

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|--------------------------------|----------------|
| SECTION: 1 | RELATIONSHIP TO BY-LAWS | PAGE: 1 |
|-------------------|--------------------------------|----------------|

Policy: No Policy/Procedure shall be written to conflict with the State By-Laws.

Effective Date:
January 1, 1986

Review Date:
April 18, 2003
May 29, 2008
September 24, 2010
January 5, 2017

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|--|----------------|
| SECTION: 1 | OFFICERS AND MEMBERS HAVE A RIGHT TO REFER TO THE POLICY/PROCEDURE MANUAL | PAGE: 2 |
|-------------------|--|----------------|

POLICY: These policies and procedures are for the benefit of the Association, and as such shall be made available for reference to any officer or member of the association upon request to the state president.

Effective Date:
September 9, 1992

Review Date:
April 1, 2003
January 18, 2008
September 24, 2010
January 5, 2017

Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual
1-2

| | | |
|-------------------|--|----------------|
| SECTION: 1 | COPIES OF POLICY AND PROCEDURE MANUAL | PAGE: 3 |
|-------------------|--|----------------|

POLICY:

There shall be five copies of the Georgia Association of Nutrition & Foodservice Professionals, Policy and Procedure Manual. One manual is to be issued to each of the State Officers, within thirty (30) days of taking office. Each Officer is responsible for returning their manual back to the incoming President at the end of their term.

Effective Date:

January 1, 1986

A copy of the Policy and Procedure Manual will be given to the historian to bring to every meeting for use of the other members.

Effective Date:

April 18, 2003

Review Date:

April 18, 2003

A copy will be on a CD for editing purposes after the review each year by the Board of Directors. The Secretary and/or President will have CD copies.

Review Date:

January 18, 2008

January 5, 2017

Revised Date:

May 29, 2008

1. Each officer will be responsible for turning in their copy of the manual to the incoming President at the end of their term in office.

2. The incoming President reviews and makes any and all corrections to the manuals from the CD.
3. President is responsible for mailing the Policy and Procedure The incoming Manual directly to the State Officers within thirty (30) days of taking office.
4. President is responsible for mailing the Policy and Procedure The incoming Manual directly to the State Officers within thirty (30) days of taking office.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|--|----------------|
| SECTION: 1 | UPDATE OF POLICY AND PROCEDURE MANUAL | PAGE: 4 |
|-------------------|--|----------------|

POLICY:

The Policy and Procedure manual shall be updated by the President with recommendations from the Board within thirty (30) days of taking office.

Effective Date:

January 1, 1986

Review Date:

April 18, 2003

January 18, 2008

1. Any additions to or deletions from the Manual made by the board shall be in writing to the in-coming President.
2. The President reviews each policy, typing in proper changes and recommendations with thirty (30) days of taking office.
3. After the President has made the proper changes in all of the manuals, copies will be mailed to their Executive Board Members.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

1-4

| SECTION: 2 | OFFICIAL NAME | PAGE: 1 |
|-------------------|----------------------|----------------|
|-------------------|----------------------|----------------|

POLICY:

The Official Name of the State Association shall be in accordance with National Association of Nutrition & Foodservice Professionals, to be preceded by the state name, Georgia. The Official Name shall be Georgia Association of Nutrition & Foodservice Professionals

Effective Date:

January 1, 1986

Review Date:

April 18, 2003

January 18, 2008

January 5, 2017

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

2-1

| | | |
|-------------------|----------------------|----------------|
| SECTION: 2 | LOGO (USE OF) | PAGE: 2 |
|-------------------|----------------------|----------------|

POLICY:

The Georgia ANFP shall use the Logo provided by the National Association. The word Georgia shall appear above the National Logo when reproduced on letterhead, envelopes, programs, newsletters or any publications or printed material for the Georgia ANFP. The Logo may not be defaced in any way.

Effective Date:
January 1, 1986

Review Date:
April 18, 2003
January 18, 2008
January 5, 2017

PROCEDURE:

1. Officers and Members will use the word Georgia above the Logo provided by the National Association when reproducing the said Logo.

