



Arkansas Association of Nutrition & Foodservice Professionals

TABLE OF CONTENTS

- I. POLICY AND PORCEDURE MANUAL**
 - A. Copies and Possession of Manual
 - B. Right to Refer to Policy and Procedure Manual
 - C. Update
 - D. Transfer of Manual(s)
 - E. Relationship of Policies and Procedures to State Bylaws

- II. LOGO AND NAME**
 - A. State and National Logos
 - B. State Name

- III. MEMBERSHIP AND ORGANIZATION**
 - A. Organization of State Association
 - B. Membership of State Association
 - C. Government of State Association
 - D. Organizational Chart
 - E. State Map

- IV. FISCAL YEAR**

- V. DUES AND FEES**
 - A. Association Dues
 - B. Meeting Fees/Complimentary Registration
 - C. Refunding Meeting Fees
 - D. Refund for Travel to National Meeting
 - E. State Officers/ Members Attending National Meeting at State Expense

- F. Legislative Spokesperson Attending National Legislative Symposium
- G. Newsletter Editor Attending National Meeting at State Expense

VI. STATE BOARD OF DIRECTORS

- A. Organization
- B. Terms of Office
- C. Absence from State Board of Directors Meeting
- D. Duties

VII. STATE EXECUTIVE COMMITTEE

- A. Organization
- B. Responsibilities

VIII. STATE ELECTED OFFICERS

A. State President

Responsibilities

Preside

Communication to Association

Appointing of Standing, Ad Hoc Committees

Appointment of Nominating Committee

Notice of Meetings

Distribution of Membership List

B. State President Elect

Absence or Disability of State President

Appointment of Committees

*Orientation of Incoming State Officers and
Committee Chairperson*

Ballots

C. State Treasurer

Bonding of State Treasurer

Deposit of Monies

Payment of Bills

Financial Reports

Bi-Annual Treasurer's Report to Membership

Bookkeeping Records

Bank Statement

Savings Account Records

Inventory of Ways & Means Committee

Vendor Income

National Rebate Income

Miscellaneous Bookkeeping
Inspection of Bookkeeping Records
Authorized Signature(s) for Bank Account(s)
Transfer of Authorized Signatures
Registration Committee
District Bulk-Mail Contribution
Proposed State Budget

D. State Secretary

Minutes
Attending Meetings
Manual Update

E. Immediate Past President

Right to Vote
Advisor
State Sponsored Programs
Meeting Sites and Dates

IX. STANDING COMMITTEES

Definition

A. Education Committee

B. Hospitality Committee

C. Legislative Committee

D. Membership Committee

E. Newsletter Committee

Selection of Printers
Publication Dates of Newsletter
Content of Newsletter
Advertising
Advertising Rates
Editing the Newsletter
Proofreading
Vendor of the Year Ad

F. Nominating Committee

Number of Candidates
Ballots
Member of the Year
Member of the Year Candidates
Administrator of the Year Candidates

G. Program Committee

H. Historian

State Scrapbook

State Policy and Procedure Manual

I. Tellers Committee

Ballots

Invalid Ballots

J. Ways and Means Committee

Purchase of Merchandise

Sale of Merchandise

Selling Price of Merchandise

Inventory

Proceeds from Sale of State Merchandise

Reports

K. Financial Review Committee

Qualifications

Responsibilities

Meetings

Reports

L. Public Awareness/Education Committee/Promotions

Organization

Responsibilities

Contacting Media

M. Exhibit Committee

Responsibilities

Display Company

Newsletter Ad

Vendor of the Year

N. Scholarship Committee

Organization

Responsibilities

Certification Scholarship

O. Vendors. Committee

Organization

Responsibilities

Meetings

P. Retirement Committee

X AD HOC COMMITTEES

Definition

XI. STATE ELECTION AND MEMBERSHIP VOTES

- A. Online Voting
- B. Right to Vote

XII. REIMBURSEMENT

- A. Vouchers and Authorization
- B. Mileage Expenses Incurred by Board/Committee Members
- C. Postage Expense
- D. Meal Expenses Incurred by Board Members

XIII. CONTRIBUTIONS AND DONATIONS

- A. Charitable Organizations

**ARKANSAS ASSOCIATION OF NUTRITIONAL &
FOODSERVICE PROFESSIONALS**

CATEGORY: Policy & Procedure Manual

TITLE: Copies and Possession Manual

SECTION: I-A

Policy:

Copies and Possession of Policy and Procedure Manual

Procedure:

The Policy & Procedure Manual of the Arkansas Chapter of the Dietary Managers Association shall be available at: www.aranfponline.org

The Policy & Procedure Manual shall be saved to a disk and remain in the possession of the State Secretary. Two Hard copies will be in the possession of the State President and Historian, and will be made available at all State Meetings.

