**FLORIDA ANFP POLICY & PROCEDURE MANUAL**

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**Policy 1.** **MASTER COPY OF THE POLICY AND PROCEDURE MANUAL**

**Policy Wording**:

The original Policy and Procedure shall be stored electronically with the State President. 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 this manual during their 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 the manual.

**MASTER COPY OF THE POLICY AND PROCEDURE MANUAL**

-**Update of policies and procedures-**

**Policy Wording:**

These Policies and Procedures will be reviewed and updated by the Executive Board annually.

These policies and procedures can be revised or amended at any time by simple majority of the Board of Directors or by 3/4 vote of the membership. The proposed amendment shall be in writing and submitted to the President no later than 30 days prior to the State meeting.

There shall not be any policy or procedure written within this manual that is in direct conflict with the by-laws of this State Association.

**MASTER COPY OF THE POLICY AND PROCEDURE MANUAL**

-**Responsibility of transferring to new officer-**

**Policy Wording:**

These policies and procedures shall be given to the newly installed 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.

**Policy 2: INSIGNIA**

-**Use of Logo-**

**Policy Wording:**

Members of the Association of Nutrition & Foodservice Professionals 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

**INSIGNIA**

**-Official Name of Organization-**

**Policy Wording:**

The official name of our State Association should be: FLORIDA ASSOCIATION OF NUTRITION AND FOODSERVICE PROFESSIONALS,

hereafter designated by FL ANFP

**INSIGNIA**

**-Name of Newsletter-**

**Policy Wording:**

The official name of all Florida ANFP newsletters and flyers shall be *The Sunshine Press.*

**INSIGNIA**

**-Defacement of the ANFP logo/pin-**

**Policy Wording:**

Any use of the ANFP logo must be preapproved by the ANFP National office. The ANFP logo may not be defaced or misrepresented by the FL ANFP

**POLICY 3: MEMBERSHIP**

-**Criteria-**

**Policy Wording:**

Members of this association are those members of ANFP in good standing.

Members are entitled to all rights and privileges and subject to all obligations which

membership implies

Active members shall pay annual fees to National ANFP

Members may receive service pins at the Fall Workshop. Service pins are in 5-year increments. The member is responsible to notify Secretary or Treasurer of request for service pins prior to upcoming meeting.

**MEMBERSHIP**

**-Membership list and use thereof. -**

**Policy Wording:**

It is the responsibility of the Secretary to inform the newsletter Editor and Board of with a current list of members.

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

Membership lists shall not be sold, shared or provided to any outside interests

Membership lists can be downloaded via the AFNP chapter portal of those chapter officers that have access and are approved to do so.

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
* Send out membership mailings
* Contact potential volunteers

**POLICY 4: FISCAL YEAR**

**-Dates-**

**Policy Wording:**

The Fiscal Year for the association will be consistent with the fiscal year for the national association.

The fiscal year for ANFP begins on June 1st each year and ends on May 31st of the following year.

**POLICY 5: DUES AND FEES**

**-State and District Association dues collection-**

**Policy Wording:**

The Association may charge a registration fee for meetings, workshops, or seminars. The State Treasurer has the responsibility for collecting the fees for the event.

Membership dues shall be paid to national ANFP in amounts as determined

by the national board of directors.

FL ANFP is not authorized to collect dues.

The FL ANFP can collect registration fees for meetings held to provide

CEUs to members.

**Revision Date12/11/2017: Revision Policy Wording:**

Districts should not hold separate financial accounts or be conducting financial business separate from the chapter. If districts currently hold separate financial accounts, all funds should be transferred to the chapter’s main financial account once outstanding invoices/payments have been reconciled. District accounts should be closed following payment reconciliation and funds have been transferred.

