

# **Policy and Procedure Manual**

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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 the manual into the new presidents hands in no more than (7) days from the official date of take office.



SUBJECT: POLICY AND PROCEDURES DATE ISSUED: November 4, 1994

Theses policies and procedures shall be reviewed and updated by the state Secretary after each State Board of Director's Meeting. Amendments shall be typed. It shall be the responsibility of the State President to note inconsistencies to the attention of the State Board of Directors.



SUBJECT: POLICY AND PROCEDURES
DATE ISSURED: 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 updating 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.



SUBJECT: POLICY AND PROCEDURES DATE ISSUED: November 4, 1994

Outgoing Executive officers shall turn in their state policy and procedure manual to the state Secretary at the June Board of Directors meeting to be reworked for the new incoming Executive officers in the fall.

The Secretary will send a letter to each executive officer to bring their state policy and procedure manual to the June Board of Directors meeting. (This note can be attached to the agenda sent before each meeting.)

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

Revision Date: Revise Policy Wording

September 12, 2005 Outgoing Executive Officers shall turn in their State Policy and Procedure

manual to the State President-Elect at the June Board of Directors meeting to be reworked for the new incoming Executive Officers in the

fall.



**SUBJECT: POLICY AND PROCEDURES** 

DATE ISSUED: JUNE 13, 1985

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



SUBJECT: LOGO

DATE ISSUED: June 13, 1985

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



SUBJECT: LOGO

DATE ISSUED: June 13, 1985

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



SUBJECT: LOGO

DATE ISSUED: June 13, 1985

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



SUBJECT: LOGO

DATE ISSUED: June 13, 1985

The official name of this state association shall be The Kansas Dietary Managers Association.

**Revision Date: Revise Policy Wording** 

April 21, 2014

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



SUBJECT: LOGO

DATE ISSUED: June 13, 1985

The recognized Dietary Managers Association 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.

**Revision Date: Revise Policy Wording** 

April 21, 2014

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.



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.

Revision date: Revised Wording:

June 16, 1998

- 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.



**SUBJECT: SALES** 

DATE ISSUED: June11, 1993

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

Revision date: Revised Wording:

April 21, 2014

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.



SUBJECT: MEMBERSHIP

DATE ISSUED: November 4, 1994

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

Revision date: Revised Wording:

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 completed processing for membership in the National Association.



SUBJECT: MEMBERSHIP

DATE ISSUED: November 4, 1994

The criteria for ASSOCIATE membership in the Dietary Managers Association shall be:

- A. Associate degree (2 years), bachelors' degree or advanced degree in Food Service Healthcare or related field otherwise ineligible for active membership and who pay the required annual associate membership fee.
- B. Individuals who passed the credentialing examination and who pay the required annual associate membership fee.
- C. Successful completion of a 90 hour (or more) state approved course or other accredited Dietary Manager Program.

Supplier companies that complete the appropriate forms and submit the required fees may join DMA under the supplier membership category.

The criteria for STUDENT membership in Dietary Managers Association are to be in approved programs and who pay the required annual student membership fee.

Any member, aged sixty-two (62) or over, or who can provide proof of retirement, may upon written application and payment of the dues, become and remain a RETIRED member.



SUBJECT: MEMBERSHIP

DATE ISSUED: November 4, 1994

Revision date: Revised Wording:

April 21, 2014

The criteria for ASSOCIATE membership in the Association of Nutrition & Foodservice Professionals shall be:

- A. Associate degree (2 years), bachelors' degree or advanced degree in Food Service Healthcare or related field otherwise ineligible for active membership and who pay the required annual associate membership fee.
- B. Individuals who passed the credentialing examination and who pay the required annual associate membership fee.
- C. Successful completion of a 90 hour (or more) state approved course or other accredited Dietary Manager Program.

Supplier companies that complete the appropriate forms and submit the required fees may join ANFP under the supplier membership category.