Effective Date: 10-16-2012

CATAGORIE: Policy and Procedure Manual

TITLE: Right to Refer to Policy and Procedure Manual

SECTION: II-B

Policy:

All members of the state association will be able to access the Policy and Procedure Manual.

Procedure:

All state members may refer to the state manual by going on line to www.aranfponline.org . Or by being present State Meetings when a hard copy will be made available.

Effective Date: 10-16-2012

CATEGORY: Policy and Procedure Manual

TITLE: Updates

SECTION: III C

Policy:

The Policy and Procedure manual will be updated by the State Secretary and revisions will be sent to National for posting on website.

Effective Date: 10-16-2012

CATEGORY: Policy and Procedure Manual

TITLE: Relationship of Policies and Procedures
To State Bylaws

SECTION: III-E

Policy:

Policies and Procedures may not be written to conflict with the State By-Laws.

CATEGORY: Logo and Name

TITLE: State and National Logos

SECTION: II-A

Policy:

The logo will begin with the initials of the National Association followed by the state name of Arkansas in all capital letters the outline of the state following. The name of the association will be spelled out below the state header.



Effective Date: 10-16-2012

CATEGORY: State Logo and Name

TITLE: State Name

SECTION: II-B

Policy;

The name of the state association will be “Arkansas Association of Nutrition and Foodservice Professionals” and the abbreviation shall be “ARANFP”.

Procedure:

The state association will use its official name on all state publications (newsletters, programs, etc) and stationary.

Effective Date: 10-16-2012

CATEGORY: Membership and Organization
TITLE: Organization of State Association
SECTION: III-A
Policy:

The Arkansas Association of Nutrition and Foodservice Professionals is affiliated with the National Association and consists of four (4) affiliated districts.

1. Northeast Central
2. Southern
3. Central
4. Ozark

Effective Date: 10-16-2012

CATEGORY: Membership and Organization
TITLE: Membership of State Association
SECTION: III-B
Policy:

Membership/Rights of Membership will be in accordance with the By-Laws of the National Association.

Effective Date: 01-08-83

CATEGORY: Membership and Organization
TITLE: Government of State Association
SECTION: III-C
Policy:

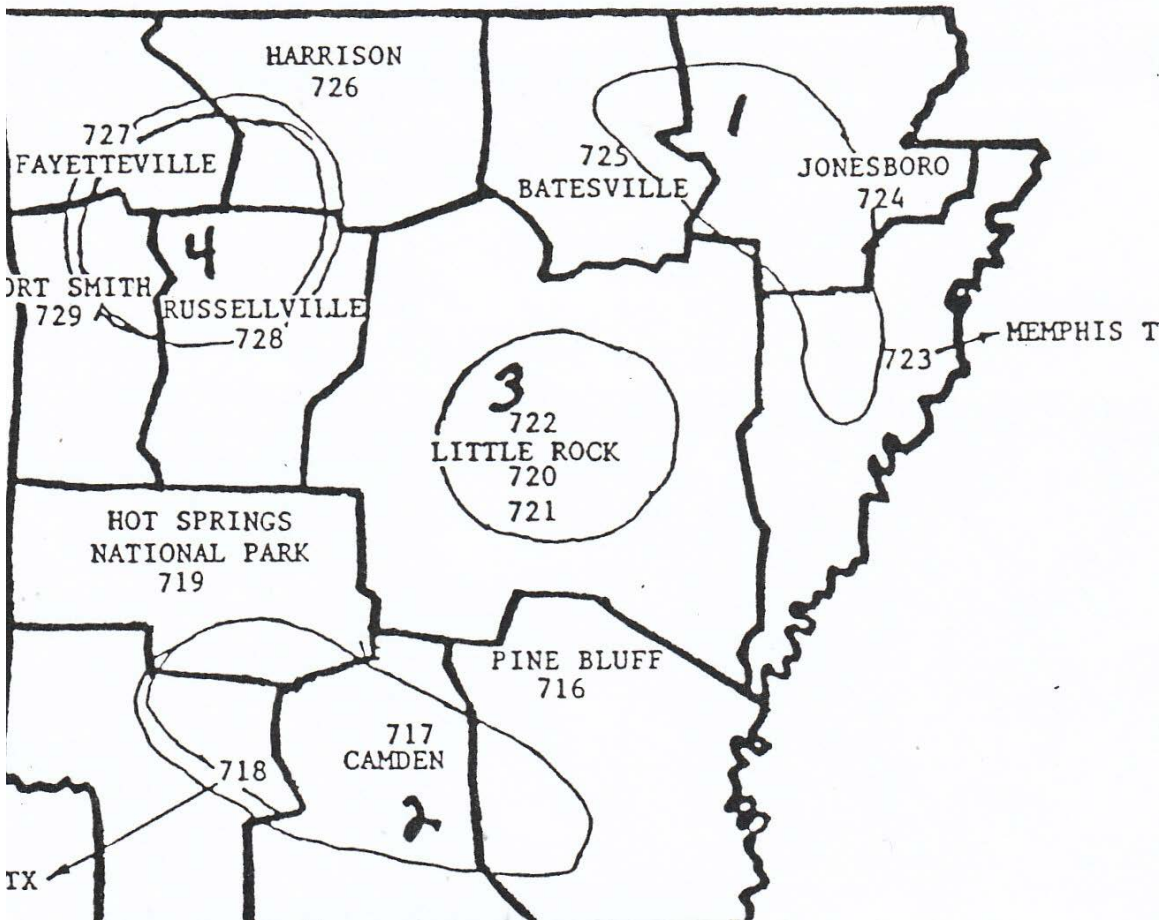
A Board of Directors consisting of State Officers governs the Arkansas Association of Nutrition and Foodservice Professionals and elected Presidents form each affiliated District.