**DUES AND FEES**

**-Rebates-**

**Policy Wording:**

A portion of the annual membership dues paid to national ANFP shall be rebated to FL ANFP in amounts determined by national ANFP, based on the chapter meeting the rebate requirements by the given date as stated below:

* Complete each submission (2 parts) of the Bi-annual Chapter report (formerly known as State Achievement Award) throughout the volunteer year, with final submission in by January 15
* Submit officer and committee volunteer names in the chapter portal for the upcoming volunteer year to ANFP headquarters by June 1; ensure that Chapter officers are members in good standing of ANFP (Officers must be entered each year, regardless of the length of their term or if they will change mid-year.)
* Complete 990 IRS filing annually (for tax exemption)
* Hold a fall Chapter educational meeting, utilizing the Program Resource Guide. (This is a speaker directory from the Professional Development Committee identifying topics and speaker suggestions.) Dates and contact information for the meeting must be submitted through the chapter portal
* Maintain communication between the Chapter and the membership (i.e., meeting announcements, newsletters, etc.), and send all Chapter member correspondence to ANFP Headquarters
* Encourage attendance by at least one Chapter leader (preferably president-elect) at the Annual Conference
* Hold regularly scheduled board of directors meetings in accordance with Chapter bylaws.
* One-chapter leader per each chapter to attend one (1) chapter leadership training session of their choice each fiscal year including chapter leadership training sessions at the Regional Meetings, Annual Conference & Expo (ACE) or via LMS.
* Submit Chapter bylaws and policy and procedures to ANFP Headquarters after reviewing with state board annually;
* Hold board of directors election each year, or as directed by Chapter bylaws, by mail or electronic ballot ensuring that each member has one vote or applying the slate process; and
* Each chapter will establish a Finance Committee consisting of, at a minimum, two board members and two non-board members
* Each chapter will submit one nomination for any of the ACE awards each fiscal year.
* Each chapter will submit an outline of a succession plan annually

**DUES AND FEES**

**-Speakers-**

**Policy Wording:**

Although FL ANFP recruits’ speakers who volunteer their services, the Program Committee Chairman via Treasurer 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 $50.00 without approval from the state board.

**DUES AND FEES**

**-Vendor Criteria-**

**Policy Wording**:

All vendors participating in a FL ANFP sponsored meeting or function shall sign a provided contract. All vendor monies will go to FL ANFP. If a vendor provides a speaker for the meeting or function, the Program chairman via Treasurer 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.

**DUES AND FEES**

**-Insufficient Fund recovery-**

**Policy Wording:**

The Association has the right to recover funds denied from insufficient funds or returned check payments.

The Treasurer/Co-Treasurer will contact member and inform member of insufficient funds and request payment of issued instrument with additional bank fees.

Payment will be in the form of a cashier’s check or US Postal money order only.

Association will not accept personal checks from said member until all delinquent fees are paid in full.

Fees for the next two state meetings must be in the form or cashier’s check or US Postal money order or company check.

**POLICY 6: PAYMENT OF ACCOUNT PAYABLE**

**-Procedure for paying bills-**

**Policy Wording:**

All FL ANFP authorized disbursement checks shall include the signatures of two of the following officers: Treasurer, President, and Co-Treasurer.

The authorized signature card with the Treasurer, President, and Co-Treasurer’s signatures shall be on file at the bank that holds the FL ANFP account.

**PAYMENT OF ACCOUNT PAYABLE**

**-Procedure for submitting bills-**

**Policy Wording:**

All bills submitted to the Treasurer must have the following information on an expense form.

- 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.

Any expenses incurred by a board member/or committee member must be verbally approved by the Treasurer and/or President prior to purchase.

The Treasurer will pay out monies only on original bills and vouchers

Standing and /or Ad Hoc Committee may request financial reimbursement from the Chapter if deemed necessary by the President and approved by the Finance Committee.

All reimbursements are based on the financial status of the Association and funds available for disbursement.

