and/or Treasurer shall represent the state of Wyoming. If no officer(s) can attend the National Annual ANFP meeting, the President will ask for a volunteer(s) from the active membership to attend the annual national meeting. \$800.00 will then be divided equally among the active membership, if none of the Executive Board is able to attend.
- B. To be eligible for Wyoming ANFP to award monies from the state treasury to attend the National ANFP Annual meeting, you must be a Certified Dietary Manager. A Certified Dietary Manager attending the National ANFP Annual meeting must also be a regular participant at Wyoming ANFP Conferences. Monies will be awarded at the discretion of the Wyoming ANFP Board of Directors.
- C. All receipts must be turned into the state Treasurer, within 15 days of returning from the Annual National ANFP meeting.

**WYOMING Association of Nutrition & Foodservice Professionals**  
**Reimbursements**

**Policy and Procedure**  
**Date; 5/2000**

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Policy:

To provide reimbursement to officers for expenses accrued.

Procedure:

- A. All officers, program chairman or delegates wishing to receive payment for reimbursement shall turn in a signed and dated receipt of the account to the treasurer for payment.
- B. All expenses over \$50.00 must have advance approval of the President. Receipts need to be turned in for any expenditure.
- C. The Treasurer shall sign all checks and then mail to the President with a stamped, self-addressed envelope. The President shall then sign the check and forward the check to the recipient. If unable, the President-Elect or Secretary can sign the check.
- D. No expenses for the state meeting shall be paid from the registration fees collected for that meeting. All accounts payable must go through the Treasurer for proper pay consent of the President, which shall be given to the Treasurer.
- E. The Wyoming ANFP will not pay for any long distance phone calls made from the meeting place by any member or guest speaker, unless prior approval from the President has been received.

## **WYOMING Association of Nutrition & Foodservice Professionals Policy and Procedure**

### **Speakers and Guests**

**revised; 10/2011**

#### Policy:

To provide travel expenses, lodging and a meal to guest speakers.

#### Procedure:

- A. The Wyoming ANFP will pay for one nights lodging for a speaker who needs to travel a distance to our meeting and only the one (1) meal for which he/she may be speaking.
- B. Travel expenses will be paid to a guest speaker traveling by automobile to the workshop, if the distance is over 300 miles based upon the most recent state mileage index.
- C. No guest speakers meals, room, etc. will be paid without prior approval from the President. This also applies to all other invited guests.
- D. No room or fee shall be paid for by the Wyoming ANFP for any Dietary Manager member at the state meetings.
- E. All gifts for speakers shall not exceed \$20.00 each.
- F. A special guest (relative) who will not be attending all the meetings but will be accompanying a member and who is not involved with Wyoming ANFP, shall not pay fees for registration, but will pay for all banquet meals and lodging on their own.

**WYOMING Association of Nutrition & Foodservice Professionals      Policy and Procedure**

**Resource Tool Kit      revised; 7/2014**

Policy:

To provide a Resource Tool Kit to Wyoming ANFP members.

Procedure:

- A. Wyoming ANFP President will appoint a Education Committee Leader (ECL).
- B. Resource Tool Kits shall be made available to the members through Wyoming ANFP website links.

**WYOMING Association of Nutrition & Foodservice Professionals      Policy and Procedure**

**Scholarship Fund (9/1992)      revised; 7/2014**

Policy:

To provide monies for two (2) regular memberships and one (1) credentialing exam fee per year to those individuals proving the need for such assistance from the Wyoming ANFP.

Procedure:

- A. Each year the Ways & Means Leader will be in charge of the state raffle. Monies from the raffle will be deposited in a separate account to cover costs of two (2) regular memberships and one credentialing exam fee.
- B. Applications for the scholarship fund will be available from Wyoming ANFP Executive Board members,
- C. Individual applications shall be screened by the Education Leader. Recommendation will be brought before the Wyoming ANFP Executive Board for approval.
- D. The following criteria must be met:
  - 1. Application filled out completely and submitted to the Education Committee Leader.
  - 2. Must be willing to be an Active, dues paying member of ANFP and Wyoming ANFP for a minimum of 2 years.
  - 3. Request from applicant explaining need of assistance must accompany application.

4. Letter of support accompanying application from supervisor and/or administrator or dietitian.
- E. Individuals may only apply for grant once every three years.

**Housing of Wyoming ANFP Monies** **revised; 10/2011**

Policy:

All monies of the Wyoming Association of Nutrition and Foodservice Professionals shall be kept with the financial institution of the associations choice with the approval of the Board of Directors. This will be reflected in the chapter Board of Directors meeting minutes each meeting.

**Signatures required for Chapter Checking Account** **revised; 10/2011**

Policy:

The checking account of the Wyoming Association of Nutrition and Foodservice Professionals shall require that 4 signatures be on file with the with the financial institution of choice as out-lined in the Housing of Wyoming ANFP Monies P&P . Signatures shall be up-dated at the beginning of the term of each new President.

Signatures shall be that of the President, President-Elect, Treasurer and one signature as determined by the President.

**Bonding of State ANFP Chapter** **revised; 10/2011**

Policy:

The Treasurer of the Wyoming Association of Nutrition and Foodservice Professionals shall file yearly with the National Association of Nutrition and Foodservice Professionals the appropriate bonding forms which shall include all members of the Wyoming ANFP Executive Board of Directors and those whose names are on file with the State Chapters financial institution.

**DIAMOND AWARD COMMITTEE** **Created 08/25/2009**

Approved 09/17/09 revised: 7/2014

**Purpose:** To support the Wyoming ANFP President in continuing the high standard of State Achievement, and work towards obtaining the Diamond Achievement award each year.

**Goals:** Each Member of the committee will work towards promoting and achieving the goals set forth by the President and complete the criteria for the diamond award and individual awards as pertains to their assigned committee roles.

**Diamond Members:** President, President-Elect (Committee Chair), State Spokesperson, Membership Chair, Education Chair, Newsletter Editor, and **Past President(s)**.