Effective Date: 05-14-83

CATEGORY: Membership and Organization

TITLE: State Map

SECTION: III-E



Effective Date: 06-07-86

CATEGORY: Fiscal Year

Title: Fiscal Year

SECTION: IV

The Fiscal year of this Association will begin on the first day of November and end on the thirtieth (30) day of September of the succeeding year.

Effective Date: 10-13-2010

CATEGORY: Dues and Fees

TITLE: Association Dues

SECTION: V-A

Policy:

The State Association will not collect membership dues.

Effective Date: 01-08-83

CATEGORY: Dues and Fees

TITLE: Meeting Fees/Complimentary Registration

SECTION: V-B

Policy:

The state board of directors will set all fees for each state membership meeting.

Procedure:

Upon selection of the meeting site and approval of a tentative program, the board of directors will establish meeting fees for members, students, and non-members. The board should take into consideration:

- **Cost of required meeting facility**
- **Cost of program (speaker fees, meal cost, operating cost, etc)**
- **Association's projected budget**

State elected officers (President, President-Elect, Treasurer, and Immediate Past President) and Retired Members will receive a complimentary registration to all state meetings.

Retired member is one who is 65 years of age or over and not working in a food service facility, or one who can show proof of retirement due to disability.

Students will continue to be charged on half (1/2) of the registration fee of active members for state meetings.

Effective Date: 01-08-83

CATEGORY: Dues and Fees

TITLE: Refunding Meeting Fees

SECTION: V-C
Policy:

Refunds will be made upon written request to the individual or company who originated the fee. Fees for meal functions are refundable if requested forty-eight (48) hours prior to the meeting's commencement.

Procedure:

The Treasurer, upon receipt of a written request, will refund fees to the payer of the registration. A refund will go to the company, not to an individual. The Treasurer will refund fees to the payer of the registration fee upon written request, two days in advance of meeting date. A ten dollar (\$10.00) processing fee will be deducted from total registration fee. No refunds will be processed after meeting date.

Effective Date: 09-24-86

CATEGORY: Dues and Fees

TITLE: State Officers/ Members Attending National Meeting at State Expense

SECTION: V-D

Policy:

The State Association will pay all expenses, approved in the annual budget, for the State President and President-Elect to attend the National meeting.

Procedure:

The State President, President-Elect, will submit to the State Treasurer, the National meeting registration from which the State Treasurer will mail along with a check for the registration amount. The State President, and President-Elect are responsible for making their own room reservations. The State Association will reimburse any allowed expenses the President, and President-Elect incurs on their National trip.

Any officer or member attending the National meeting at the State's expense will send the Treasurer his/her registration form well in advance of the deadline. A late registration penalty will be at the expense of the officer or member causing the penalty.

Effective Date: 04-30-94

CATEGORY: Dues and Fees

TITLE: Legislative Spokesperson Attending National
Legislative Symposium

SECTION: V-E
Policy:

The State Association will pay all expenses, approved in the annual budget, for the Legislative Spokesperson, and one (1) Committee member to attend the National Legislative Symposium.

