



Association of Nutrition & Foodservice Professionals

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## Association of Nutrition & Foodservice Professionals

**SUBJECT: POLICY AND PROCEDURES**

**DATE ISSUED: JUNE 13, 1985**

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.

These policies and procedures shall be maintained in a loose- leaf binder reserved for the purpose and it shall be the responsibility of the state president to have possession of the master copy of this manual during his/her term of office.

These policies and procedures shall be given to the newly installed state president at the time of installation. Should no installation ceremony take place, the outgoing president shall transfer or mail the manual into the new president's hands in no more than (7) days from the state spring meeting.

Revised January 10, 2020



## Association of Nutrition & Foodservice Professionals

**SUBJECT: POLICY AND PROCEDURES**

**DATE ISSUED: November 4, 1994**

Each executive officer shall be given a copy of the state policy and procedure manual at the beginning of his/her term of office to be used as a guide during his/her term of office. It is to be turned in at the June Board of Director's Meeting for revision for the next years use. The President shall retain the master copy. Policy and procedures manual shall be brought to each meeting of the Board of Directors. The state Secretary shall be responsible for sending updated material to each officer and headquarters after each Board of Director's meeting.

The outgoing officer will immediately return the policy and procedure manual in its entirety.

This policy and procedure manual shall be brought to every State Board of Director's Meeting and Membership Meeting that is held.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: LOGO**

**DATE ISSUED: June 13, 1985**

This state association shall use the logo as determined by our National Board of Directors.

This state will use its name with the logo of our association; but never intertwined or printed over the National logo.

The state's logo will be a part of all official state publications and correspondence.

This official name of this state association shall be the ANFP Kansas Association of Nutrition & Foodservice Professionals.

The recognized Kansas Association of Nutrition & Foodservice Professionals pin shall not be defaced in any manner nor shall additional attachments of any kind, with the exception of the Past President's gavel, be attached to the pin by any member or group of members. This state association or district association shall not use a jewelry or fraternal type pin to designate their membership. Years of service pins designate membership.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: SALES COMMITTEE**

**DATE ISSUED: November 4, 1994**

The sales committee shall be responsible for deciding the price and advisability of offering new merchandise items for sale.

Such decisions shall be in the form of a recommendation to the State Board of Directors.

All monies from sales will go directly to the Treasurer for deposit in the general fund.

All bills will be paid through purchases of sale items.

At the end of the fiscal year; any profit from sales will be deposited in a saving account.

No District shall sell merchandise at a state meeting unless the merchandise is District specific or profits will be shared by the State ANFP. All items must be pre-approved by the state board of directors to be sold.

The sale chairperson shall be responsible for keeping track of sales items used as gifts, etc., inventory, profit and loss statements and sales tax information.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: MEMBERSHIP**

**DATE ISSUED: April 21, 2014**

The criteria for active membership in this association shall be successful completion of a training program approved by the National ANFP Board of Directors for the training of the Dietary credentialing examination and notification from the National ANFP headquarters of the completed processing for membership in the National Association.

### Categories of Membership:

Professional Membership for non-CDM individuals who have graduated from an ANFP-approved training program.

Allied Professional Memberships are for non-CDM individuals meeting any of the following criteria:

1. Possess a two-year, four-year, or advance degree in foodservice, culinary arts, or a related field.
2. Completion of a 90-hour, state approved foodservice manager course.
3. Are employed at a supervisory level in nutrition and foodservice.

Pre-Professional Membership is for non-CDM individuals meeting any of the following criteria:

1. Employed in nutrition and foodservice in a non-supervisory role.
2. Student enrolled in a comprehensive foodservice management training program.  
(Note: students must include proof of employment with the application.)

Corporate Partner Membership is for vendors serving the industry.

It shall be the responsibility of the state President to update the state membership listings with the information provided by Headquarters and provide this information to the state newsletter editor, all State Board Members and district Presidents.

This state association officially or unofficially shall not sell, provide or make available their ANFP membership listing to any individual, other association or company for any reason other than to conduct association business.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: FISCAL YEAR**

**DATE ISSUED: February 24, 2017**

The fiscal year of this association shall be, according to By-Laws, from the first day of June to the thirty-first day of the following May.

The Kansas ANFP Board of Directors is responsible for the implementation and for maintaining a sound financial condition protecting the association's financial interest.

The budget/finance committee is delegated the responsibility of developing and administering said policy through written procedures in accordance with the Boards overall direction.

The Budget/Finance committee shall be organized as follows:

- Treasurer; as Chairman
- President,
- President Elect,
- Immediate Past President
- All District Treasurers

The Budget/Finance committee shall anticipate income and outgo for the year ahead and submit a budget plan to the State Board of Directors for meeting the financial needs of the association.

At the first Board of Director's meeting of the fiscal year, the Treasurer (chairman of the budget/finance committee) will present to the Board the budget for the year to be approved by the Board of Directors. The Treasurer will then send a copy of the budget to the State Executive Committee.

The Budget/Finance committee shall meet at such intervals as deemed necessary by the Board of Directors to establish recommendations governing all association financial transactions which shall be submitted for Board of Director's approval.

A yearly fiscal audit shall be performed by a person approved by the chairman of the finance committee. The audition party shall submit a written report to the State Board of Directors at the first state board meeting of the fiscal year.





## Association of Nutrition & Foodservice Professionals

Should the audit (refer to previous page) indicate the possibility of irregularities in bookkeeping procedures, a special audit by a certified public accountant shall be immediately contracted by the Executive Committee.