2. Officers and Members may not deface the Logo in any way.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

2-2

| | | |
|-------------------|--|----------------|
| SECTION: 2 | MEMBERSHIP FOR GEORGIA ANFP | PAGE: 3 |
|-------------------|--|----------------|

POLICY:

Membership to the State of Georgia Association of Nutrition & Foodservice Professionals shall be granted when all the criteria standards are met for the National Association.

Effective Date:

January 1, 1986

Review Date:

April 18, 2003

January 18, 2008

January 5, 2017

PROCEDURE:

1. The secretary will be responsible for maintaining a current membership list for Georgia ANFP.
2. The President, State Officers, Newsletter Editor and district Presidents will receive a current membership list.
3. Membership lists will not be sold shared or provided to anyone or group outside the Georgia ANFP.

**Georgia Association of Nutrition & Foodservice
Professionals Policy and Procedure Manual**

| | | |
|-------------------|--|----------------|
| SECTION: 2 | RESPONSIBILITY OF THE EXECUTIVE BOARD | PAGE: 4 |
|-------------------|--|----------------|

POLICY:

The Responsibility of the Executive Board shall be to set guidelines and direct all state meetings.

Effective Date:

January 1, 1986

Review Date:

April 18, 2003

January 18, 2008

January 5, 2017

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

2-4

| | | |
|-------------------|---|----------------|
| SECTION: 2 | RESPONSIBILITY OF THE STATE ASSOCIATION TO DISTRICT ASSOCIATIONS | PAGE: 5 |
|-------------------|---|----------------|

POLICY:

The Georgia Association of Nutrition & Foodservice Professionals shall maintain a close association with District Associations.

Effective Date:

January 1, 1986

Review Date:

April 18, 2003

January 18, 2008

January 5, 2017

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|----------------------|----------------|
| SECTION: 3 | DUES AND FEES | PAGE: 1 |
|-------------------|----------------------|----------------|

POLICY:

The Georgia ANFP does not have the right to collect dues, but shall have the right to collect registration fees for all state meetings. Meetings fees shall be determined by the Governing Board.

Effective Date

November 17, 1988

Revised Date:

February 12, 1992

February 23, 2001

January 18, 2008

September 29, 2011

Review Date:

April 18, 2001

January 18, 2001

September 29, 2011

January 5, 2017

PROCEDURE:

1. Registration forms are to be sent with the program notices
2. Registration fees: Eighty-Five Dollars (\$85.00) pre-registration. ANFP members: Ninety Dollars (\$90.00) at the door.
Pre-registration fees for Non-Members: Eighty Five Dollars: (\$85.00).
Pre-registration fees for Students Fifty Dollars: (\$50.00) at the door: Fifty-Five Dollars (\$55.00)
3. Registration forms and money shall be returned to the Treasurer.
4. The Treasurer will make name tags for meeting packet and will provide receipt upon request.
- 5 The Treasurer will deposit said moneys in the general fund.
- 6 The Governing Board will annually review the registration fees.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|--------------------------|----------------|
| SECTION: 3 | REGISTRATION FEES | PAGE: 2 |
|-------------------|--------------------------|----------------|

POLICY:

Registration Fees for the Georgia ANFP Workshops and Conference shall be determined by the Executive Board.

Effective Date:

November 17, 1988

Review Date:

April 18, 2003

January 18, 2008

January 5, 2017

PEOCEDURE:

1. The Executive Board reviews the financial statement to determine if an increase is needed.
2. The vote must be carried by 2/3 votes

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|------------------------|----------------|
| SECTION: 3 | FUNDING RAISING | PAGE: 3 |
|-------------------|------------------------|----------------|

POLICY:

Any Fund Raising Project shall have the final approval from the President.

Effective Date:

January 1, 1986

Review Date:

April 18, 2003

January 18, 2008

January 5, 2017

PROCEDURE:

1. The President will reject any project not in keeping with professional conduct.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual 3-3**

| | | |
|-------------------|---------------------------|----------------|
| SECTION: 4 | BILLS AND PAYMENTS | PAGE: 1 |
|-------------------|---------------------------|----------------|

POLICY:

The Georgia ANFP President shall authorized payment of all bills.