Procedure:

The Committee member will be appointed by the State President and approved by the Board of Directors.

Effective Date: 04-30-94

CATEGORY: Dues and Fees

TITLE: Newsletter Editor Attending National Meeting
At State Expenses

SECTION: V-G

Policy:

The State Association will pay the registration fee for the State Newsletter Editor to attend the National meeting if the newsletter is chosen by National to receive first prize in any category.

Effective Date: 03-19-97

CATEGORY: State Board of Directors

TITLE: Organization

SECTION: VI-A
Policy:

The State Board of Directors shall consist of elected state officers

- President
- President-Elect
- Secretary
- Treasurer
- Immediate Past President and Four District Presidents

Effective Date: 05-14-83

CATEGORY: State Board of Directors

TITLE: Term of Office

SECTION: VI-B
Policy:

The President will hold office for a term of one (1) year. The President-Elect, at the end of his/her term, will automatically assume the office of President for a term of one (1) year. The President, at the end of his/her term, will automatically assume the office of the Immediate Past President for a term of one (1) year. The Secretary and Treasurer will hold office for a term of two (2) years, beginning immediately following installation. The District Presidents will serve on the State Board of Directors for a term of one (1) year.

Effective Date: 05-14-83

CATEGORY: State Board of Directors

TITLE: Absence From State Board of Directors Meeting

SECTION: VI-C
Policy:

Any member of the State Board of Directors with three (3) consecutive absences with or without justification will no longer serve on the board.

Procedure:

Any member of the State Board of Directors unable to attend a meeting will inform the President or Secretary in writing or by telephone. Reasons for justified absentees will be approved by the Board. The absence, reason of the absence and notification of absence will be included in the minutes of the meeting. An absent member of the board will not send a substitute to said meeting. In the event of two (2) consecutive absences whether justified or not the absentee member will receive a written warning notice from the State President. A third consecutive absence will be automatic removal from the State Board of Directors.

Effective Date: 05-14-83

CATEGORY: State Board of Directors

TITLE: Duties

**SECTION: VI-D
Policy:**

The State Board of Directors will; have supervision, control and direction of the affairs of the Association; will determine all policies or changes therein within the limits of the By-Laws; actively prosecute its purposes; have discretion in the disbursement of its funds; correlate the program of work with that of ANFP.

Effective Date: 10-16-2012

CATEGORY: State Executive Committee

TITLE: Organization

**SECTION: VII-A
Policy:**

The State Executive Committee will consist of the elected State President, President-Elect, Secretary, Treasurer, and Immediate Past President

Effective Date: 05-14-83

CATEGORY: State Executive Committee

TITLE: Responsibilities

**SECTION: VII-B
Policy:**

The State Executive Committee will exercise the powers of the State Board of Directors as permitted by law between meetings of the State Board of Directors.

Procedure:

Any action taken by the State Executive Committee will be reported to the State Board of Directors in writing at the next meeting of the State Board of Directors following the action taken.

Effective Date: 05-14-83

CATEGORIE: State President

TITLE: Responsibilities

SECTION: VIII
Policy:

The State President will be the Principal Elective Officer of the Organization, be a member Ex-Officio with the right to vote on all committees except the nominating committee; all votes will be done via website: www.aranfponline.org. The President shall perform such duties as are necessarily incident of the president or as directed by the State Board of Directors.

Effective Date: 10-16-2010

CATEGORY: State President

TITLE: Preside

SECTION: VIII-A
Policy:

The Elected State President will preside at all meetings of the State Association, State Board of Directors and State Executive Committee.

Procedure:

The State President will prepare an agenda for all meetings to ensure that participants will know what is to be discussed and what is expected of them.

The President will invite members of the Association to present topics or problems that the Board of Directors, Executive Committee or the State Association needs to address.

The State President will call the meeting to order and maintain order during the meeting with help of the Parliamentarian.

The State President will insure that topics are discussed fully and expediently. All Board Members and Committee Members will be given an opportunity to voice an opinion.

Effective Date: 11-05-83

CATEGORY: State President
TITLE: Communication to Association
SECTION: VIII-A
Policy:

The elected State President will communicate to the Association and to the Board of Directors such matters, which will promote the welfare and increase the usefulness of the Association.

Procedure:

The State President will communicate with the Association and its officers through the following media: state newsletter, correspondence with the Association in general, correspondence with individual members or officers and other forms of communication as deemed necessary (i.e. fax, telephone, e-mail, etc)

Effective Date: 11-05-83

CATEGORY: State President
TITLE: Appointing of Standing, Ad Hoc Committee
SECTION: VIII-A
Policy:

The State President will appoint such committees (Standing or Ad Hoc) as may be desirable to effectuate the objectives of the Association.