**PAYMENT OF ACCOUNT PAYABLE**

**-Responsibility of receipts-**

**Policy Wording:**

The treasurer shall be responsible for control of receipts and cancelled

checks during his/her tenure of office.

**PAYMENT OF ACCOUNT PAYABLE**

**-Reimbursement of Meeting Fees-**

**Policy Wording:**

Members may receive a refund for non-attendance of a state meeting based on certain criteria

* Must notify the Treasurer within 10 days prior to the start date of the meeting
* There will be a 15% processing fee deducted from the registration amount submitted.
* Reimbursement will be issued to the person or company submitting the fee
* To receive a waiver for a future meeting due to non-attendance when preregistered, the member must notify an Executive Board member and a letter of written verification for non-attendance must be submitted no later than 10 days after the last day of the state meeting ( State survey, verification letter from you NHA)
* Waiver must be used within a year or it will be void.

**POLICY 7:** **MEETINGS**

**-State Board of Directors-**

**Policy Wording:**

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

**MEETINGS**

**-Committee Meetings-**

**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.

**MEETINGS**

**-Business Meetings of Members-**

**Policy Wording:**

There shall be a FULL MEMBERSHIP business

meeting at the chapter

FL ANFP spring and fall meetings during General Session

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

Districts should host no more than one educational meeting per year to ensure that it does not conflict with the chapter meeting. To provide CE hours at district meetings, districts will need to complete the CE Prior Approval Application for (Chapters) and submit to [priorapprovals@ANFPonline.org](mailto:priorapprovals@ANFPonline.org) along with the required documents at least 8 weeks prior to the meeting

Should district members wish to meet at other times throughout the year, they should consider social and networking events that are not associated with CE opportunities. For alternative CE opportunities, consider local or national vendors that offer CE opportunities within their local offices/facilities.

District Meetings shall not be held within 30 days prior to or after the State meeting.

**MEETINGS**

**-Notice of Meetings-**

**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/email, all members of the Board of Directors within twenty-one (21) days in advance of the scheduled meeting.

**MEETINGS**

**-Members right to submit business to the Board Meeting-**

**Policy Wording:**

All members in good standing shall have the right to submit business to the FL 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.

**MEETINGS**

**-Procedure for verbal comment at State business meeting-**

**Policy Wording:**

FLANFP 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.

FL 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.

**POLICY 8: ORGANIZATION**

**-Board Duties & Responsibilities-**

**Policy Wording:**

Board members duties and responsibilities are as set forth in the ANFP volunteer manual.

**1. Individual Board Member Expectations**:

A. All officers and directors shall support publicly and professionally the majority decision of the Board of Directors regardless of his/her own personal beliefs.

B. All qualified candidates serving in any role on the FLANFP Board of Directors shall be responsible for interpreting association bylaws, making policy decisions, executing the policies and procedures to ensure association goals are met and serving as liaisons as appropriate to staff, association, chapters and committees.

**Each officer is expected to:**

• Attend all Board of Directors and executive committee meetings.

• Prepare for meetings by submitting issues for the agenda, submitting reports for Board review,

and thoroughly reviewing all agenda materials provided.

• Participate in board meetings through active discussion of issues, review of reports, and involvement in decision-making and supplying pertinent input.

• Approve budget, create and monitor policy, provide oversight.

• Maintain confidentiality of all information discussed and presented at Board of Directors and executive committee meetings.

• Represent the viewpoint of membership and act in the association’s best interest in Board decisions.

• Serve as an ambassador to the organization by attending association meetings to include, but not limited, to regional and chapter meetings.

• Establish lines of communication with members and staff, actively soliciting information and input to support adequate data for decision-making.

• Function as a liaison to staff committees and chapters, as assigned.

• Represent the concerns of the Board of Directors and other constituencies to the President. Ratify the resolutions of the members and board of directors and committees thereof, the bylaws and other documents of the corporation as true and correct copies thereof.