Effective Date:
January 1, 1986

Review Date:
April 18, 2003
January 18, 2008
January 5, 2017

PROCEDURE:

1. Reimbursement forms, filled out completely, are to be sent to the state President for approval.
2. State President approves said bill and mails the bill on to the Treasurer same day received.
3. State Treasurer, cuts the checks same day received and mails back to the President for their signature. The Treasurer then files said bill and reimbursement form.
4. State President signs the check and makes a copy. On the same day received, the President mails the checks to member and/or company who submitted the bill

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|--|----------------|
| SECTION: 4 | REIMBURSEMENT OF BOARD OF DIRECTORS | PAGE: 2 |
|-------------------|--|----------------|

POLICY:

The State Board of Directors shall be reimbursed for all expense for all called meetings, other than those held at State Workshops or Conferences.

Effective Date:
September 9, 1993

Review Date:
April 18, 2003
January 18, 2008
September 21, 2010
January 5, 2017

PROCEDURE:

1. Mileage, meal tickets and lodging bills shall be submitted on a reimbursement form (see section 10 page 2) for official form.
2. Reimbursement Breakdown: Hotel, Meals, Mileage.
 - A. Hotel-Motel: Double Occupancy
 - B. Meals: \$25.00 per day to cover all meals for the day.
 - C. Mileage: will be paid on basis of .44 cents per mile, not to exceed \$150.00 per round trip.
3. The President approves form and mails it to the Treasurer.
4. The Treasurer cuts the check and mails it back to the President for their signature.
5. The President mails reimbursement check back to the Director in the same day's mail.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual 4-2**

| | | |
|-------------------|--|----------------|
| SECTION: 4 | REIMBURSEMENT-FINANCE COMMITTEE MEMBERS | PAGE: 3 |
|-------------------|--|----------------|

POLICY:

No reimbursements are necessary for Finance Committee Members as all their meetings are held at the State Meetings.

Effective Date:
September 9, 1993

Review Date:
April 18, 2003
January 18, 2008
January 5, 2017

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|--|----------------|
| SECTION: 4 | REIMBURSEMENT OF NOMINATING COMMITTEE MEMBERS | PAGE: 4 |
|-------------------|--|----------------|

POLICY:

The State Association shall reimburse the Nominating Committee Members for phone calls and postage.

Effective Date:

November 17, 1988

Review Date

April 18, 2003

January 18, 2008

Amended Date:

January 18, 2008

Reviewed:

January 5, 2017

PROCEDURE:

1. Telephone calling cards will be given to the Nominating Committee. The minutes will be adequate to conduct the necessary DMA business.
2. Telephone Logs will be kept to ensure the correct use of the calling card. (See section 10, page 3).
3. Postage is to be submitted on reimbursement form. (see section 10 page 2)
4. The Treasurer will be responsible for acquiring the calling cards and getting them back with the Nominating Committee has completed their term.
5. The President will be responsible for mailing your check for postage.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|---|----------------|
| SECTION: 4 | REIMBURSEMENT OF EXECUTIVE BOARD MEMBERS | PAGE: 5 |
|-------------------|---|----------------|

POLICY:

Georgia ANFP shall reimburse the Executive Board Members postage and supply them with calling cards to use pertaining to the Association business. The Executive Board Members shall receive reimbursement for all expenses at the two (2) State meetings.

Effective Date:

November 17, 1988

Review Date:

April 18, 2003

January 18, 2008

September 21, 2010

PROCEDURE:

Reviewed:

January 5, 2017

1. Postage will be submitted on proper forms. (See Section 10)
2. Reimbursement Breakdown: Hotel, Meals, Mileage.
 - A. Hotel – Motel: Double Occupancy
 - B. Meals - \$25.00 per day to cover all meals of the day.
 - C. Mileage - will be paid on basis of \$.44 cents per mile, not to exceed \$150.00.
3. The President approves forms and mails it to the Treasurer.
4. The Treasurer cuts the check and mails it back to the President for their signature.
5. The President mails the reimbursement check back to the Executive Committee Member in the same day's mail.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual 4-5**

| | | |
|-------------------|--|----------------|
| SECTION: 4 | DELEGATES TO NATIONAL ANNUAL MEETINGS | PAGE: 6 |
|-------------------|--|----------------|

POLICY:

The President & President-elect, in good standing shall be reimbursed for Registration, Hotel, and Travel Expenses
Other State Executive Board Members shall be given a set amount of money to use for expenses, if the Association has the resources and in the budget.