Procedure:

The Board of Directors will approve all Standing committees. Committees will consist of at least three (3) active, interested members, one to be designated chairperson. The Chairperson will instruct each committee as to the function of that committee and within the guidelines. Each committee will make its own rules and operating procedures with the President's approval.

Effective Date: 11-05-83

CATEGORIE: State President
TITLE: Appointment of Nominating Committee
SECTION: VIII-A
Policy:

The Incoming State President will appoint the Nominating Committee with the approval of the State Board of Directors.

Procedure:

The State President will present the names of the Nominating Committee to the Board of Directors at the first meeting following his/her installation for approval. The president will present other names for approval if the Board does not approve Members of the Nominating Committee submitted.

Effective Date: 11-05-83

CATEGORY: State President

TITLE: Notice of Meetings

SECTION: VIII-A

Policy:

The State President will notify all members of the Board of Directors or Executive Committee of the date, time, and place of each Board or Executive Committee meeting, and will attend all meetings.

Procedure:

The State President will notify the Board or Executive Committee Members of a meeting no later than two (2) weeks prior to date of said meeting. Notices will include the date, time, place of meeting, agenda, and the process members will follow to notify the proper person if the member cannot attend. The two-week notification period may be waived in the event of a special called meeting.

Effective Date: 11-05-83

CATEGORY: State President

TITLE: Distribution of Membership List

SECTION: VIII-A

Policy:

A membership list including new and dropped members, will be received from the National Association.

Procedure:

Upon receipt, the State President will distribute this list to the following and keep on copy for his/her records.

- District President(s) to the Board (1 copy each)

Effective Date: 11-05-83

CATEGORY: State President-Elect

TITLE: Absence or Disability of State President

SECTION: VIII-B

Policy:

The State President-Elect will perform the duties of the State President in his/her absence or disability.

Effective Date: 05-14-83

CATEGORY: State President-Elect

TITLE: Appointment of Committees

SECTION: VIII-B

Policy:

The State President-Elect will appoint members of Standing Committees for his/her term of Office as President by May 15. The names of committee member's will be submitted to the ANFP by the date designated.

Effective Date: 05-14-83

CATEGORY: State President-Elect

TITLE: Membership Committee

SECTION: VIII-B

Policy:

The Membership Committee will contact all new members, former members, and students of ANFP approved programs for membership in the Association.

Procedure:

The Committee will send to:

EW MEMBERS (a packet containing)

- **A list of state and district officer names, addresses, and telephone numbers**
- **Letter of welcome and directions to access the Arkansas Association of Nutrition & Foodservice Professionals on line.**
- **How to access the current Calendar of Events on line**
- **State map outlining the district boundaries**
- **A complimentary registration form to be used at the new member's first State meeting**
- **Any additional information that might be helpful to new member**
- **An application for certification scholarship**

FORMER MEMBERS (a letter informing them)

- **Their name has appeared on the dropped member list**
- **Regrets that the individual did not renew membership**

- Asking them to reconsider
- Asking them the reason why they dropped membership
- Enclose any additional information that might be helpful in encouraging the member to reinstate

STUDENT (a letter)

- Encouraging membership and certification in ANFP
- A list of state and district officer names, addresses, and telephone numbers
- Directions to access Arkansas Association of Nutrition & Foodservice Professionals on line and our Current Calendar of Events
- Any Additional information that might be helpful or encourage the student to become a member

Effective Date: 10-16-2010

CATEGORIE: State President-Elect

TITLE: Orientation of In-Coming State Officers
And Committee Chairperson

SECTION: VIII-B

Policy:

The State President-Elect will hold an orientation meeting for in-coming state officers and committee chairpersons prior to the state fall board meeting.

Procedure:

The President-Elect will prepare and distribute the officer and committee handbook. The President-Elect will also state his/her goals and objectives for the coming year. The President-Elect will invite all incoming district officers and committee chairpersons for training in their respective district offices. The President-Elect will utilize each state officer to train in-coming state and district officers and committee chairpersons.

Effective Date: 09-24-86

CATEGORY: State President-Elect

ITEM: Ballots

SECTION: VIII-B

Policy:

The State President-Elect will obtain a written ballot from the Nominating Committee by February 15th each year, and will prepare and mail the ballot to all eligible voters by April 1st.