**1. Appointed Officers Qualifications & Responsibilities**

A. **CHAIR**

1. **QUALIFICATIONS**

i. FL ANFP Board experience

ii. Understand and support the association’s mission, goals, bylaws and operating procedures.

iii. Familiar with parliamentary procedures and Roberts Rules of Order

iv. Understand, support and promote the association’s Code of Ethics

v. Demonstrate ability to represent membership through previous volunteer experience

vi. Proven ability to schedule, organize, delegate, and maintain routine and/or new functions

and assignments

vii. Possesses good verbal and written communication skills

viii. ANFP membership for three years or more

ix. CDM, CFPP Credential

x. Willingness to serve on national Board committees and task forces as needed

xi. Written support from supervisor for required time commitment

xii. Current resume highlighting work and volunteer experience and education

xiii. Currently employed full time in the non-commercial food service industry

2. **TERM OF OFFICE**

i. Takes office after installation at Fall meeting for 2 years, then

ascends to Immediate Past Chair in term following.

3. **OBJECTIVES**

i. Oversees overall direction of FLANFP through policy decisions.

4. **RESPONSIBILITIES**

i. Conducts orientation for new board members.

ii. Works with the Executive Committee and the President in recruiting members of

the Board and other talent for whatever volunteer assignments are needed.

iii. Leads Board meetings through active discussion of issues, review of reports, participating in

decision-making and supplying pertinent input.

iv. Procures the best thinking and involvement of each Board member, stimulating each one to

give his/her best.

v. Reflects any serious concerns the President has in regard to the role of the Board of

Directors or individual Board members. Reflects to the President the concerns of the

Board of Directors and other constituencies.

vi. Annually focus the attention of the Board of Directors on matters of organizational

governance which relate to its own structure, role, and relationship to the management of

the Association. The Chair must be assured that the Board of Directors is satisfied that it has

fulfilled its responsibilities.

vii. Serves (in coordination with the President as an alternate spokesperson for the

Association.

viii. Fulfills such other assignments as the Board of Directors and the President agree are

appropriate and desirable for the Chair to perform.

ix. Represents the Association. Assigns board representatives to chapter and regional meeting

visits.

x. Serves as ‘host’ at the chapter meetings and all recognition events

5. **REPORTS**

i. Presents to the Board of Directors an evaluation of the pace, direction, and organizational

strength of the Association.

B. **CHAIR ELECT**

1. **QUALIFICATIONS**

i. District Board experience

ii. Understand and support the association’s mission, goals, bylaws and operating procedures

iii. Familiar with parliamentary procedures and Roberts Rules of Order

iv. Understand, support and promote the association’s Code of Ethics

v. Demonstrate ability to represent membership through previous volunteer experience

vi. Proven ability to schedule, organize, delegate and maintain routine and/or new functions and

assignments

vii. Possesses good verbal and written communication skills

viii. ANFP membership for three years or more

ix. CDM, CFPP Credential

x. Willingness to serve on national Board committees and task forces as needed

xi. Written support from supervisor for required time commitment

xii. Currently employed full time in the non-commercial food service industry

xiii. Current resume highlighting work and volunteer experience and education

2. **TERM OF OFFICE**

i. 2 year term

3. **OBJECTIVES**

i. Assists the Chair of the Board in carrying out the function of that office and performs

specific duties delegated by the Chair. The Chair Elect assumes the responsibilities of the

Chair of the Board in his or her absence.