Meals will be paid the same as with state meetings for the Executive Board.

All room rates for Hotels will be based on double occupancy.

Effective Date:

January 1, 1986

Amended Date:

September 11, 1992

Amended Date:

January 23, 2002

January 18, 2003

September 24, 2010

Review Date:

April 18, 2003

January 5, 2017

Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual 4-6

| | | |
|-------------------|--|----------------|
| SECTION: 4 | SALARY – STATE BOARD OF DIRECTORS | PAGE: 7 |
|-------------------|--|----------------|

POLICY:

There shall be NO Salary for the Members of the State Board of Directors.

Effective Date:

January 1, 1986

Review Date:

April 18, 2003

January 18, 2008

January 5, 2017

Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual 4-7

| | | |
|-------------------|---|----------------|
| SECTION: 4 | APPROVAL OF COMMITTEE EXPENSES | PAGE: 8 |
|-------------------|---|----------------|

POLICY:

Complimentary Rooms will be given to the Chairpersons of the following Committees: Newsletter Editor, Exhibit, Membership, Travel and Legislative Committee, if funds are available.

Effective Date:

November 17, 1988

Amended Date:

September 11, 1992

Review Date:

April 18, 2003

January 18, 2008

January 5, 2017

PROCEDURE:

1. Chairpersons must share double occupancy complimentary rooms at the State Meetings.
2. Complimentary Rooms paid by Georgia State ANFP based on Double Occupancy. (Anyone requesting a private room would be responsible for the balance of the room fee).

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|--------------------------|----------------|
| SECTION: 4 | STATE TRAVEL FUND | PAGE: 9 |
|-------------------|--------------------------|----------------|

POLICY:

The state travel fund will pay for the attending, Immediate Past-President, President, President-elect, Secretary and Treasurer.

Effective Date:
November 17, 1988

Review Date:
April 18, 2003
January 18, 2008
January 5, 2017

PROCEDURE:

The following Criteria will be met to qualify for the funds.

1. The Executive Board Members must be active and participating in the meetings.
2. The Chairman's of committees will have complimentary rooms and/or travel expense paid. (if funds are available)
3. The President will communicate with the Treasurer to determine the funds available

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|-----------------------------|-----------------|
| SECTION: 4 | NATIONAL TRAVEL FUND | PAGE: 10 |
|-------------------|-----------------------------|-----------------|

POLICY:

The National Travel Fund will be divided when available. In the event a Member (s) of the executive committee is unable to attend the National Meeting, the funds can be use to attend a regional (ANFP) meeting.

The President and President-elect shall be allotted \$1,500.00 each year for National or Regional Meeting.

The Secretary and Treasurer shall be allotted \$750.00 each year (if funds are available) for a National or Regional meeting.

This will be inconsideration each year at the January Board meeting to determine if funds are available.

The President, President-Elect is the first persons to be considered to attend.

In the event the first two officers are unable to attend, a member (s) of the Executive committee attends and represents the State of Georgia.

Effective Date:
September 9, 1992

Amended Date:
February 17, 2000
January 18, 2008
September 23, 2011

Review Date:
April 18, 2003
January 5, 2017

PROCEDURE:

The following criteria shall be met to qualify for these Funds:

1. Participants must have attended the State Meetings during the year.
2. A copy of the Registration form will be sent to the State President.

Page: 1-2 cont.