Procedure:

The election will be conducted by mail ballots, which will be mailed to all eligible voters, no less than thirty (30) days prior to the counting of the ballots. The closing date of the election and any other information will be included on the ballot. A post card with "Ballot" and the name of the Teller's Committee Chairman stamped on it will be included with the ballot.

Effective Date: 11-05-83

CATEGORY: State Treasurer

TITLE: Deposit of Monies

SECTION: VIII-C

Policy:

The State Treasurer will deposit all monies received into the state organization's checking account immediately upon receipt.

Procedure:

The Treasurer will complete the deposit slip, enter the amount to be deposited in the checking account book and insert the deposit slip and monies into a bank bag. The monies are then deposited in the appropriate bank account. The bank will return a verification of the deposit to the State Treasurer. Additional deposit slips will be ordered from the bank by the State Treasurer as needed. Cash will not be mailed to the bank.

Effective Date: 11-20-82

C ATEGORY: State Treasurer
TITLE: Bonding of State Treasurer
SECTION: VIII-C

Policy:

The elected state officers will be bonded for twenty thousand dollars (\$20,000.00) with a deductible of two hundred fifty dollars (\$250.00)

Procedures:

A blanket bond covering the Association's state elected officers will continue in effect until terminated by either the bonding company or the state board of directors.

Procedure for payment of Bonding Fee is covered under "Payment of Bills" section VIII-C page 48

Effective Date: 11-20-02

CATEGORY: State Treasurer
TITLE: Payment of Bills
SECTION: VIII-C
Policy:

The State Treasurer will pay all bills authorized by the State President and/or Board of Directors.

Procedure:

No bills will be paid without proper authorization, a voucher, and an invoice. No payment will be made until the person incurring the debt signs the invoice. If an original invoice is not available, a legible copy must be attached to the voucher. All bills must be paid by check. Bills are classified into two (2) categories:

- Reimbursements
- Direct Payment

Reimbursements include such payments as postage, mileage, meals, telephone, etc., usually incurred by the State Board of Directors or State Committee.

Direct payment includes such expenses as National Meeting expenses for State President, President-Elect, printing expenses, hotel meeting expenses, etc., as authorized by the State President and/or Board of Directors.

Effective Date: 11-20-82

CATEGORY: State Treasurer

TITLE: Financial Reports

SECTION: VIII-C

Policy:

The elected State Treasurer will present a financial report to each State Board of Directors or as required by the State President.

Procedure:

The elected State Treasurer will complete a Treasurer's Report form (see form book) for each account which activity has occurred. The Treasurer's report will include:

- **Date of all deposits**
- **Check numbers for all expenses**
- **Ending balance and date of last Treasurer's Report**
- **Balance and date of Current Treasurer's Report and other appropriate information**

The Treasurer will summarize the financial dealings of the State Association and enter on the Treasurer's Report Summary Sheet. The Treasurer's Report and the Summary Sheet will balance. The Treasurer will check the reports for errors and make appropriate corrections. The Summary Sheet is the information read and entered into the minutes of each State Board of Directors meeting.

Effective Date: 11-20-82

CATEGORY: State Treasurer

TITLE: Bi-Annual Treasure's Report to Membership

SECTION: VIII-C

Policy:

The elected State Treasurer will present a written report to the membership and a copy to each member present at each state meeting.

Procedure:

During the business meeting, the State Treasurer will read the summary of receipts and expenditures to the membership and provide each member present a copy of the full report showing transactions from one state meeting to another. The State Treasurer will also provide the Newsletter Editor a copy of all reports for publishing in the first newsletter following the state meeting.

Effective Date: 03-24-94

CATEGORY: State Treasurer

TITLE: Bookkeeping Records

SECTION: VIII-C

Policy:

The State Treasurer will maintain accurate bookkeeping records deemed necessary by the State Board of Directors.

Procedure:

The following bookkeeping records must be kept by the State Treasurer:

- Bank Statements
- Savings Account Records
- Inventory of Ways & Means Committee
- Records of Vendor Income
- Records of rebate from ANFP
- Miscellaneous bookkeeping records authorized by the State Board of Directors

Effective Date: 11-20-82

CATEGORY: State Treasurer

TITLE: Bookkeeping Records-Bank Statement

SECTION: VIII-C

Policy:

When the Treasurer receives the bank statement, he/she will:

- **Organize the canceled checks in numerical order**
- **Gather together bank statements and check transaction register**

He/she will check each canceled check and deposit against the statement and transaction register for accuracy. The interest payment (if applies) will be added to the check transaction register; or monthly service charges (if apply). Refer to the back of the bank statement for directions on balancing the checkbook. Once completed, staple together the canceled checks, deposit slips, and authorization and vouchers for each check listed on the bank statement and file for future reference.

