



Association of Nutrition & Foodservice Professionals

CA ANFP POLICY & PROCEDURE MANUAL

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SAMPLE

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<u>Policy 1</u>	MASTER COPY OF THE POLICY AND PROCEDURE MANUAL (Officers and Members Right to Reference Manual)	Page One
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

These policies and procedures are for the benefit of the California DIETARY MANAGERS ASSOCIATION, 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.

SAMPLE

<u>Policy 1</u>	MASTER COPY OF THE POLICY AND PROCEDURE MANUAL (Responsibility of Manual Possession)	Page Two
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Effective Date:

NOVEMBER 10,2010

Policy Wording:

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

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

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

Revision Date:**Revision Policy Wording:**

SAMPLE

<u>Policy 1</u>	MASTER COPY OF THE POLICY AND PROCEDURE MANUAL (Responsibility of transferring to new officer)	Page Three
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Effective Date:

NOVEMBER 10,2010

Policy Wording:

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

Revision Date:**Revision Policy Wording:**

SAMPLE

<u>Policy 1</u>	MASTER COPY OF THE POLICY AND PROCEDURE MANUAL (Update of policies and procedures)	Page Four
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Effective Date

NOVEMBER 10,2010

Policy Wording:

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

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

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

Revision Date:**Revision Policy Wording:**

SAMPLE

POLICY 2	INSIGNIA (Use of Logo)	Page Five
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Effective Date
NOVEMBER 10,2010

Policy Wording:

Members of the Dietary Managers Association shall have sole use of the official logo.

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

SAMPLE

POLICY 2	INSIGNIA (Official Name of Organization)	Page Six
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

The official name of our State Association shall be:
CALIFORNIA DIETARY MANAGERS' ASSOCIATION
Hereafter designated by CA ANFP (using the two-letter abbreviation for the state).

SAMPLE

POLICY 2	INSIGNIA (Defacement of the ANFP logo/pin)	Page Eight
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Effective Date:**NOVEMBER 10,2010****Policy Wording:**

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

SAMPLE

POLICY 2**INSIGNIA
(State Merchandise)****Page Nine****Effective Date:**
NOVEMBER 10,2010**Policy Wording:**

CA ANFP may sell merchandise and have fund raising only if authorized by and under the guidelines of the National Dietary Managers Association.

Revision Date:**Revision Policy Wording:**

SAMPLE

POLICY 3	MEMBERSHIP (Criteria)	Page Ten
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Effective Date:

NOVEMBER 10,2010

Policy Wording:

Membership in the CA ANFP shall be limited to members in good standing of the National Dietary Managers Association, who reside in CALIFORNIA.

Revision Date:**Revision Policy Wording:**

SAMPLE

POLICY 3	MEMBERSHIP (Membership Lists)	Page Eleven
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

National Dietary Managers Association will provide current membership lists twice yearly to the secretary and president of the CA ANFP. These listings will be complete to include canceled membership lists and those members whose dues are outstanding.

National Dietary Managers Association shall provide new member listings on a timely basis as they are received.

The CA ANFP shall forward current membership and addenda lists received from National ANFP to each district president.

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

SAMPLE

POLICY 3	MEMBERSHIP (Use of Membership Lists)	Page Twelve
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

The CA ANFP shall forward current membership and addenda lists received from National ANFP to each district president.

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

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

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 4	FISCAL YEAR (Fiscal Year Dates)	Page Thirteen
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Effective Date:

NOVEMBER 10,2010

Policy Wording:

The fiscal year of CA ANFP shall begin on the last day of the annual fall chapter meeting and end on the first day of the fall meeting the next year.

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 5	DUES AND FEES (State and District dues collection)	Page Fourteen
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

CA ANFP is not authorized to collect dues.

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 5	<u>DUES AND FEES</u> (Rebates)	Page Fifteen
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

A portion of the annual membership dues paid to national ANFP shall be rebated to CA ANFP in amounts determined by national ANFP.

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 5	DUES AND FEES (Speakers)	Page Sixteen
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Effective Date:

NOVEMBER 10,2010

Policy Wording:

The Program Committee Chairman for the annual chapter fall or spring meeting shall determine fees and/or honoraria to pay to speakers. Payment, honoraria and expenses (meals and/or lodging) may not exceed \$100.00 without approval from the state board.

Revision Date:

NOVEMBER 10,2010

Revision Policy Wording:

The Program Committee Chairman for the annual chapter fall or spring meeting shall determine fees and/or honoraria to pay to speakers. Payment, honoraria and expenses (meals and/or lodging) may not exceed \$200.00 without approval from the state board.