3. The request must be made no later than May 15th. To ensure the early bird registration.
4. The Treasurer will issue checks for the registration fees, and hotel expense. Any other expenses. Will be paid by the member and the receipts will be turned in with the correct expense form to the treasurer and approved by the President.
5. The President approves the expenses and mails them to the Treasurer to cut a check.
6. The Treasurer mails the check to the President for their signature and the President mails it to the Executive Board Member.
7. The expense rates are declared in (section 4 page 5) the By-Laws.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|---|-----------------|
| SECTION: 4 | NATIONAL FUND FOR GEORGIA DMA MEMBER | PAGE: 11 |
|-------------------|---|-----------------|

POLICY:

The Georgia ANFP Funds, for a Georgia ANFP member in good standing to attend the State Spring or fall meeting, will be funded from the proceeds of the Secret Auctions held at the fall and Spring Meetings.

Effective Date
April 15, 2002

Review Date:
April 18, 2003
January 18, 2008
September 21, 2010
January 5, 2017

PROCEDURE:

1. A name will be drawn from the members who are attending the Spring Meeting at the Business meeting.
2. An alternate name will also be drawn at that time.
3. The person who wins must let the Treasurer know within two weeks whether they will attend the Conference. If not, the alternate will be asked to attend and to advise the Treasurer within two weeks of their intentions.
4. The person who will be attending the State Spring or Fall Meeting will have to accept by the dates given by the Treasurer in order to make early bird registrations.

5. The person who wins will be responsible for making their conference reservations, room reservations (double occupancy) and transportation plans. They will give the vouchers on their return to the President to be processed for reimbursements
6. If the person is late making the reservations they will be responsible for the difference.
7. The reservations are made for double room occupancy.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual 4-11**

| | | |
|-------------------|---|----------------|
| SECTION: 5 | STATE WORKSHOP AND CONFERENCE MEETINGS | PAGE: 1 |
|-------------------|---|----------------|

POLICY:

Georgia ANFP shall hold two (2) meetings per year. The first meeting of the year shall be held, on the third week of April, (Spring Meeting). Or unless call by the president
The fall meeting shall be held the third week in September, (Fall Meeting). Or unless call by the president

The Spring Meeting shall be moved around the State of Georgia. the fall meeting to be held in Macon, Georgia.

Effective Date:

September 11, 1992

Amended Date:

April 19, 2001

Review Date:

April 18, 2003

January 18, 2008

January 5, 2017

PROCEDURE:

1. Hotel/ Motel sights shall be obtained at least eight (8) months in advance by the President, President-elect and/or Sight Coordinator.
2. The Sight Coordinator is responsible for signing room Block Contracts at least six (6) months prior to the Meeting. The Sight Coordinator deals directly with the Hotel/Motel Management.
3. The President-elect begins work on obtaining speakers for the said meeting. (See Program Chairman Policy Section 9, Page 1).

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

5-1

| | | |
|-------------------|------------------------------|----------------|
| SECTION: 5 | BUSINESS MEETINGS | PAGE: 2 |
|-------------------|------------------------------|----------------|

POLICY:

The Georgia ANFP shall hold two Business Meetings per year. One meeting held at the Spring Meeting and one at the Fall Meeting. The date and time shall be advertised in the program and shall not be changed for any reason.

Effective Date:
September 9, 1992

Review Date:
April 18, 2003
January 18, 2008
January 5, 2017

PROCEDURE:

1. Business meetings notices will be published in the meeting program as to the time and date.
2. Ample time will be allowed for Membership to voice their opinions and concerns.
3. The President presides over this meeting. In the absence of the President, the President-elect will preside over the meeting.
4. Agenda list is to be used.

5-2

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|-------------------------------------|----------------|
| SECTION: 5 | EXECUTIVE BOARD MEETINGS | PAGE: 3 |
|-------------------|-------------------------------------|----------------|

POLICY:

The Executive Board shall meet at least two (2) times per year incorporated with the State meeting. The Committee shall also meet for a planning session during the month of January.

Special called Executive Board Meetings may be scheduled as deemed necessary by the President.