The selection of the bank in which the association does business shall be approved by the Finance Committee as deemed necessary with the change in the location of the State Treasurer with the approval of the State Board of Directors.

The Kansas ANFP officers shall be bonded in the amount of ten thousand dollars. (\$10,000) under the national association.

The outgoing Treasurer is responsible for paying all of the bills at the State Spring workshop before the workshop ends and all of the books and all monies are to go with the newly installed Treasurer from that point on.

A quarterly audit shall be performed by the President of the State of all district bank statements that have been copied and sent to the President by the District Treasurer. The President shall look over each statement to see what funding is available within the state. These copies shall remain with the President. The audit shall be included in the minutes.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: DUES AND FEES**

**DATE ISSUED: June 13, 1985**

This state association shall not collect dues from members residing or having addresses within this state.

Affiliated district associations may charge a nominal fee for meetings.

State meeting registration fees shall be decided on by the Budget/Finance committee for each meeting individually; and presented to the State Board of Directors in the form of a recommendation.

State meeting registration fees shall be offered as one day or two -day registrations with student, non-member, graduate and retired categories. These fees shall be decided upon by the Board of Directors. Any guest may attend for a \$10 fee.

State officers will not be charged a registration fee for state workshops. The officers will be responsible for their room rent and meals. Officers covered will be the President, President-Elect, Secretary, Treasurer, Impact Team State Spokesperson, and the Immediate Past President.

The State Board of Directors shall grant no more than 3 members who host/plan a state meeting complimentary registration for the particular meeting. The hosting District Board of Directors shall appoint who will receive the free meeting registrations by the amount of work and duties that were put into the meeting. The District President shall notify the State Treasurer who will receive the complimentary registrations.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: ACCOUNTS PAYABLE**

**DATE ISSUED: June 13, 1985**

The Board of Directors of this state association shall authorize payment of this state association's bills.

Bills shall be submitted to the Board of Directors on a voucher with all pertinent information as to the office or committee incurring expense, detailed description of expenses and receipts attached.

Credit Card charges must be approved by Treasurer prior to use and a receipt given after used. If no receipt is given, then user will pay for the cost incurred not the state association. Those holding the cards will be Treasurer, President and President Elect. At the end of term, cards must be turned back into the bank.

The State Treasurer shall be responsible for controlling vouchers and receipts.



## Association of Nutrition & Foodservice Professionals

### **SUBJECT: MEETINGS**

**DATE ISSUED: June 13, 1985**

This state's Board of Directors shall meet no less than four times annually; two of these meetings to be held at the time of State Membership meetings.

There shall be two business meetings of members annually at the time of the state's yearly meetings.

In order to gain recognition to speak at a Kansas Association of Nutrition & Foodservice Professionals business meeting a member shall, from the floor, raise their hand to be recognized by the State President who is the chair of the meeting. Having been recognized by the chair the member will be allowed to speak or ask questions of the Kansas ANFP Board of Directors.

The fall state membership meeting shall be held before Oct. 31<sup>st</sup>, but no less than 30 days after the close of the national annual meeting.

The state fall workshop will be held in October of each year.

The spring state membership meeting shall be held no less than 30 days prior to national annual meeting.

The state President is responsible for notifying the state Board of Directors of meetings no less than 10 days of said meeting.

Notice of Board of Directors meetings shall be in the form of an agenda for meetings provided by the state President.

The membership shall be notified of membership meetings through the state newsletters no less than 30 days prior to the state meeting. This notice shall contain time, place, fees and other pertinent information as decided on by the State Board of Directors.



## Association of Nutrition & Foodservice Professionals

Any member may submit new or old business to the Board of Directors for consideration. Such business shall be stated in writing or by email, signed by the member and postmarked not less than 30 days prior to a regular or special meeting of the Board of Directors.

Any member who submits new or old business to the Board of Directors for consideration following the procedures outlined in the preview policy, shall receive a reply in writing from the President within 2 weeks 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.

It shall be the responsibility of the hosting district in conjunction with President Elect to recommend the meeting sites for state membership meetings. This decision shall be presented to the state Board of Directors in the form of a recommendation. The State President Elect shall submit information for prior approval to ANFP Headquarters no less than 8 weeks prior to said meeting.

The state program President Elect shall preside over the planning and implementing of membership educational meetings. The KS ANFP state spring workshop will be planned and ready to present to the Board for approval at the preceding KS ANFP Board Meeting. The KS ANFP state fall workshop will be planned and ready to present to the Board for approval at the preceding KS ANFP Board meeting.

**CE self-reporting.** All CDM, CFPPs are required to earn 45 continuing education (CE) hours every three years. Nine of the 45 CE hours must pertain to sanitation and safety and beginning June 1, 2019, one CE hour must pertain to professional ethics. You are permitted to earn more than nine CE hours in sanitation and safety and more than one hour in professional ethics. Additional hours will be automatically converted to General hours. CE hours can be earned and reported while actively certified and in the current three-year recertification period.

Effective June 1, 2019, CDMs are now required to submit all CE hours electronically by the end of their three-year recertification period. When submitting a CE program, all required documentation must also be electronically uploaded via the My Certification page. ***Physical, e-mailed, or faxed documentation sent to CBDM will not be accepted or returned.*** If a program is Prior Approved and submitted as. Prior Approved activity type, the only required documentation is the certificate of completion with your name, program title, location, date completed, hours earned, and the Prior Approval number. If a CE program is not Prior Approved, several different forms of required documentation are required, and the documentation must be uploaded at the time the CE is submitted



## Association of Nutrition & Foodservice Professionals

It shall be the responsibility of the President Elect to keep copies of workshop agendas, attendance records and certificate copies for each workshop. These records will be kept in a 3 - ring binder and passed from President Elect to President Elect upon taking office.