4. **RESPONSIBILITIES**

i. Appoints members and designates the chair of all committees and task forces formed during

his or her term. Reviews staff recommendations for committee chairs with an eye on future

success.

ii. Maintains regular contact with chair to receive status updates on the association. Shadows

Chair during chapter meetings.

iii. Prepares goals to be implemented during term as Chair.

iv. Accepts responsibilities delegated by the Chair, such as representing the Chair at allied

organization meetings, and any other duties as appropriate to the chair.

v. Is a member of the Executive Committee

5. **REPORTS**

i. On an as needed basis

C. **TREASURER**

1. **QUALIFICATIONS**
2. District experience
3. Understand and support the association’s mission, goals, bylaws and operating procedures

iii. Familiar with parliamentary procedures and Roberts Rules of Order

iv. Understand, support and promote the association’s Code of Ethics

v. Demonstrate ability to represent membership through previous volunteer experience

vi. Proven ability to schedule, organize, and maintain routine and/or new functions and

assignments

vii. Possesses good verbal and written communication skills

viii. ANFP membership for three years or more

ix. CDM, CFPP Credential

x. Willingness to serve on national Board committees and task forces as needed

xi. Written support from supervisor for required time commitment

xii. Currently employed full time in the non-commercial food service industry

xiii. Current resume highlighting work and volunteer experience and education

2. **TERM OF OFFICE**

i. This office remains in office until Board deems change or resigns

3. **OBJECTIVES**

i. Oversight of the budgeting process; working in collaboration with the President

4. **RESPONSIBILITIES**

i. Review association financial reports on a regular basis to ensure overall fiscal integrity.

ii. Oversight of the auditing process.

iii. Chairs the Audit and Finance Committee

iv. Is a member of the Executive Committee

5. **REPORTS**

i. Reports on the financial condition of the association at meetings of the Board and

membership.

D. **Co**-**TREASURER**

1. **QUALIFICATIONS**

i. District Board experience

ii. Understand and support the association’s mission, goals, bylaws and operating procedures

iii. Familiar with parliamentary procedures and Roberts Rules of Order

iv. Understand, support and promote the association’s Code of Ethics

v. Demonstrate ability to represent membership through previous volunteer experience

vi. Proven ability to schedule, organize, and maintain routine and/or new functions and

assignments

vii. Possesses good verbal and written communication skills

viii. ANFP membership for three years or more

ix. CDM, CFPP Credential

x. Willingness to serve on national Board committees and task forces as needed

xi. Written support from supervisor for required time commitment

xii. Currently employed full time in the non-commercial food service industry

xiii. Current resume highlighting work and volunteer experience and education

2. **TERM OF OFFICE**

Co-Treasurer shall remain in office until Board deems change or resigns.

3. **OBJECTIVES**

i. The Co-Treasurer assumes the responsibilities of the Treasurer of the Board in his or her

absence. Assists the Treasurer in carrying out the function of that

office and performs specific duties delegated by the Treasurer.

4. **RESPONSIBILITIES**

i. Trains to learn the budgeting and audit process.

ii. Assists with the annual budget process; working in collaboration with the Treasurer, President

iii. Serves as a member to the Audit/Finance

committee.

iv. Is a member of the Executive Committee

5. **REPORTS**

i. On an as needed basis

E. **IMMEDIATE PAST CHAIR**

1. **QUALIFICATIONS**

i. FL ANFP Board experience

ii. Understand and support the association’s mission, goals, bylaws and operating procedures.

iii. Familiar with parliamentary procedures and Roberts Rules of Order

iv. Understand, support and promote the association’s Code of Ethics

v. Demonstrate ability to represent membership through previous volunteer experience

vi. Proven ability to schedule, organize, delegate, and maintain routine and/or new functions

and assignments

vii. Possesses good verbal and written communication skills

viii. ANFP membership for three years or more

ix. CDM, CFPP Credential

x. Willingness to serve on national Board committees and task forces as needed

xi. Written support from supervisor for required time commitment

xii. Current resume highlighting work and volunteer experience and education

xiii. Currently employed full time in the non-commercial food service industry

1. **TERM OF OFFICE**

**Serves 2 years**

3. **OBJECTIVES**

i. The Immediate Past Chair provides counsel to the Board of Directors, responsible for

chairing the national Leadership Development Committee

4. **RESPONSIBILITIES**

i. Stay in frequent contact with the Chair of the Board to offer support and counsel.