The criteria for STUDENT membership in Association of Nutrition & Foodservice Professionals are to be in approved programs and who pay the required annual student membership fee.

Any member, aged sixty-two (62) or over, or who can provide proof of retirement, may upon written application and payment of the dues, become and remain a RETIRED member.



**SUBJECT: MEMBERSHIP** 

DATE ISSUED: November 4, 1994

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



SUBJECT: MEMBERSHIP

DATE ISSUED: November 4, 1994

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.



**SUBJECT: FISCAL YEAR** 

DATE ISSUED: June 13, 1985

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

Revised Date:

**Revision Wording:** 

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.



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.



SUBJECT: DUES AND FEES DATE ISSUED: June 13, 1985

Affiliated district associations may charge a nominal fee for meetings.



**SUBJECT: DUES AND FEES** 

DATE ISSUED: November 4, 1994

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.



**SUBJECT: DUES AND FEES** 

DATE ISSUED: November 4, 1994

State meeting registration fees shall be offered as one or two day registrations with student, non-member, graduate and retired categories. These fees shall be decided upon by the Board of Directors.



**SUBJECT: DUES AND FEES** 

DATE ISSUED: October 10, 1991

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 and Treasurer.

Revised Date: Revised Policy Wording

June 7, 2002 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.



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.



SUBJECT: ACCOUNTS PAYABLE DATE ISSUED: June 13, 1985

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 or expenses and receipts attached.



SUBJECT: ACCOUNTS PAYABLE DATE ISSUED: June 13, 1994

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



**SUBECT: 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.



**SUBJECT: MEETINGS** 

DATE ISSUED: June 13, 1985

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



**SUBJECT: MEETINGS** 

DATE ISSUED: July 12, 1996

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.



**SUBJECT: MEETINGS** 

**DATE ISSUED: October 13, 1993** 

The fall state meeting shall be held before Oct. 15<sup>th</sup>, but no less than 30 days after the close of the national annual meeting.

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

Revision Date: Revised Policy Wording

September 12, 2005 The fall state membership meeting shall be held before Oct. 31st, 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.



**SUBJECT: MEETINGS** 

DATE ISSUED: June 13, 1985

The spring state membership meeting shall be held no less than 60 days prior to national annual meeting.

Revised Date:

**Revision Wording:** 

February 24, 2017

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



**SUBJECT: MEETINGS** 

DATE ISSUED: June 13, 1985

The state Secretary is responsible for notifying the state Board of Directors of meetings no less than 10 days and no more than 30 days prior to said meeting.



**SUBJECT: MEETINGS** 

DATE ISSUED: June 13, 1985

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



SUBJECT: MEETINGS

DATE ISSUED: November 4, 1994

The membership shall be notified of membership meetings through the state newsletters no less than 30 days and no more than 45 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.



**SUBJECT: MEETINGS** 

DATE ISSUED: November 4, 1994

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



SUBJECT: MEETINGS

DATE ISSUED: November 4, 1994

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 form the President within ten (10) days after the close of the meeting of the Board of Directors. The reply shall state the consensus of opinion of the Board of Directors on the new or old business and shall also state any action to be taken.



**SUBJECT: MEETINGS** 

DATE ISSUED: June 13, 1985

It shall be the responsibility of the Program Committee to recommend meeting sites for state membership meetings. This decision shall be presented to the state Board of Directors in the form of a recommendation.



**SUBJECT: MEETINGS** 

**DATE ISSUED: November 13, 1992** 

The State Program Committee Chairman shall preside over the planning and implementing of membership educations meetings.

The KS ANFP State Spring workshop will be completely planned and ready to present to the Board for final approval at the preceding KS ANFP state fall workshop.

The KS ANFP state fall workshop will be completely planned and ready to present to the Board for final approval at the preceding KS ANFP state spring meeting.