The Kansas ANFP spring meeting shall include a time for installation of officers. This installation ceremony shall be the responsibility of the outgoing Immediate Past President.

The State President shall have available at all meetings of the Board of Directors a current copy of Robert's Rules of Order: Newly revised.

The State Secretary shall at each Board of Directors meeting take minutes of the activities of the meeting. The highlights from the meeting shall be published in each newsletter to the membership. These shall be referred to as "Board Briefs".

This policy is to prepare the organization in the event of a disaster of unplanned happenings. Due to the possibility of records being stolen or destroyed, the board feels a backup copy is needed. This would enable the organization to contact members or facilities about the status of their checks.

1. With this policy the treasurer will make a copy of the attendance records and the President Elect will keep these records with the meeting attendance.
2. If something should happen and the treasurer should lose all his/her records of the meeting, the secretary will notify the members who wrote checks and inform them of the loss.
3. The treasurer is encouraged to deposit the funds as soon as possible.
4. Sign In Sheets
5. Blank Certificate
6. Student Sign In Sheet
7. Retired Sign In Sheet
8. First Timer Sign In Sheet
9. New CDM Sign In Sheet



## Association of Nutrition & Foodservice Professionals

**SUBJECT: ORGANIZATION**

**DATE ISSUED: April 30, 2014**

The members of the Kansas ANFP Board of Directors shall receive no salary for their services.

Responsibility – Refer to By-Laws Article VI.

Any member of the State Board of Directors unable to attend a meeting shall so inform the President or Secretary prior to the meeting by communication. The absence, reason for absence and notification of absence shall be included in the minutes of the meeting. An absentee member for any Board of Directors shall not send a substitute to said meeting. Any member of the State Board of Directors that did not attend 2 board meetings in a year may be excused from the board with board discretion.

Any member of the Kansas ANFP may resign at any time by giving written notice to the President, the Secretary, or to the Board of Directors. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the President of the Board of Directors.

When an individual accepts an office of the Board of Directors, he/she shall support publicly and professionally the majority decision of the Board of Directors regardless of his/her own personal beliefs.

Any vacancy that may occur on the State Board of Directors, or in any office other than the office of President, by reason of death, resignation, or otherwise, may be filled by the majority vote of the remaining members of the State Board of Directors. In the event of a vacancy in the office of President, the President-Elect shall assume the office for the remainder of the unexpired term and shall continue as President for one (1) year thereafter. It shall be decided to be best for a past president to finish the unexpired term by the Executive Board in the event of an unexperienced President Elect.

In the event the district representative while serving as district President resigns that office the President-Elect of that district shall become the President and complete the original representative's term of office.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: ELECTED OFFICERS**

**DATE ISSUED: June 19, 1998**

If an officer drops his/her membership while holding a state office, does not reinstate within 30 days (after August 31) they will lose all privileges connected with that office.

Accompanying all state officer election 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 tellers committee in order to validate and to be counted in the election.





## Association of Nutrition & Foodservice Professionals

**SUBJECT: STATE ELECTION**

**DATE ISSUED: May 19, 2014**

Qualifications for those aspiring to run for state office shall be:

- A. To have an ability to delegate authority while retaining responsibility.
- B. To have a record of no less than 3-5 years of active participation in association affairs just prior to the current year.
- C. To be supportive of the membership.
- D. To have dedication to the goals and objective of ANFP.
- E. To have an ability to project and be a spokesperson for the association.
- F. To be well informed on issues confronting the association.
- G. To have business experience and knowledge of financial management.
- H. To be flexible to Board members, membership, and their ideas.
- I. To have the ability to maintain a working relationship between the Board members, membership, and Executive Board.
- J. To have the support of family and administrator allowing sufficient time away from work.

The Tellers committee shall follow the guidelines as follows:

- A. Great care must be taken by the Tellers committee when counting the ballots. It is important that the total number of ballots cast be counted. This number must not exceed the total number of voters and ballots issued.
- B. One teller should read the ballots and call the vote while the other tellers tally the votes on the tally sheet. The ballots should be counted a second time with the tellers reversing the roles. The results of the counts must agree.
- C. If the intent of the voter cannot be determined by the tellers, the vote shall be considered invalid.

The nominating committee shall submit a complete slate of candidates to the Board of Directors in the summer board meeting. This report is to include:

- A. Names and vitas of all candidates for Office.
- B. Approval of support from their administrators.
- C. Signed agreement from each candidate.
- D. Candidate qualifications for office.



## Association of Nutrition & Foodservice Professionals

The following guidelines are to determine the validity of a vote.

1. Some part of the voter's mark must appear inside the box or on the line.
2. If no preference is marked for a particular office, a vote cannot be counted for the office. Only votes marked shall be counted.
3. A ballot cast without any markings shall not be counted.
4. Write in candidate's names must be placed under the title of the office for which the voter wishes the vote counted. There must be a mark in a box or on a line next to the voter wishes the vote counted. There must be a mark in a box or on a line next to the write in candidate's name to be valid.
5. The ballot must be cast by the time the ballots are counted.
6. The State President's vote is only counted in case of a tie vote.