SAMPLE

POLICY 5	DUES AND FEES (Vendors)	Page Seventeen
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 6	Payment of Account Payable (Procedure for paying bills)	Page Eighteen
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

All CA ANFP 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 CA ANFP account.

Revision Date:

Revision Policy Wording:

SAMPLE

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

NOVEMBER 10,2010

Policy Wording:

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

Recipient's Name

Recipient's Address

Dates of service

Itemized statement with details of services rendered

Total for services

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

Revision Date:**Revision Policy Wording:**

SAMPLE

POLICY 6	PAYMENT OF ACCOUNTS PAYABLE (Responsibility of Receipts)	Page Twenty
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

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

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

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 7	MEETINGS (State Board of Directors)	Page Twenty-one
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

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

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

Revision Date:

Revision Policy Wording:

SAMPLE

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

NOVEMBER 10,2010

Policy Wording:

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

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

Revision Date:**Revision Policy Wording:**

SAMPLE

POLICY 7	MEETINGS (Business Meetings of Members)	Page Twenty-three
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 7	MEETINGS (Notice of Meetings)	Page Twenty-four
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

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

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 7	MEETINGS (Members Right to Submit Business to the Board Meeting)	Page Twenty-five
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 7	MEETINGS (Procedure for verbal comment at State business meeting)	Page Twenty-six
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

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

Revision Date: Jan 4, 2017

Revision Policy Wording:

SAMPLE

POLICY 8	ORGANIZATION (No Salary for Members of the Board of Directors)	Page Twenty-seven
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Effective Date:
NOVEMBER 10,2010

salary.

Policy Wording:

Members of the CA ANFP 's Board of Directors shall not receive a

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

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 8	ORGANIZATION (Absence from a board meeting)	Page Twenty-eight
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Effective Date:

NOVEMBER 10,2010

Policy Wording:

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

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

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

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

Revision Date:**Revision Policy Wording:**

SAMPLE

POLICY 8	ORGANIZATION (Resignation from a board or committee position)	Page Twenty-nine
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Effective Date:

NOVEMBER 10,2010

Policy Wording:

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

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

Revision Date:**Revision Policy Wording:**

SAMPLE

POLICY 8	ORGANIZATION ("Firing" From a Board or Committee Position)	Page Twenty-nine A
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

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

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

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

Revision Date:

Revision Policy Wording:

POLICY 8	ORGANIZATION (Filling a Vacancy)	Page Thirty
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Effective Date:
NOVEMBER 10,2010

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

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 Date:

Revision Policy Wording:

SAMPLE

POLICY 9	ELECTED OFFICERS (Qualifications of Candidates for Office)	Page Thirty-one
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Effective Date:
NOVEMBER 10,2010

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

Revision Date:

Revision Policy Wording:

SAMPLE

Policy 9	ELECTED OFFICERS (Desirable Attributes for State Officers)	Page Thirty- one A
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DESIRABLE ATTRIBUTES FOR STATE OFFICIALS

Shall demonstrate pride in and loyalty to the Dietary Managers Association.

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; district representation)	Page Thirty-two
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Effective Date:
January 4, 2017

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.

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 10	DISTRICT REPRESENTATION (District Boundary Listings)	Page Thirty-three
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Effective Date:
JANUARY 4, 2017

Policy Wording:

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

Revision Date:

Revision Policy Wording:

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

SAMPLE

POLICY 10	DISTRICT REPRESENTATION (State Membership lists)	Page Thirty-four
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 10	DISTRICT REPRESENTATION (District award)	Page Thirty-five
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

The CA ANFP chapter shall develop a district award to encourage district participation in chapter activities. The award will be developed and annually reviewed by representatives from the districts as well as the chapters. The award will be awarded at the annual CA ANFP fall meeting. Award categories may include, but are not limited to:

- Membership Activities
- Fall and Spring meeting participation
- District Meetings – frequency and content
- Volunteer Development

SAMPLE

POLICY 10	DISTRICT REPRESENTATION (Participation)	Page Thirty-six
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Effective Date:
JANUARY 4, 2017

Policy Wording:

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

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

SAMPLE

POLICY 11	NOMINATING COMMITTEE (Organization of the Committee)	Page Thirty-seven
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Effective Date:
JANUARY 4, 2017

Policy Wording:

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

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.

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 11	NOMINATING COMMITTEE (Responsibilities of the Committee)	Page Thirty-eight
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Effective Date:

JANUARY 4, 2017

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.