# Revision Date: Revised Policy Wording The state program Committee Chairman shall preside over the planning and implementing of membership educational meetings. The KS ANFP state spring workshop will be planned and read 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.



SUBJECT: MEETINGS

DATE ISSUED: June 13, 1985

The State Program Chairman shall submit information for prior approval to ANFP Headquarters no less than 60 days prior to said meeting.

Revised Date: Revised Policy Wording

**June 7, 2002** The State Program Chairman shall submit information for prior approval

to ANFP Headquarters no less than 30 days prior to said meeting.

April 28, 2014 Revised Policy Wording

The State Program Chairman shall submit information for prior approval

to ANFP Headquarters no less than 60 days prior to said meeting.



**SUBJECT: MEETINGS** 

DATE ISSUED: November 11, 1995

The state program chairman shall be responsible for the clock hour signup sheets at membership meetings and for returning them to national headquarters within the allotted time.

The state official sigh up sheet (yellow copy) for approval education activities will be kept for 3 years after each state workshop by the state secretary.

Revised Date: Revised Policy Wording

April 30, 2014 **CE self-reporting.** Beginning June 1, 2014, CDMs will be responsible for

tracking their own continuing education (CE) hours and submitting them at

the end of their three-year cycle. In short, CDMs will participate in

continuing education activities, record their CE activity in the CE reporting record, and *save* their certificate of completion or proof of attendance for

verification purposes



**SUBJECT: MEETINGS** 

DATE ISSUED: June 13, 1985

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



**SUBJECT: MEETINGS** 

DATE ISSUED: November 4, 1994

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.



SUBJECT: MEETINGS

DATE ISSUED: June 13, 1985

The Immediate Past President shall at each Board of Directors meeting make notes of the highlights to be published in each newsletter to the membership. These shall be referred to as "Board Brief"

Revision Date: Revised Policy Wording

September 12, 2005 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".



SUBJECT: ORGANIZATION DATE ISSUED: June 13, 1985

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

Revision Date: Revised Policy Wording

April 30, 2014 The members of the Kansas ANFP Board of Directors shall receive no

salary for their services.



SUBJECT: ORGANIZAION DATE ISSUED: June 13, 1985

Responsibility – Refer to By-Laws Article VI, Section 4.

Revised Date:

**Revision Wording:** 

February 24, 2017

Responsibility – Refer to By-Laws Article VI.



SUBJECT: ORGANIZATION DATE ISSUED: June 13, 1985

Absence - Refer to By Laws Article VI, Section 13.

Revised Date: Revision Wording:

February 24, 2017

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.



SUBJECT: ORGANIZATION DATE ISSUED: June 13, 1985

Any member of the Kansas DMA 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.

Revision Date: Revised Policy Wording

April 30, 2014 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.



SUBJECT: ORGANIZATION DATE ISSUED: June 13, 1985

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.



SUBJECT: ORGANIZATION DATE ISSUED: June 13, 1985

Vacancies – Refer to By –Laws, Article VII, Section 7.

Revised Date:

**Revision Wording:** 

February 24, 2017

Any vacancy that may occur on the State Board of Directors, or in any office other that 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.



SUBJECT: ELECTED OFFICERS DATE ISSUED: June 13, 1985

Elected Officers - Refer to By-Laws Article VI.

Revised 6/19/1998 If an officer drops his/her membership while holding a state office,

does not reinstate within 30 days (after July 31) they will lose all

privileges connected with that office.



SUBJECT: STATE ELECTION

DATE ISSUED: November 4, 1994

#### Revised 5/19/2014

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.



SUBJECT: DISTRICT REPRESENTATION OF THE STATE BOARD OF DIRECTORS

DATE ISSUED: June 13, 1985

District representation of the State Board of Directors; refer to By-Laws, Article VI, Section 3.

Revised Date:

**Revision Wording:** 

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.



SUBJECT: DISTRICT REPRESENTATION ON THE STATE BOARD OF DIRECTORS.