**Ballot Procedure:** The Nominating Committee must submit a ballot to the Secretary by the fifteenth (15<sup>th</sup>) day of July. The Newsletter Editor shall prepare and mail/email the ballots to eligible voters by August fifteenth (15<sup>th</sup>) in the newsletter. This should be no less than 30 days prior to state workshop. Accompanying the ballots shall be instructions on the procedures to be used and voting information as to when the ballots must be returned to the Chairman of the Tellers Committee in order to be valid and to be counted in the election. The Chairman of the Tellers Committee submits a written ballot count to the President. The President informs the membership and the candidates of the results and gives the Secretary the Tellers Committee report to file.

Ballots that have been completed by the member must be placed in an envelope, their name and member id number on the outside of the envelope. This guarantees no voter voting twice and to verify membership.

The person receiving the highest number of votes cast for the office of President-Elect, Secretary, and Treasurer shall be elected to those offices.



## Association of Nutrition & Foodservice Professionals

The procedure for reporting results of the state officer election to the Board of Directors is as follows:

- A. After the ballots have been counted and the results verified, the tellers committee will return to the room where the Board is in session.
- B. The State President shall announce the results.
- C. This report is to include:
  1. The names of the elected candidates; however, the number of votes received by each candidate is NOT ANNOUNCED.
  2. The number of ballots received.
  3. The number of ballots voided and the reasons for the void.
  4. A written summary is filed with the Secretary. (The report will include the names of the candidates and the number of votes cast for each candidate.)
  5. The ballots and election materials are then given to the Teller Committee chairman who keeps them for several months until there is no chance for a contested election.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: DISTRICT REPRESENTATION OF THE STATE BOARD OF DIRECTORS**

**DATE ISSUED: February 24, 2017**

The districts within the state shall receive a permanent designation symbol. District Presidents, elected by the membership of their districts, shall serve on the State Board of Directors for their term of office.

The following districts are active:

Central

East

West

The State President shall notify each district of their right to serve on the State Board of Directors no less than 10 days prior to the fall workshop board meeting each year.

The following persons will be members of the State Board of Directors and will have a vote on the Board:

The State Executive Committee, the President of each district, and all standing committee chairman.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: NOMINATING COMMITTEE**

**DATE ISSUED: June 13, 1985**

At such times the Board of Directors approves appointees to the Nominating committee, it does so with the understanding that all appointees have agreed not to be a nominee for a state office in the state election for which he/she shall be selecting candidates.

Nominating Committee consists of President Elect and any other member that meets qualifications

Appointees to the state nomination committee shall have the following qualifications:

- a. Record of active participation and interest in the association's activities and objectives.
- b. The ability to communicate to other members of the association, committee and the State Board of Directors.
- c. A willingness to listen and encourage the expression of ideas.
- d. Initiative
- e. A clear understanding of the qualifications of office.
- f. The ability to place the good of the association above personalities.

The nominating committee shall designate annually at least two (2) active member candidates for each of the offices of President-Elect and in alternate years, Secretary or Treasurer.

The Nominating committee shall keep an up to date ongoing file of possible candidates and "I Will Serve Forms."

The nominating committee shall solicit suggestions for officer candidates from district association Presidents.

The nominating committee shall obtain written acceptance of nomination from each candidate, and shall furnish each potential candidate with a full set of responsibilities of the officers.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: HISTORIAN**

**DATE ISSUED: November 11, 1995**

This State Association shall have a Historian appointed annually by the President-Elect for his/her term of office.

The Historian shall be responsible for updating and storing and displaying at all membership meetings the state associations scrap books and/or flash drives.

If the Historian is unable to attend the membership meeting it shall be his/her responsibility to designate another member to deliver and display the scrap books.

The Historian shall be responsible for the taking of pictures at State and Annual meeting and developing of these pictures for display in scrap books or flash drives, or for whatever purpose the State Board of Directors requests.

If the Historian is unable to attend the Annual and State membership meetings, he/she is responsible to designate another member to fulfill these responsibilities.

Part of the Historian's duties includes updating and keeping the Kansas ANFP History.

The Historian shall receive pictures from the attendees of the ACE meeting for his/her records if she is not attending.

The Historian shall be reimbursed for films, developing, supplies for scrap books, camera upkeep/repair within the current budget restrictions. Any other expenses incurred beyond budget shall be reimbursed upon approval of the Board of Directors. The Historian shall present all vouchers and receipts for their expenses to be reimbursed.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: REIMBURSEMENT**

**DATE ISSUED: June 13, 1985**

The members of the State Board of Directors shall be reimbursed for all officer expenses within current budget restrictions.

All standing committees shall be reimbursed within the annual budget allotment.

Special requests for reimbursement from stand and/or ad hoc committees shall be reviewed and approved by the Board of Directors within current budget restrictions.

For reimbursement, receipts and vouchers will be filled out with the proper documentation must be complete. Without receipts and documentation, no refund shall be issued.

Delegates to the ACE Meeting: Immediate Past President, President-Elect and CDM of the Year shall be reimbursed for annual meeting registration, convention hotel rate, round trip air coach fare or auto expense at set rate for state at the time, not to exceed the cost of airfare. If travel by bus, the organization will provide transportation to meeting. Secretary, on odd years, and Treasurer, on even years, will receive registration and as funds are available extra funds to help pay for their meeting expenses. State Spokesperson, Communications Chair and Membership will be rotated yearly. Officers whose facilities will reimburse them for all or part of the National Annual meeting expenses will not have the part of the expenses the facility pays for reimbursed by the State ANFP. If spouses or a guest attend, Kansas ANFP pays half the room. Officers shall be fulfilling their duties in order to be allowed to attend. No substitution will be allowed for those attending. If the credit card is used, it can be used for registration and to reserve the room. Hotel and travel shall be paid by the attendee then reimbursed when the proper receipts and vouchers are submitted to State Treasurer. A fee will be set at each spring board meeting to be paid for annual meeting travel for officers going to ACE.