ii. Plays a leadership role on the Board by encouraging cooperation and teamwork. Ideally,

should serve as a consensus-builder. Uses experience as previous chair of the Board to help to

move Board deliberations along constructive, productive lines.

iii. Serves as parliamentarian and oversight of annual policy and procedure revisions.

iv. Serves as presiding officer during installation ceremony at the Annual Conference and Expo.

v. Is a member of the Executive Committee

5. **REPORTS**

i. On an as needed basis

**ORGANIZATION**

**-Board of Directors Meetings-**

**Policy Wording:**

1. **AGENDAS**

a) Written notice of both regular and special meetings of the Board of Directors shall be distributed to all

members of the Board of Directors not less than five (5) business days before the date of the proposed

meeting.

b) Any FL ANFP member may submit new or old business to the Board of Directors for consideration. Such

business shall be stated in writing, and received not less than thirty (30) days prior to a regular or special meeting of the Board of Directors.

c) Any member who submits new or old business to the Board of Directors for consideration following

the appropriate procedure shall receive a reply from the Chair of the Board within ten (10) days after

the close of the meeting of the Board of Directors. The reply shall state the consensus of opinion of the

Board of Directors on the new or old business and shall also state any action to be taken.

2. **ATTENDANCE**

a) Any member of the Board of Directors unable to attend a meeting shall, notify the Chair of the Board or President, state the reason for his/her absence. If a Director is absent from two (2) consecutive

meetings for reasons that the Board has failed to declare to be sufficient, his/her resignation shall be

deemed to have been tendered and accepted.

b) The President shall, as deemed necessary, give assistance to the Board of

Directors and committees. Such assistance shall include research, attendance at meetings, clerical help, or

other duties as may be specified by the Board of Directors.

c) The President shall be present at all meetings of the Board of Directors.

(1) The President shall have no vote at any meeting of the Board of Directors.

**ORGANIZATION**

**-No Salary for Members of the Board of Directors-**

**Policy Wording:**

Members of the FL ANFP ‘s Board of Directors shall not receive a

salary.

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

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

**ORGANIZATION**

**-Absence from a board meeting-**

**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, email, text will be accepted.

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.

**ORGANIZATION**

**-Resignation from a board or committee position-**

**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 FL 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.

**ORGANIZATION**

**-“Firing” From a Board or Committee Position-**

**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. This includes volunteers at the District level.

***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:
5. Written notice that deadlines have not been met;
6. 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;
7. Assigning a board member to keep in contact with the volunteer on a weekly basis to make sure deadlines are being met.
8. Depending on the volunteer duties, a timeline in which to meet deadlines should be established or termination will be sought.
9. 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.
10. 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.
11. 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!

**ORGANIZATION**

**-Filling a Vacancy-**

**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.

**POLICY 9: ELECTED OFFICERS**

**-Qualifications of Candidates for Office-**

**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. Shall be an active member in FL ANFP. Active member is defined as: The basic requirement shall be either educational instruction or success in passing a credentialing examination. The Board of Directors shall establish uniform standards which shall be used in determining eligibility for Active membership. Active members shall have the right to vote and to hold elective office in addition to such other rights as may be determined by the Board of Directors.
3. Shall have experience in the food service field.
4. A CDM, CFPP

**ELECTED OFFICERS**

**-Desirable Attributes for State Officers-**

**DESIRABLE ATTRIBUTES FOR STATE OFFICIALS**

Shall demonstrate pride in and loyalty to the Association of Nutrition & Foodservice Professionals.

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-**

**Policy Wording:**

The President of each district must attend the general sessions of the Chapter. He/she will serve one (1) year as the district President

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

**DISTRICT REPRESENTATION**

**-District Boundary Listings-**

**Policy Wording:**

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

District Listing:

1. Tri County
2. First coast
3. Nature coast
4. Gulf Trails
5. Gulf Central
6. Pan Handle
7. Capitol City

**DISTRICT REPRESENTATION**

**-State Membership lists-**

**Policy Wording:**

The Secretary shall make Membership listings for the State available to the District Officers.