**DATE ISSUED: December 3, 1993** 

The affiliated district associations within Kansas shall be officially designated by a number corresponding to their affiliation as follows:

District #1 - Wichita

District #2 - Greater Kansas City

District #3 - Western Kansas

District #4 - Southeast Kansas

District #5 – Kaw Valley

District \$6 – Northern

Revised Date: Revised Policy Wording:

April 26, 1995 District #7 East District Formed

June 23, 1995 District #6 Northern Disbanded.

August 10, 1996 District #7 East District Disbanded

September 25, 1996 District 2 Greater Ks City District clarified to be a part of MO. DMA

September 30, 2005 The following districts are active:

Jayhawk

Kaw Valley

West

Wichita

Southeast

February 24, 2017 The following districts are active:

East

West

Wichita



SUBJECT: STATE BOARD OF DIRECTORS REPRESENTATION

**DATE ISSUED: February 10, 1995** 

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, President Elect, The Secretary, The Treasurer, Immediate Past President, The President of each district, and all standing committee chairman.

Revision Date: Revised Policy Wording:

June 7, 2002 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, President Elect, The

Secretary, The Treasurer, Immediate Past President, The State

Spokesperson, The School Liaisons, The President of each district, and all

standing committee chairman.



SUBJECT: DISTRICT REPRESENTATION ON THE STATE BOARD OF DIRECTORS

DATE ISSUED: June 13, 1985

The State President Elect shall notify each district of their right to serve on the State Board of Directors 60 days prior to the fall workshop board meeting each year.



SUBJECT: DISTRICT REPRESENTATION ON THE STATE BOARD OF DIRECTORS

DATE ISSUED: June 13, 1985

In the event the district representative while serving as district President Elect resigns that office, his/her duly designated successor shall complete his/her term of office.



SUBJECT: DISTRICT REPRESENTATION ON THE STATE BOARD OF DIRECTORS

DATE ISSUED: June 13, 1985

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.



SUBJECT: DISTRICT REPESENTATION ON THE STATE BOARD OF DIRECTORS

DATE ISSUED: June 13, 1985

The representative from the Greater Kansas City District shall be a Kansas DMA member.

**Revision Date:** 

September 26, 1996 Revised Policy Wording

This policy was deleted to clarify that Greater KS City District is an

official MO district not to be recognized in KS ANFP.



SUBJECT: ELECTED OFFICERS DATE ISSUED: June 13, 1985

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.



SUBJECT: STATE ELECTION

DATE ISSUED: November 4<sup>TH</sup>, 1994

The Tellers committee shall fallow 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 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.



SUBJECT: STATE ELECTION DATE ISSUED: June 13, 1985

The state Secretary shall be responsible for the mailing of these ballots in accordance with By-Laws Article VII, Section 4.

Revision Date: Revision Policy Wording:

January 1, 2012 The State Newsletter Editor is responsible for getting the ballots into

the Spring Newsletter. The communication committee shall be Responsible for the distribution of these ballots in accordance with

By-Laws Article VII, Section 4 and 5.

Revision Date: Revision Wording

February 24, 2017

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. 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.



SUBJECT: STATE ELECTION DATE ISSUED: June 13, 1985

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



**SUBJECT: STATE ELECTION** 

DATE ISSUED: November 4, 1994

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. When called upon by the State President, the chairman of the Tellers committee shall come before the Board of Directors and give his/hers report.
- 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 Secretary who keeps them for several months until there is no chance for a contested election.



# Association of Nutrition & Foodservice Professionals SUBJECT: STATE ELECTION

DATE ISSUED: June 13, 1985

The ballot cast by the State President shall be left unopened and counted only in the event of a tie vote.



SUBJECT: STATE ELECTION DATE ISSUED: June 13, 1985

It shall be the responsibility of the State President to notify all candidates and the membership of the results of the elections.