Effective Date:
September 9, 1992

Review Date:
April 18, 2003
January 18, 2008.
January 5, 2017

PROCEDURE:

1. The State President decides on the time and place of the Executive Board Meetings.
2. The State President writes the agenda of topics to be discussed at the meeting and processes the information to the Secretary.
3. The Secretary mails out the notices to the Executive Board Members along with the Presidents agenda.
4. EXCUSED ABSENCES
 - A. In writing to the Secretary.
 - B. Time not permitting, phone calls are accepted.
 - C. Secretary records in the minutes a report of absences.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|--|----------------|
| SECTION: 6 | VANCANIES ON THE STATE BOARD OF DIRECTORS | PAGE: 1 |
|-------------------|--|----------------|

POLICY:

Any vacancies that occur on the State Board of Directors other than President, by reason of death or resignation, shall be filled by majority vote of the remaining members. In the event of vacancy in the office of President, the President-elect shall assume the duties for the remainder of the un-expired term and shall continue as President a year thereafter.

Effective Date:
September 9, 1992

Review Date:
April 18, 2003
January 18, 2008
January 5, 2017

PROCEDURE:

1. Resignation of a member of the Board of Directors shall be directed to the President in writing.
2. The President notifies the remaining members of the vacancy.
3. The remaining members shall vote on a replacement member by majority vote.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|--|----------------|
| SECTION: 6 | SUBMITTING BUSINESS TO BOARD OF DIRECTORS | PAGE: 2 |
|-------------------|--|----------------|

POLICY:

The Member of the Georgia ANFP has the right to submit business to any or all members of the Board of Directors. Members shall expect a reply with fourteen (14) working days after the Board Meets.

Effective Date:
September 9, 1992

Review Date:
April 18, 2003
January 18, 2008
January 5, 2017

PROCEDURE:

1. Members Business will be in writing addressed to any or all of the Board Members.
2. Transactions of said Members Business will be handled in the First Board meeting after receiving letter.
3. Members will receive a written reply from the Secretary with fourteen (14) working days after the Board meets.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|--------------------------|----------------|
| SECTION: 7 | FINANCE COMMITTEE | PAGE: 1 |
|-------------------|--------------------------|----------------|

POLICY:

The Finance Committee shall prepare the budget for the fiscal year.

Effective Date:

November 17, 1988

Amended Date:

February 17, 2000

Review Date:

April 18, 2003

January 18, 2008

January 5, 2017

PROCEDURE:

1. The Finance Committee will consist of the Treasurer, President, and Immediate Past- President.

2. The committee will be aware of all transactions made by the Treasurer and will appoint three (3) members to audit the Treasurer's books at the end of each fiscal year.

3. The Finance Committee will meet immediately preceding the Executive Board Meeting at the spring meeting
4. The proposed State Budget will be prepared by the Finance Committee prior to the Fall Meeting of the Executive Board.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|--------------------|----------------|
| SECTION: 7 | FISCAL YEAR | PAGE: 3 |
|-------------------|--------------------|----------------|

POLICY:

The Fiscal Year for the Georgia ANFP shall begin on June 1st and end on the 31st day of May the following year in compliance with the National Association of Nutrition & Foodservice Professionals

Effective Date:
September 9, 1992

Review Date:
April 18, 2003
January 18, 2008
January 5, 2017

PROCEDURE:

1. Audit irregularities will be brought before the Executive Board. The Executive Board will rule and act on Audit irregularities to the best interest of the members and the Association.
2. Members of the audit committee will be appointed by the State President.
3. The President will give final approval for a qualified person to conduct yearly audits.
4. The Treasurer will be responsible for maintaining all financial records for a period of at least one (1) year following the audit.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|-----------------------|----------------|
| SECTION: 8 | STATE ELECTION | PAGE: 1 |
|-------------------|-----------------------|----------------|

POLICY:

Georgia ANFP shall elect officers for the, President, President-Elect & Secretary every two (2) years at the fall meeting; the treasurer to be elected every five (5) years. The new officers will be installed at the state fall meeting.

Effective Date:

September 11, 1992

Review Date:

April 18, 2003

January 18, 2008

September 21, 2010

January 5, 2017

PROCEDURE:

1. The Secretary will be responsible for mailing ballots to members within the State. Eligible voters will be mailed the Ballot Thirty (30) days prior to counting said Ballots by the Tellers Committee. The ballot should be mailed and e-mailed with spring meeting information and be counted at the spring meeting.
2. The Tellers Committee will be responsible for determining the election results. The Tellers Committee counts the Ballots and upon agreeing on the count and gives the results to the President in writing.
3. In the case of a Tie Vote, the responsibility will be that of the Nominating Committee. At the beginning of the State Business Meeting the Nominating Committee will conduct a Written Secret Vote within the Membership present. The Nominating Committee Chairman shall collect the votes and shall give the ballots to the Tellers Committee to count. The results shall be given to the President

in writing and the President will notify the members at the Business Meeting.