## Association of Nutrition & Foodservice Professionals

All expense reports must be properly filled out with receipts attached for approval by the Board of Directors prior to payment of those bills. All expenses that have prior approval will be paid as bills come in. (They do not have to go through the Board approval process since they have already been approved; however, receipts for these items must be turned in before payment is issued.) These will be, but not limited to the following: the newsletter, sales items, and any other prior approved expenses.

The reimbursement from National will be available as designated by the Board for State meetings and the Nancy Hinman Scholarship Fund.





## Association of Nutrition & Foodservice Professionals

SUBJECT: NEWSLETTER

DATE ISSUED: July 7, 2004

The Kansas ANFP newsletter shall be named "Across the Prairie".

There shall be four (4) newsletters issued annually and any other as deemed necessary by the Board of Directors. They can be either mailed or emailed as to the acceptance of the members. They shall be sent in December, March, June, and September. There shall be postcard mailing each year to remind the membership to keep the members information current at Nationals. This postcard shall be sent out in January of each year and include state meeting dates and locations.

Each issue of the newsletter shall contain:

1. Letter from the President
2. District news.
3. State and District officer names and emails
4. Board briefs
5. Meeting information
6. Association business and news
7. Educational articles
8. State Board of Directors and editor's names and emails
9. Promotions sent from Nationals
10. New members
11. Students and graduate listings
12. Etc. as voted on by the Board of Directors.
13. Ballot, Nominees, and Bios
14. Treasurers Report
15. Birthday

Kansas ANFP covers the expense of printing newsletters to those that do not have emails.

A \$75.00 charge for ¼ page of advertising in the newsletter per issue will be assessed for any advertisements placed. Charge for ½ page advertisement will be \$150.00



## Association of Nutrition & Foodservice Professionals

**SUBJECT: FUNDRAISING**

**DATE ISSUED: June 13, 1985**

The State Board of Directors shall have final approval of any fundraising projects undertaken by the association.

Any fundraising project of this association shall be in keeping with professional conduct.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: AMENDMENTS**

**DATE ISSUED: June 13, 1985**

These policies and procedures may be amended by a majority vote of the members present at any regular or special meeting of the Board of Directors. A vote to amend these rules may be conducted by mail.

No policy or procedure may be written so as to conflict with the Association By-Laws.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: SCHOLARSHIP**

**DATE ISSUED: February 24, 2017**

Each district active in KS ANFP will pay \$100.00 annually to KS ANFP to be used for the Lou Tharp Scholarship Fund. This donation will be due at the fall state workshop. A yearly fund raiser will be held at the fall state meeting for the State Association's share.



# KANSAS

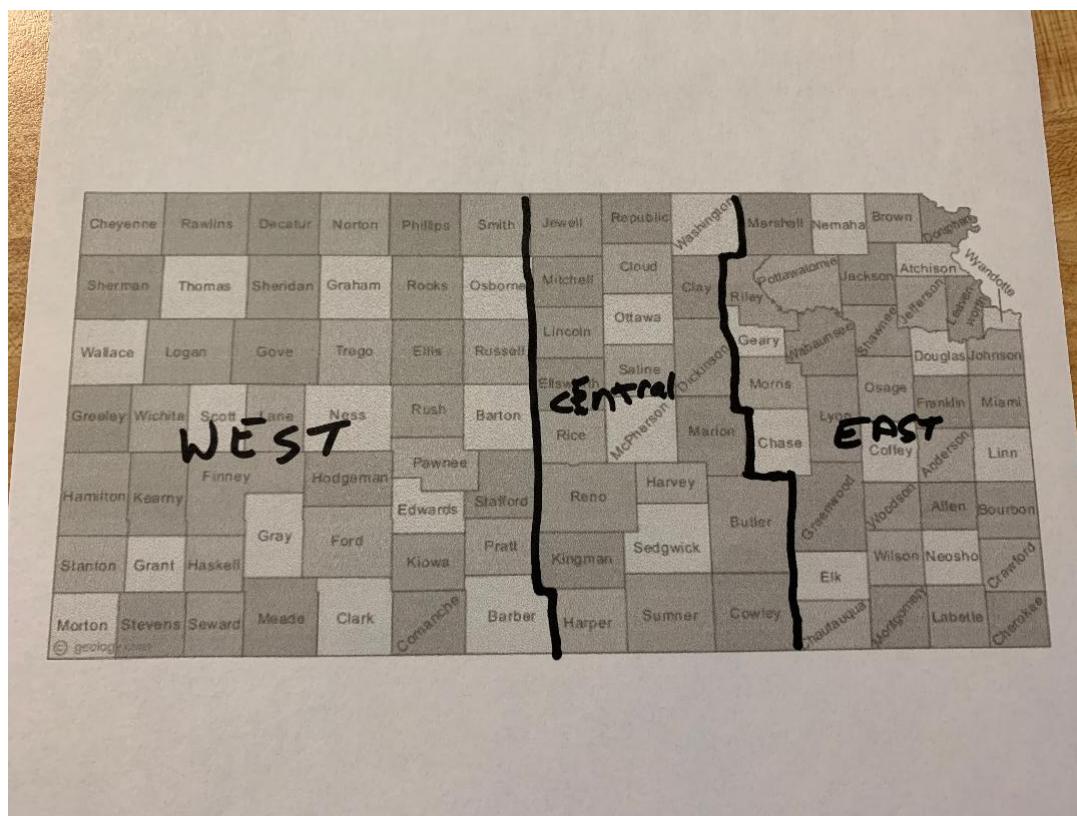


## Association of Nutrition & Foodservice Professionals

**SUBJECT: DISTRICT BOUNDARIES**

**DATE ISSUED: January 10, 2020**

The district boundaries in the State of Kansas will be as follows.