Effective Date: 11-20-82

CATEGORY: State Treasurer

TITLE: Bookkeeping Records-Savings Account Records

SECTION: VIII-C

Policy:

The Treasurer will check all deposits and withdrawals against savings account register for accuracy. Add any interest to the balance.

Effective Date: 11-20-82

CATEGORY: State Treasurer

TITLE: Bookkeeping Records-Vendor Income

SECTION: VIII-C

Policy:

The Treasurer will deposit all income from the sale of exhibit space and newsletter ads into the general checking account. Appropriate information will be entered into the checkbook for future reference.

Effective Date: 11-20-82

CATEGORY: State Treasurer

TITLE: Bookkeeping Records-National Rebate Income

SECTION: VIII-C

Policy:

The State Treasurer will deposit all rebates from the National DMA into the general checking account. This rebate is determined by the National DMA based on state membership.

Effective Date: 11-20-82

CATEGORY: State Treasurer

TITLE: Bookkeeping Records-Miscellaneous Bookkeeping

SECTION: VIII-C

Policy:

The Treasurer as directed by the State Board of Directors will maintain appropriate records needed by the State Association.

Effective Date: 11-20-82

CATEGORY: State Treasurer

TITLE: Inspection of Bookkeeping Records

SECTION: VIII-C

Policy:

All bookkeeping records maintained by the State Treasurer will be available for inspection at all times by the State Membership, State President, and/or Financial Review Committee.

Procedure:

Any member of the State Association may request to review the bookkeeping records of the State Association at any time. The Financial review Committee will review the bookkeeping records for the following:

- All bills are authorized
- All authorizations have invoices

The Financial Review Committee will report to the Board of Directors following the review meeting.

The Financial Review Committee will consist of the State President-Elect, and the four (4) District Presidents (excluding the Treasurer). At every board meeting the Treasurer will present the check register, all deposit slips, bank statements, invoices, and vouchers, not inspected from last board meeting, for bookkeeping audit. The Review Committee, will verify every debt and credit made to the checking account against the bank statement, deposit slips, invoices and vouchers. The Financial Review Committee, will sign off that the audit is accurate and balances.

Effective Date: 11-20-82

CATEGORY: State Treasurer

TITLE: Authorized Signature(s) for Bank Account(s)

SECTION: VIII-C

Policy:

The State President and State Treasurer will be the only authorized signatures used on all bank accounts.

Effective Date: 11-20-82

CATEGORIE: State Treasurer

TITLE: Transfer of Authorized Signatures

SECTION: VIII-C

Policy:

The outgoing State Treasurer will obtain a new signature authorization card for the transfer of authorized signatures on all bank accounts.

Procedure:

The outgoing State Treasurer will obtain a signature authorization card from the bank(s) for each account. The incoming State President and State Treasurer will sign the card and the incoming State Treasurer will return the card to the bank(s).

Effective Date: 11-20-82

CATEGORY: State Treasurer
TITLE: Registration Committee
SECTION: VIII-C

Policy:

The State Treasurer will serve as the Chairperson of the Registration Committee

Procedure:

At least thirty (30) days before a State Membership Meeting, the Registration Committee will request/receive from the Program Chairman, or have on hand the following items to be used for registration.

- Meeting programs (220-250 copies)
- Membership labels (current paid members)
- Evaluation Forms (200-250)
- Clock hour sign-up sheets for paid members (200-250)
- Speaker hand-outs (if available)
- Badge blanks/Badge sleeves (200-250)
- Officer/Committee/other ribbons
- Receipt book
- Other additional items as deemed necessary

The Committee will meet and assemble the registration packets.

The Treasurer will keep a running tabulation of the numbers of meals purchased and/or other functions requested. At least 48 hours before the meeting, the Treasurer will inform the program chairman of the number of meals, etc. so that this information can be reported tot the Hotel meeting site.

The Treasurer will bring to the meeting the following:

- Receipt book
- All registration forms sent to the Treasurer (to be used for references in case of a question)
- Office supplies (i.e. stapler, staples, paper clips, pens, pencils, tape)
- Other supplies deemed necessary

Before arrival, the Treasurer will get two hundred dollars (\$200.00) in change for the registration table and one hundred dollars (\$100.00) in change for the Ways and Means table.

Upon arrival at the meeting, the Committee will set up the registration table at the times designated on the program and hand out pre-registration packets and register non-registered individuals.

The outgoing Treasurer will ask the incoming Treasurer to join the registration committee. The incoming Treasurer will become familiar with the registration process.