4. The responsibility to notify the Candidates of the results of an election will be that of the President.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|---|----------------|
| SECTION: 8 | QUALIFICATIONS OF CANDIDATES TO RUN FOR OFFICE | PAGE: 2 |
|-------------------|---|----------------|

POLICY:

Any member desiring to run for the State Office must be a member of Georgia ANFP in good standing. They must maintain CDM, CFPP Certification. They must attend state meetings.

Effective Date:
November 17, 1988

Amended Date:
April 17, 2002

Review Date:
April 18, 2003
January 18, 2008
January 5, 2017

PROCEDURE:

1. Ask the Nominating Committee for permission to run for an office.
2. Supply the Nominating Committee with a letter from you Administrator/or Facility.
3. Supply in writing your BIOS/Background and the Platform you are running on.
4. Maintain CDM, CFPP Certification through out the reign of office.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|-----------------------------|----------------|
| SECTION: 8 | NOMINATING COMMITTEE | PAGE: 3 |
|-------------------|-----------------------------|----------------|

POLICY:

A Nominating Committee shall be appointed by President, every two years & soon as they take office. The purpose of Nominating Committee is to select Members for Officers to the Georgia ANFP for the upcoming year.

Effective Date:

November 17, 1988

Review Date:

April 18, 2003

January 18, 2008

January 5, 2017

PROCEDURE:

1. The Nominating Committee will consist of a Chairman and two (2) members of the State Association appointed by the President. The President serves the Committee as a consultant but will have no vote.
2. The Nominating Committee will meet within forty-five (45) days following the State Fall Meeting. Other meetings will be held as deemed necessary.
3. The Nominating Committee will have confirmation in writing from each candidate before placing their name on the ballot.
4. When confirmation is obtained, the ballot will be formulated and sent to the Secretary to be finalized.

5. The members of the Nominating Committee will not be a Candidate for a State Office.

A Nominee must be a member in good standing with the Georgia Association of Nutrition & Foodservice Professionals they must maintain CDM, CFPP Certification they must state meeting.

6. The responsibility of the Nominating Committee will be to select Candidates for the State Election of Officers they will select **qualified** GA ANFP members and be in complete agreement before placing the candidates on the Ballot, (section 10 pages 1).
7. An invitation will be submitted at the Fall State meeting to have members names submitted to the Nominating Committee for consideration for holding an office. When names are obtained the Nominating Committee shall consult with these members before meeting to make a decision.
8. Committee members will be impartial selecting the best qualified candidates available for nominees.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|-------------------------|----------------|
| SECTION: 9 | PROGRAM CHAIRMAN | PAGE: 1 |
|-------------------|-------------------------|----------------|

POLICY:

The President-elect shall serve as Program Chairman for their term and has the right to pick their Committee Members.

Effective Date:

September 9, 1992

Amended Date:

February 17, 2000

Review Date:

January 1, 2003

January 18, 2008

January 5, 2017

PROCEDURE:

1. The Program Chairman picks their Committee Members within two (2) weeks of installation.
2. The Program Chairman assigns duties to the Committee Members in writing and or verbally.
3. The Program Chairman will draw up meeting budget and submit it to the President for approval.
4. The Program Chairman will contact speakers in writing to obtain information for prior approval on education hours from the National Association Office is responsible for mailing the proper form to the National Association Office when the information is complete.
5. The Program Chairman is responsible for getting the program typed and printed. They will order the mailing labels from National

Headquarters. This will insure that all members new and old are included in the mail out.