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

Revision Date:**Revision Policy Wording:**

SAMPLE

POLICY 11	NOMINATING COMMITTEE (Candidate Responsibility to the Committee)	Page Thirty-nine
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 11	NOMINATING COMMITTEE (Ineligibility of a Candidate)	Page Forty
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Effective Date:
JANUARY 4, 2017

Policy Wording:

An individual who is not an active member of the national Dietary Managers Association may not run as a candidate in the CA ANFP. Neither may an individual run who has violated the ANFP Code of Ethics.

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 11	NOMINATING COMMITTEE (Secretary Responsibility)	Page Forty-one
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Effective Date:
JANUARY 4, 2017

Policy Wording:

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

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.

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:

Revision Policy Wording:

SAMPLE

POLICY 12	STATE ELECTIONS (Design of Ballot)	PAGE Forty-two
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Effective Date:

JANUARY 4, 2017

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 Dietary Managers Association. 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 mailed to the Tellers Committee chairperson or the Immediate Past-President if there is no Tellers Committee Chairperson.

Ballots shall also be cast at the CA ANFP spring meeting for those who have not cast a mail ballot.

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

Revision Date:**Revision Policy Wording:**

SAMPLE

POLICY 12	STATE ELECTIONS (Organization of Tellers Committee)	PAGE Forty-three
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Effective Date:
JANUARY 4, 2017

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. The Teller Committee Chairperson shall be appointed by the CA ANFP President.

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.

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 12	STATE ELECTIONS (Duties of the Committee)	Page Forty-four
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Effective Date:
JANUARY 4, 2017

Policy Wording:

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, 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 to file. The election results are announced at the next full membership meeting, when the Tellers' Committee Chairman makes his/her verbal report.

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 12	STATE ELECTIONS (Election Results, Notifying Candidates)	Page Forty-five
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Effective Date:
JANUARY 4, 2017

Policy Wording:

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. The winner will be announced at the conclusion of the annual spring meeting

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 13	INSTALLATION OF OFFICERS (Ceremony)	Page Forty-six
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Effective Date:
JANUARY 4, 2017

Policy Wording:

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

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 14	FINANCE COMMITTEE (Organization of the Committee)	Page Forty-seven
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Effective Date:

JANUARY 4, 2017

Policy Wording:

Members of the Finance Committee are:

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 14	FINANCE COMMITTEE (Responsibilities of the Committee)	Page Forty-eight
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Effective Date:
JANUARY 4, 2017

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

The state President shall call the meeting of the Finance Committee at least once per year at the time of an Annual Fall meeting to audit the financial records and approve the state budget.

At other times during the year, when the state President deems it necessary, he/she shall call a meeting of the Finance Committee.

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 14	FINANCE COMMITTEE (State Budget)	Page Forty-nine
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

The annual state budget must be approved by the Finance Committee and sent to the ANFP national office no later than November 1 of each year. The state budget should include accurate figures for expenses as well as income, based on the previous year's actual expenditures and income and additional forecasts for the coming year. It is the responsibility of the state Treasurer to file the budget with the ANFP national office each year and to maintain the budget throughout the year.

SAMPLE

POLICY 14	FINANCE COMMITTEE (Bonding)	Page Fifty
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Effective Date:
JANUARY 4, 2017

Policy Wording:

By September 15 of each year, the CA ANFP must send a check to national ANFP in the amount to cover bonding protection for the chapter. The cost for bonding will be determined by the insurance company of the national ANFP and will be provided to the chapter in enough time to ensure coverage.

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 14	FINANCE COMMITTEE (Annual Audit)	Page Fifty-one
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Effective Date:
JANUARY 4, 2017

Policy Wording:

All treasury accounts are subject to auditing by the CA ANFP 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:

Revision Policy Wording:

SAMPLE

POLICY 14	FINANCE COMMITTEE (Audit Irregularities)	Page Fifty-two
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Effective Date:

JANUARY 4, 2017

Policy Wording:

In the event of an audit irregularity, the state President shall call a meeting of the Finance. 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.

Revision Date:**Revision Policy Wording:**

SAMPLE

POLICY 14	FINANCE COMMITTEE (Bank Accounts)	Page Fifty-three
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Effective Date:
JANUARY 4, 2017

Policy Wording:

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

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

Revision Date:

Revision Policy Wording:

POLICY 14	FINANCE COMMITTEE (Federal Employee Identification Number)	Page Fifty-four
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Effective Date:
JANUARY 4, 2017

Policy Wording:

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, 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 to file. The election results are announced at the next full membership meeting, when the Tellers' Committee Chairman makes his/her verbal report.

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 15	ANNUAL AUDITED FIGURES (Final Approval of Audit)	Page Fifty-five
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 15	ANNUAL AUDITED FIGURES (Responsibility for Maintaining Records)	Page Fifty-six
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Effective Date:

JANUARY 4, 2017

Policy Wording:

The State 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.