Association of Nutrition & Foodservice Professionals

**SUBJECT: WEBSITE**

**DATE ISSUED: July 23, 2014**

The Kansas ANFP website shall be named <http://www.anfponline.org/KS>



## Association of Nutrition & Foodservice Professionals

**SUBJECT: ALLIED ASSOCIATION JOINT MEETINGS**

**DATE ISSUED: July 23, 2014**

In an effort to build positive working relationships with allied associations it is the policy of the Kansas Association of Nutrition Foodservice Professionals to work with individual associations to collaborate on joint meeting following the established criteria by the Kansas Association of Nutrition Foodservice Professionals Board of Directors. Criteria as determined by the board are as follows:

1. Utilize workshop planning outline.
2. Follow established workshop budget as determined by Kansas ANFP Board of Directors.
3. Hold a face to face meeting with both association board members present. Establish written agreed upon guidelines for workshop. Do not sign a contract without board approval.
4. Agree to no expense incurred by allied association without Kansas ANFP Board approval.
5. Obtain all Kansas ANFP membership registration and registration for members who hold membership of both associations.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: CONFLICT OF INTEREST**

**DATE ISSUED: July 23, 2014**

No member (whether officer or not) of Kansas ANFP shall, directly or indirectly, solicit or accept any gratuities, favors or anything of monetary value from any person who is a party to (or who has the potential to become a party to) any contract with Kansas ANFP that could influence their decisions or have personal gain by the acceptance of the gift. Any possible indiscretions must be reported to the board, a hearing granted followed by closed door discussion of the board, and appropriate actions taken if decided an indiscretion occurred.





## Association of Nutrition & Foodservice Professionals

**SUBJECT: POLICE AND PROCEDURE FOR KANSAS STATE ANFP PORTABLE SOUND SYSTEM**

**DATE ISSUED: July 23, 2014**

The Kansas ANFP has purchased a rechargeable, wireless portable sound system and projector to be used at State meetings or on State bus trips in the event that there is no sound system available for speakers.

- The sound system will remain in the possession of the current State President and will not be available to be loaned out.
- The sound system will only be used at State functions and not available to districts for their functions.
- The current State President will be responsible to bring the portable sound system to all state meetings and functions, in case of the need to use it.
- The current State President will be responsible to see that the portable sound system is kept secure, well maintained and charged and ready to use.
- After the sound system has been used at a meeting the current State President will be responsible for re-charging that evening in the event that the meeting is a 2 -day meeting. This will assure that the sound system is charged and ready to go for day two of the meeting.
- The sound system will go home with the new president after the Spring State meeting when they have been installed as the new state president.

This is a very expensive piece of equipment and we need to make sure as a State that we follow this Procedure as written and that the State Presidents are responsible in all areas of this policy.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: POLICY AND PROCEDURE FOR KANSAS STATE ANFP STATE OFFICER CHECK OUT LIST**

**DATE ISSUED: July 23, 2014**

The Kansas Association of Nutrition Foodservice Professionals has certain items that will pass from officer to officer (see attached state items check out sheet).

- At the Spring State Meeting these items will be passed to the newly elected officers.
- At this time the new officers will sign off on the State items check out sheet for the items they receive.
- Any items listed that they have not received will be marked through as not receiving.
- All officers will be responsible for the safe keeping and return of these items for the term of office.
- The Treasurer will be responsible for the keeping of this list. He/she will see that the State President receives a copy of this also.

The state items check out sheet is a tool for tracking the state materials and possessions. Some of these items are expensive or very valuable for the use of our state association. It is important that all officers follow this procedure to protect our state's possessions.



## Association of Nutrition & Foodservice Professionals

### STATE ITEMS CHECK OUT SHEET

#### **PRESIDENT**

##### **Officers & Committee Manuals**

**Immediate Past President**

**State Files**

**President**

**State Achievement Award (last years)**

**President Elect**

**Treasurer**

**Newsletter Editor**

**Nominating**

**Sunflower**

**Tellers**

**Hospitality**

**Education**

#### **District:**

**East**

**Central**

**West**

**3 School Liaisons:**

**Historian**

**Policy & Procedure Manuals**

**State Banner/Signs**

**Portable Sound System-Projector and Mics**

**Stationary**

**Treasurer's Books**

**Secretary's Books**

**Credit/Debit Cards**

**Box of Miscellaneous Items: Brochures from National, Information on the ANFP and etc.**

**Signature** \_\_\_\_\_ **Date Received** \_\_\_\_\_



## Association of Nutrition & Foodservice Professionals

### **President-elect**

Manual

Signature \_\_\_\_\_

Date Received \_\_\_\_\_

### **Treasurer**

Two Checkbooks

Signature \_\_\_\_\_

Date Received \_\_\_\_\_

### **Secretary**

Minutes Manual

Signature \_\_\_\_\_

Date Received \_\_\_\_\_

### **Newsletter Editor**

Information on printer used & postal service used.