**DISTRICT REPRESENTATION**

**-Participation-**

**Policy Wording:**

Districts of the FL 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.

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

The president of each district should submit activities to the state newsletter editor in a timely manner.

**POLICY 11: NOMINATING COMMITTEE**

**-Organization of the Committee-**

**Policy Wording:**

The Nominating Committee shall consist of the Executive Board. The President shall act as counsel to the Nominating Committee but shall have no vote.

The State President-elect shall appoint a Nominating Committee before the Annual fall meeting. The nominating committee exists to ensuring the long-term success of the association through a continuous succession of volunteer leaders.

Committee members include:

* Immediate Past President
* President-elect,
* Treasurer
* Co-Treasurer

Committee members will be expected to participate in this year-round commitment, meeting regularly throughout the year.

**NOMINATING COMMITTEE**

**-Responsibilities of the Committee-**

**Policy Wording:**

The Nominating Committee shall designate at least two (2) active member candidates for each of the offices of President-elect and Secretary

The Nominating Committee decide on candidate. The

President will notify nominees of decision.

**NOMINATING COMMITTEE**

**-Ineligibility of a Candidate-**

**Policy Wording:**

An individual who is not an active member of the national Association of Nutrition & Foodservice Professionals may not run as a candidate in the FL ANFP. Neither may an individual run who has violated the ANFP Code of Ethics.

**POLICY 12: INSTALLATION OF OFFICERS**

**-Ceremony-**

**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.

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The ceremony will be conducted by the immediate

Past-president.

**POLICY 13: FINANCE COMMITTEE**

**-Organization of the Committee-**

**Policy Wording:**

Members of the Finance Committee shall consist of

at minimum, two board members and two non-

board members, appointed by the Florida Board of

Directors.

**FINANCE COMMITTEE**

**-Responsibilities of the Committee-**

**Policy Wording:**

The finance committee is responsible for overseeing the financial, and investment activities of the chapter. The finance committee is delegated the responsibility of developing and administering said policy through written procedures in accordance with the Board’s overall direction. The committee shall interface with the outside independent accountants and investment advisors (if deemed necessary) and be responsible to the Board of directors in its oversight of such activities. Responsibilities may also include:

* Implementation and maintaining a sound financial condition protecting the chapter’s financial interest
* Establish recommendations governing all chapter financial transactions, which shall be submitted for Board of Directors approval
* Reviews and approves annual budget, submits recommendations to Board of Directors regarding revisions to the budget
* Actively participates in conference calls and/or meetings as scheduled

**FINANCE COMMITTEE**

**-State Budget-**

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**Policy Wording:**

The annual state budget must be approved by the Finance Committee and presented to the FLANFP Board of Directors for review and final approval. 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.

**FINANCE COMMITTEE**

**-Annual Audit-**

**Policy Wording:**

All treasury accounts are subject to a financial review at the discretion of the National office, either at random or for other reasons of possible mismanagement of funds.

**FINANCE COMMITTEE**

**-Financial Review Irregularities-**

**Policy Wording:**

In the event of a financial review irregularity, National office will notify the state President and National shall decide the course of action for the financial review irregularities.

**FINANCE COMMITTEE**

**-Bank Accounts-**

**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 FL 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 FL ANFP checking account must be signed by at least two state officers.

**Revision Date12/11/2017 Revision Policy Wording:**

Districts should not hold separate financial accounts or be conducting financial business separate from the chapter. If districts currently hold separate financial accounts, all funds should be transferred to the chapter’s main financial account once outstanding invoices/payments have been reconciled. District accounts should be closed following payment reconciliation and funds have been transferred.