Page 1-2

Page 2-2

6. The Program Chairman is responsible for the sign-up sheets at the spring and fall meetings. They will have the forms available for signing on the last day of the meeting. The sign-up forms must be completed and mailed with-in three (3) days of the meeting by registered mail.
7. The Program Chairman or Secretary must write “Thank You Letters” to all speakers with-in one (1) week of the meeting.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|------------------|----------------|
| SECTION: 9 | TREASURER | PAGE: 2 |
|-------------------|------------------|----------------|

POLICY:

The Treasurer will hold the Office of Treasure for FIVE (5) consecutive years.

Effective Date:
February 23, 2000

Review Date:
April 18, 2003
January 18, 2008
January 5, 2017

PROCEDURE:

1. The Treasurer will be elected every five years (5) years. This Policy was approved by the National ANFP Office.
2. The Treasurer will select Bank/Banks of Choice to be approved by the Executive Board.
3. The Treasurer will meet all the requirements to be bonded.
4. The Treasurer will be responsible for disbursing funds and keeping accurate record of funds.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|-------------------|-------------------|----------------|
| SECTION: 9 | NEWSLETTER | PAGE: 3 |
|-------------------|-------------------|----------------|

POLICY:

The Georgia ANFP's Newsletter shall be known as "THE GEORGIA THRASHER", using the National Logo and the picture of the Thrasher. The Newsletter will be published four (4) times each year.

Effective Date:

January 1, 1986

Amended Date:

February 17, 2000

January 18, 2008

Review Date:

April 18, 2003

January 18, 2008

January 5, 2017

PROCEDURE:

1. The Board of Directors will approve yearly budget for publication and distribution of the Newsletter.
2. The editor of the Newsletter will publish and distribute the Newsletter four (4) times yearly, with in the limits of the budget approved by the Board of Directors.
3. The Newsletter will be published each fiscal year the first being August 15th, November 15th, February 15th, and ending the year with one on May 15th.

4. The Newsletter Editor will be given the flexibility in developing preferred Newsletter format provided, budgetary constraints are followed.
5. The Newsletter is produced by using the Microsoft Publisher or other computer publishers to format and print the newsletter.
6. The Newsletter Editor is encouraged to obtain some advertisements approved by the Board of Directors to of set the cost of printing and mailing.
7. The Newsletter will be sent to all by the use of e-mail, except the members that do not have access to e-mail. Those members will receive a hard copy of the newsletter.
8. The Newsletter Editor will complete an expense form and mail it to the President and /or Treasurer to be reimbursed after newsletter is mailed.
9. The Newsletter Editor is responsible for sending an invoice to the advertiser in when five (5) working days after the newsletter is mailed. A copy of the newsletter is enclosed with the invoice.

**Georgia Association of Nutrition & Foodservice
Professionals
Policy and Procedure Manual**

| | | |
|-------------------|---|----------------|
| SECTION: 9 | APPROVAL OF COMMITTEE EXPENSES | PAGE: 4 |
|-------------------|---|----------------|

POLICY:

The President shall approve all Expense Budgets for standing Committees for their term.

Effective Date:
September 9, 1992

Review Date:
April 18, 2003
January 18, 2008
January 5, 2017

PROCEDURE:

1. Each Standing Committee (Chaplain, Education, Membership, Historian, etc.) Chairman will submit a proposed budget for their Committee Fifteen (15) days prior to the Spring Meeting to the President-elect.
2. The President-elect reviews and approves said budget when taking office.
3. The President will return a copy of said budget to the Committee Chairman and discuss any changes deemed necessary.

**Georgia Association of Nutrition & Foodservice Professionals
Policy and Procedure Manual**

| | | |
|--------------------|--|----------------|
| SECTION: 10 | APPROVED FORMS USED BY GEORGIA ANFP | PAGE: 1 |
|--------------------|--|----------------|

POLICY:

The approved forms will be provided to the Executive Board Members, Committee Members and others that need them by the Secretary and/or Treasurer.

Effective Date:

November 17, 1988

Review Date:

April 18, 2003

January 18, 2008

January 5, 2017

PROCEDURE:

1. The Executive Board Members or Committee Members should request the forms that are needed.

2. Complete the forms in detail with copies of receipts, reports or other material requested.

3. Send forms to the correct venue for farther review or reimbursement.