Signature \_\_\_\_\_

Date Received \_\_\_\_\_



Association of Nutrition & Foodservice Professionals  
Sunflower

Signature \_\_\_\_\_

Date Received \_\_\_\_\_

**Education: Lending Library**

Signature \_\_\_\_\_

Date Received \_\_\_\_\_

**Legislative**

District Spokesperson notebooks (5)

Signature \_\_\_\_\_

Date Received \_\_\_\_\_

**Sales**

All sales merchandise

Baskets (3)

Sales ledger/forms/catalogs

Signature \_\_\_\_\_

Date Received \_\_\_\_\_



## Association of Nutrition & Foodservice Professionals

**SUBJECT: MEMBERS WITH HARDSHIPS**

**DATE ISSUED: January 20, 2008**

This policy/procedure is for dispersing funds to a member who has experienced hardship in their life. (Tornado, flood or other natural disaster)

1. The executive board will discuss the funds available and they will disperse according to funds available.
2. The basic guideline will be no more than \$1000.00 dispersed in a given year unless funds are raised by the members to be given to the member in need.
3. The Board may ask the different districts to donate to the cause.
4. No funds can be given without the vote of the executive board.
5. Hardship forms shall be filled out prior to approval.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: RETURNED CHECKS**

**DATE ISSUED: January 20, 2008**

For handling checks that are returned due to insufficient funds.

1. When a check is returned because of insufficient funds, the treasurer will contact the person via a certified letter.
2. The letter will contain a request for payment, including the check amount and the bank fee.
3. The letter will inform the person they will have 30 days to respond by sending a money order or cashier's check.
4. The letter will let the person know if they choose not to respond by the allotted time, legal action will be taken.
5. The letter will inform the person they will be responsible for the check amount, bank fees, court costs and any other expenses associated with the check.
6. The letter will inform the person they will be expected to pay cash for any meeting, unless their facility is paying, and cash for any other purchases associated with the organization. (sales and raffle items)

The letter will inform the person (member) ANFP National Headquarters will be contacted and they will not receive the credit hours for the meeting, if the appropriate funds are not received. See next page for sample letter.



## Association of Nutrition & Foodservice Professionals

Dear \_\_\_\_\_,

This letter is to inform you Kansas Association of Nutrition Foodservice Professionals has received your check back due to insufficient funds. You will need to pay (check) and bank fee.

You will have 30 days to send a money order/cashier's check to clear your account with Kansas ANFP.

If you choose not to respond, legal action will be taken. Then you will be responsible for the check, bank fee, filing fee, court costs and any other expenses associated with this check(s).

National will be contacted and you will not receive the allotted credit hours for the meeting.

Due to your insufficient funds check(s), you will no longer be allowed to pay by check for any expense associated with Kansas ANFP. You will be required to pay cash or money order for purchases.

Sincerely,

Kansas ANFP Treasurer





## Association of Nutrition & Foodservice Professionals

**SUBJECT: VOLUNTEER CANCELLATION OF EVENT**

**DATE ISSUED: April 20, 2010**

The State Board of Directors expects a full refund of funds in the event that the Volunteer is being sent to the State has paid fees for such as hotel, airline tickets, and/or registration. Cancellations made too late for the state to be reimbursed from the event, the board expects refunded unless there is an emergency that does not allow you to attend, such as death of immediate family member, illness or hospitalization. This policy and procedure shall be shown and signed by the volunteer attending the event so they aware of this policy. If a reimbursement from the volunteer is required then a payment plan can be set up for the volunteer to pay the State back. The volunteer may choose to pay for their expense first then be reimbursed by the State upon return.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: BASKETS AT STATE WORKSHOPS**

**DATE ISSUED: June 3, 2011**

Each district is to furnish at least 2 baskets or raffle items with a minimum cost of \$35 for each state workshop. These baskets will be used as door prizes with all attendees a chance to win a basket. A free ticket will be given to each attendee upon registering. These tickets will be used to draw for the baskets.

The hosting district will provide an additional 10 baskets or raffle items, keeping the cost around \$35 each, which they will be reimbursed from the State.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: CONSENT AGENDA**

**DATE ISSUED: October 5, 2011**

The President, in consultation with the Board of Directors, may place items on the consent agenda, for example meeting minutes, committee reports, etc. This requires that all reports be submitted in writing by email or mail 14 days prior to the official board meeting. The meeting agenda with all consent reports including the most recent board meeting minutes attached should be sent out no less than 10 days prior to the meeting for board members to look over prior to the meeting.

By using a consent agenda, the board agrees to the consideration of these items as a group under one motion.

Consent items are those which usually do not require discussion or explanation prior to board action, are non-controversial and/or similar in content, or those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include tasks such as, but not limited to, the approval of the agenda, approval of the previous minutes, approval of reports such as committee reports, district reports and treasurers report.

An individual for consideration may remove items from the consent agenda by a timely request of the chairman. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: QUORUM**

**DATE ISSUED: October 5, 2011**

A definition of quorum is the Board of Directors shall be able to conduct business with a minimum of 5 committee chairs and 3 Executive Board members present.

Quorum for Executive Board is 4 members.