Revision Date:**Revision Policy Wording:**

SAMPLE

POLICY 16	REIMBURSEMENT (Reimbursement Procedure)	Page Fifty-seven
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Effective Date:
JANUARY 4, 2017

Policy Wording:

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

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

POLICY 16	REIMBURSEMENT (State Board of Directors / Executive Board Members)	Page Fifty-eight
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Effective Date:
JANUARY 4, 2017

Policy Wording:

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

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

Expenses incurred by travel, lodging and food for meetings other than the annual spring and fall meetings shall not be reimbursed

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 16	REIMBURSEMENT (State delegate to national Annual Meeting)	Page Fifty-nine
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Effective Date:**Policy Wording:**

The State Association shall send The State President-elect to the national ANFP Annual meeting. This includes travel expenses, meals and the registration fee.

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

CA ANFP shall include meals for President-elect attending CA ANFP Annual meeting. This amount should not exceed thirty-five (\$35.00) dollars per day. Expenses will not be reimbursed without receipts or invoices.

Should the chapter win the State Achievement Award, CA ANFP will pay the travel expenses of the state President to attend the national ANFP Annual meeting to accept the award.

Revision Date:
JANUARY 4, 2017

Revision Policy Wording:

SAMPLE

POLICY 16	REIMBURSEMENT (Committees)	Page Sixty
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 16	REIMBURSEMENT (State Spokesperson)	Page Sixty-one
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Effective Date:
JANUARY 4, 2017

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 to cover the costs associated with carrying out the duties of the Spokesperson.

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

The State Spokesperson must provide invoices or receipts for all expenses

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 16	REIMBURSEMENT (Authorized/unauthorized expenses)	Page Sixty-two
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Effective Date:
JANUARY 4, 2017

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 CA ANFP shall be reimbursed upon presentation of invoices or receipts to the State Treasurer.

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 17	NEWSLETTER (Printing, and mailing)	Page Sixty-three
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Effective Date:
JANUARY 4, 2017

Policy Wording:

The CA ANFP Newsletter, hereafter called, _____, shall be published a minimum of two (2) times per calendar year.

The newsletter shall be copied by a professional printing office and shall be published using the guidelines of the national ANFP. When possible, it shall be entered each year in the newsletter contest held by national ANFP.

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 17	NEWSLETTER (Content)	Page Sixty-four
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

SAMPLE

POLICY 17	NEWSLETTER (Mailing Lists)	Page Sixty-five
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

Each time the newsletter is to be mailed, a new set of labels must be ordered from the national ANFP to ensure the list is the most up to date. Old or previously used lists may not be used. Newsletter mailing lists should include members of the CA ANFP, as well as the National Board of Directors and all ANFP chapter newsletter editors, which should also be obtained from the ANFP national office.

SAMPLE

POLICY 17	NEWSLETTER (Advertisements)	Page Sixty-six
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

If agreed upon by the CA ANFP Board of Directors, the chapter newsletter may include advertisements from vendors to help offset the cost of printing and mailing the newsletter. The CA ANFP Board shall determine sizes and prices of ads. The newsletter editor has a right to refuse any ad that does not meet ANFP standards.

SAMPLE

POLICY 18	FUND RAISING (Authority for Final Approval)	Page Sixty-seven
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Effective Date:
NOVEMBER10,2010

Policy Wording:

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

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 18	FUND RAISING (Projects)	Page Sixty-eight
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

Projects to be considered are:

Raffles
Bake sales
White Elephant sale
Cookbook project
Etc.

the following:

When planning a fund raiser consider

account.

Never raise money just to build a bank

addresses.

Never sell membership names and

be sold.

Be discreet about any item selected to

professional image of ANFP.

Consider projects which present a

should not be used to underwrite the expense of that meeting.

Never endorse a product.
Use the ANFP name with great care.
Fund raising conducted at a meeting
Consider starting an investment.

Revision Date:

Revision Policy Wording:

POLICY 19	AMENDMENTS (Processing for Amendments to the Policy & Procedure Manual)	Page Sixty-nine
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

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

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

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

Revision Date:

Revision Policy Wording:

SAMPLE

POLICY 20	RELATIONSHIP TO THE BYLAWS (All Policies Must be in Concurrence with the State Bylaws)	Page Seventy
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Effective Date:
NOVEMBER 10,2010

Policy Wording:

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

Revision Date:

Revision Policy Wording:

SAMPLE

Policy and Procedure Manual Signature Page

Policy #	Page #	Old Effective Date	New Revision Date	Board Member Signature	Position