Effective Date: 07-18-86

CATEGORY: State Treasurer

TITLE: District Bulk-Mail Contribution

SECTION: VIII-C

Policy:

Districts will contribute two hundred dollars (\$200.00) yearly to help defray cost of bulk-mailing.

Procedure:

- **The State Treasurer will be responsible for billing the individual districts on a yearly basis in the month of October.**
- **The billing will be for the amount of two hundred dollars (\$200.00) which the districts have agreed to contribute to help defray the cost of bulk-mailing.**
- **Payment of two hundred dollars (\$200.00) will be paid to the State Treasurer by each district by November 1st of each year.**

Effective Date: 01-11-92

CATEGORY: State Treasurer

TITLE: Proposed State Budget

SECTION: VIII-C

Policy:

The current Treasurer will prepare the proposed State Budget

Procedure:

The Treasurer will refer to the preceding year's proposed budget and the state financial records for information and will project reasonable budgetary figures for the incoming year. The proposed budget will be ready for approval by the State Board of Directors during the State Fall meeting.

The Treasurer will make any changes and/or additions to the Budget designated by the board. The amended budget will be presented to the board for approval at the following board meeting.

Effective Date: 11-20-82

CATEGORY: State Secretary

TITLE: Minutes

SECTION: VIII-D

Policy:

The State Secretary will keep an accurate record of all proceedings of the meetings of the Board of Directors, Executive Committee, and Business meetings of the Association. A copy of all minutes including Membership Business meeting, will be emailed to the Board of Directors no more than 30 days after the meeting.

Procedure:

All meetings of the Executive Board, Board of Directors, and State Business meetings of the Association will be recorded on proper forms in a legible manner. A copy of the minutes and reports of the Executive Committee or State Business meetings will be given to the Newsletter Editor. This information will be included in the newsletter.

The minutes of the Executive Committee and Board of Directors meetings will include:

- A list of non-voting members (Committee Chairperson or members)
- Date and location of meetings
- Time meeting was called to order and adjourned
- A list of members auditing the meeting
- A report of actions taken or topics discussed during the meeting
- All motions must be recorded and the name of the person who made and seconded the motion
- What action was taken on every motion (motion carried or motion did not carry, etc.)

A copy of the minutes will be provided to each member attending the Business meeting. Each State Secretary will review the minutes for accuracy, date each page and sign report. The date the minutes were approved will be indicated by the Secretary's name.

Effective Date: 11-05-83

CATEGORY: State Secretary

TITLE: Attending Meetings

SECTION: VIII-D

Policy:

The State Secretary will attend all meeting of the State Association

Effective Date: 11-05-83

CATEGORY: State Secretary

TITLE: Manual Update

SECTION: VIII-D

Policy:

The State Secretary will update the Policy and Procedure Manual after each State Board of Directors Membership meeting.

Procedure:

The Policy and Procedure Manual will be kept on a re-write disk and will be kept in the possession of the State Secretary.

During each State Board of Directors meeting or State Membership meeting, the Secretary will update any revisions made to the Policy and Procedure Manual and new revision /or review date will be added to the policy page.

The revisions will be emailed to ANFP to post on website.

Effective Date: 10-16-2010

CATEGORY: Immediate Past-President

TITLE: Right to Vote

SECTION: VIII-E

Policy:

The Immediate Past-President will have the right to vote on the State Board of Directors and will assume the responsibilities of a Board of Director member.

Effective Date: 11-05-83

CATEGORY: Immediate Past-President

TITLE: Advisor

SECTION: VIII-E

Policy:

The Immediate Past-President will serve as an advisor on all matters pertaining to the operation of the Association, and will accept any responsibility delegated to him/her by the President.

Effective Date: 11-05-83

CATEGORY: Immediate Past-President

TITLE: State Sponsored Programs

SECTION: VIII-E

Policy:

The State Immediate Past-President will plan all State Sponsored Educational Programs held during his/her term of office and will submit a tentative program to the Board of Directors for approval.

Procedure:

The State Immediate Past-President will consider the following when planning an educational program:

- **Theme of Program**
- **Topics to be covered**
- **Speaker(s) for each topic**
- **Cost of speaker(s)**
- **Number of Continuing Education Hours desired**
- **Meeting site facilities and cost**
- **Meeting date(s)**
- **If the meeting shall include vendor exhibition**
- **Include Business Meeting time**
- **Estimate number of attendees**
- **Meal functions and cost**
- **Entertainment for attendees**

Effective Date:

11-05-83

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