**FINANCE COMMITTEE**

**-Federal Employee Identification Number-**

**Policy Wording:**

Each chapter is assigned an individual Federal Employees Identification Number (FEIN) by the IRS. Chapters should not use ANFP Headquarters information when completing contracts or IRS forms. The FEIN is similar to a social security number, but for organizations; the number format is 12-345678. This is the identifying number for chapter bank accounts and other appropriate transactions. They are on file with ANFP Chapter Relations if you cannot find your chapter’s FEIN

**POLICY 14: REIMBURSEMENT**

**-Reimbursement Procedure-**

**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.

**REIMBURSEMENT**

**-State Board of Directors / Executive Board Members-**

**Policy Wording:**

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

FL 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.

Any expenses incurred by a board member/ or committee member must be verbally approved by the Treasurer and/or President prior to purchase.

**REIMBURSEMENT**

**-State delegate to national Annual Meeting-**

**Policy Wording:**

The State Association shall send a Board Member 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.

FL ANFP shall include meals for President-elect attending 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, FL ANFP will pay the travel expenses of the Board member to attend the national ANFP Annual meeting to accept the award.

**REIMBURSEMENT**

**-Committees-**

**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. (See reimbursement policy for further information.)

**REIMBURSEMENT**

**-State Spokesperson-**

**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 FL ANFP meetings.

The State Spokesperson must provide invoices or receipts for all expenses

(See reimbursement policy for further information.)

**REIMBURSEMENT**

**-Authorized/unauthorized expenses-**

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

(See reimbursement policy for further information.)

**POLICY 15: NEWSLETTER**

**-Printing, and mailing-**

**Policy Wording:**

The FL ANFP Newsletter, hereafter called,

The *Sunshine Press,* shall be

published/distributed a minimum of two (2)

times per calendar year.

The newsletter can include, meeting

agendas, meeting registrations and will you

serve forms to aid in reductions of mailings

to members.

**NEWSLETTER**

**-Content-**

**Policy Wording:**

The FL 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

The FL ANFP shall contain such articles such as are relative to the Association and to the profession. Every attempt shall be made to print current information and avoid the information which has been supplied the membership through the National publication.

The *Sunshine Press* shall not include such items as reprints of articles printed in the *Edge* magazine, poems or quotations.

The newsletter shall contain current information to its members and shall be published in good journalistic taste. This newsletter shall not contain any politically oriented material unless pertinent to our professional field and approved by the National Headquarters and /or legal counseling.

**NEWSLETTER**

**-Mailing Lists-**

**Policy Wording:**

If the newsletter is to be mailed, a new set of labels must be ordered from the national ANFP or compiled from the roster report function via the chapter portal 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 FL ANFP

Each time a newsletter is electronically distributed a

new membership list should be compiled from the

roster report function via the chapter portal

**NEWSLETTER**

**-Advertisements-**

**Policy Wording:**

If agreed upon by the FL ANFP Board of Directors, the chapter newsletter may include advertisements from vendors to help offset the cost of printing and mailing the newsletter. The FL 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.

**POLICY 16: FUNDRAISING**

**Policy Wording:**

The Association will have fund raising events as determined by the Executive Board

The funds will be distributed among charities and for Association use.

**POLICY 17: AMENDMENTS**

**-Processing for Amendments to the Policy & Procedure Manual-**

**Policy Wording:**

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

Any FL 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 FL ANFP, or Designated FL ANFP member by the Executive Board of FL ANFP

**POLICY 18: RELATIONSHIP TO THE BYLAWS**

**-All Policies Must be in Concurrence with the State Bylaws-**

**Policy Wording:**

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

**Declaration:**

These Policy & Procedures (By-Laws) approved by the general, membership shall supersede any

or all pre-existing Policy & Procedures (By-Laws) or constitution and become effective in all parts as of January 2018.

The Florida Hospital, Institutional and Education Food Service was affiliated with the National HIEFFS on November 11, 1965.