Finance Committee Members are: Treasurer

All District Treasurers

President

President Elect

Immediate Past President

Quorum for Finance: President

President Elect

Treasurer



## Association of Nutrition & Foodservice Professionals

**SUBJECT: MEMBERSHIP MEETING MINUTES**

**DATE ISSUED: January 6, 2012**

The membership meeting minutes from the previous meeting shall be emailed out to the state board for approval no more than 10 days after the state workshop. The membership meeting minutes from the previous meeting will be emailed out to the membership no more than 14 days after the state workshop by the Communication Committee. If a member has a question or correction, they may contact the Secretary. If there are changes, they must be presented to the membership for a vote. A copy of the minutes will be in a 3- ring binder by the Secretary and brought to each state workshop for members to look at. This will replace the reading of the minutes at each membership meeting. Approval of the minute will be done at the membership meeting.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: ASSOCIATION NAME**

**DATE ISSUED: January 1, 2012**

Effective January 1, 2012 the Dietary Managers Association shall be doing business as the Association of Nutrition & Foodservice Professionals (ANFP). We will still be known as Certified Dietary Managers and will not lose our certifications.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: TERMS OF OFFICE**

**ISSUED DATE: FEBRUARY 24, 2017**

Term of office for officers: The President-Elect shall hold office for a term of one year. The President-Elect at the end of his/her term shall automatically assume the office of President for a term of one year. The Secretary and Treasurer shall serve term of two (2) years and shall be eligible for election to this office for not more than two (2) terms. The State Spokesperson shall be appointed by the Board of Directors, and shall serve until voluntarily stepping down or no longer carrying out the duties as described in Article V1, Section 13.

Term of office for District President; the districts within the state shall receive a permanent designation. District Presidents, elected by the membership of their districts, shall serve on the State Board of Directors for their term of office.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: DUTIES OF OFFICERS**

**ISSUED DATE: FEBRUARY 24, 2017**

**Duties of the President:** The President shall be the principal elective officer of the organization; shall preside at the meetings of the Association and of the Board of Directors and of the State Executive Committee, and shall be a member ex-officio, with the right to vote of all committees except the nominating committee. He/she shall fulfill all online activities asked for by ANFP National Headquarters. He/she shall also at the bi-annual State meeting of the Association and at such other times as he/she deem proper, communicate to the Association or to the State Board of Directors such matters and make such suggestions as may in his/her opinion tend to promote the welfare and increase the usefulness of the Association, and shall perform such other duties as are necessarily incident to the office of President or as may be prescribed by the State Board of Directors.

**Duties of the President-Elect:** The President-Elect shall serve in the absence of the President, perform his/her duties. In the event of his/her temporary disability or absence from meetings, shall have such duties as the President or State Board of Directors may assign and shall have appointed by January 1st all standing committee members to serve during his/her term as President. He/she shall contact district in charge of hosting upcoming workshop to see if working on workshop and to see if workshop is progressing on time.

**Duties of the Secretary:** The Secretary shall attend all meetings of the State Board of Directors and of the Association, keep a record of all proceedings, to attest documents, and perform such other duties as are usual for such official or as may be duly assigned to him/her.

**Duties of the Treasurer:** The Treasurer shall keep an account of all monies received and expended for the use of the Association, and shall make disbursements authorized by the finance committee and approved by the State Board of Directors. All sums received he/she shall deposit in the bank or banks, or trust company, approved by the State Board of Directors, and shall make a report at the bi-annual state meeting or when called upon by the President. Funds may be drawn only upon the signatures of the Treasurer and President. No reimbursements shall be given without proper documentation. All credit/debit cards are to be returned to the bank. The Treasurer shall prepare the books for audit at the close of each fiscal year. The funds, books, and vouchers in his/her hands shall, at all times be subject to verification and inspection by the State Board of Directors. He/she shall perform any other such duties as shall be assigned to him/her.





## Association of Nutrition & Foodservice Professionals

**SUBJECT: DUTIES OF OFFICERS**

**ISSUED DATE: FEBRUARY 24, 2017**

Duties of the Immediate Past President: The Immediate Past President shall counsel on all matters pertaining to operation of the Association, is responsible for the years of service pins (fall presentation, January roster) and shall accept any responsibility delegated to him/her by the President. He/she shall have the right to vote on The State Board of Directors.

Duties of the State Spokesperson: Will serve as chair of the Kansas ANFP Impact Team and appoint district spokespersons to represent each Kansas affiliated district. Represent and market the Kansas Association of Nutrition and Foodservice Professionals. Influence state lawmakers, state government officials, and the public while acting in the best interest of the members of Kansas and the Association of Nutrition and Foodservice Professionals. Keep the National ANFP Government office and Kansas ANFP members current on state regulations, pending legislation, allied association relationship, and any other issues concerning the chapter. He/she shall perform any other duties as shall be assigned to him/her.



## Association of Nutrition & Foodservice Professionals

**SUBJECT: DUTIES OF COMMITTEES**

**ISSUED DATE: FEBRUARY 24, 2017**

Duties of the State Nominating Committee: It shall be the responsibility of the state nominating committee to formulate the ballot for each annual election of officers in accordance with the policy adopted by the State Board of Directors.

Standing: The President, subject to approval of the State Board of Directors, shall from time to time designate such committees as may be desirable to effectuate the objectives of the Association. Membership of each of the standing committees shall be determined by the President-Elect for his/her term of office as President, or by the President for standing committees designated during his/her term of office. The President shall instruct each committee as to the function of that committee and within these guidelines each committee shall make its own rules and operating procedures.

Ad-hoc: The President shall from time to time designate such ad-hoc committees shall as may be desirable to effectuate the objectives of the Association. Membership of each of the ad-hoc committees shall be determined by the President. The President shall instruct the ad-hoc committee as to the function of that committee and within these guidelines the committee shall make its own rules and operating procedures.