## Association of Nutrition & Foodservice Professionals SUBJECT: BUDET/FINANCE COMMITTEE

DATE ISSUED: November 4, 1994

The Kansas DMA 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.

Revised wording: July 2,2014

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.



## Association of Nutrition & Foodservice Professionals SUBJECT: BUDGET / FINANCE COMMITTEE

**DATE ISSUED: November 4, 1994** 

The Budget/Finance committee shall be organized as follows:

Treasurer; as Chairman

President,

President Elect,

**Immediate Past President** 



### Association of Nutrition & Foodservice Professionals SUBJECT: BUDGET/FINANCE COMMITTEE

DATE ISSUED: June 13, 1985

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.



### Association of Nutrition & Foodservice Professionals SUBJECT: BUDGET/FINANCE COMMITTEE

DATE ISSUED: November 4, 1994

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.



# Association of Nutrition & Foodservice Professionals SUBJECT: BUDGET/FINANCE COMMITTEE

DATE ISSUED: June 13, 1985

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.



## Association of Nutrition & Foodservice Professionals SUBJECT: BUDGET / FINANCE COMMITTEE

DATE ISSUED: November 4, 1994

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.



**SUBJECT: BUDGET/FINANCE COMMITTEE** 

DATE ISSUED: June 13, 1985

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.



**SUBJECT: BUDGET/FINANCE COMMITTEE** 

DATE ISSUED: November 4, 1994

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



**SUBJECT: BUDGET/FINANCE COMMITTEE** 

DATE ISSUED: June 13, 1985

The Kansas DMA Treasurer shall be bonded in the amount of ten thousand dollars. (\$10,000)

Revised Date: Revision Policy Wording

Oct. 10, 2006 The treasurer will add the districts to the bonding application

when applying for the bond. This will also cover each district

Treasurer.

Revised Date: Revision Policy Wording

July 2, 2014 The Kansas ANFP Treasurer shall be bonded in the amount of ten

thousand dollars. (\$10,000)



**SUBJECT: BUDGET/FINANCE COMMITTEE** 

**DATE ISSUED: November 11, 1995** 

The outgoing Treasurer is responsible for paying all of the bills at the State Fall 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.



**SUBJECT: BUDGET/FINANCE COMMITTEE** 

DATE ISSUED: November 4, 1994

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

Revision Date: Revision Wording:

10/06/2006 A monthly audit shall be performed by the President of the Sate

of all district bank statements that have been copied and sent to the President by the District President. The President shall look over each statement to see what funding is available within the

state. These copies shall remain with the President.



**SUBJECT: NOMINATING COMMITTEE** 

DATE ISSUED: June 13, 1985

At such time s 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.



**SUBJECT: NOMINATION COMMITTEE** 

DATE ISSUED: June 13, 1985

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.



**SUBJECT: NOMINATING COMMITTEE** 

DATE ISSUED: June 13, 1985

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.



**SUBJECT: NOMINATING COMMITTEE** 

DATE ISSUED: June 13, 1985

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



**SUBJECT: NOMINATING COMMITTEE** 

DATE ISSUED: June 13, 1985

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



**SUBJECT: NOMINATING COMMITTEE** 

DATE ISSUED: June 13, 1985

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



SUBJECT: NOMINATING COMMITTEE DATE ISSUED: November 4, 1994

The nominating committee shall submit a complete slate of candidates to the Board of Directors at the February Board of Directors 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.



**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.

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 storing, displaying and caring for the State Association banner and flags.

If the Historian is unable to attend the membership meeting, or the annual meeting of the members, he/she shall be responsible designating another member to display and handle the State Association's banner.

The Historian shall be responsible for the keeping and care of the State Association's camera and all inclusive equipment.

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 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.



**SUBJECT: HISTORIAN** 

DATE ISSUED: November 4, 1994

The Historian shall choose and purchase pictures at the annual meetings to best portray the Kansas DMA participation at the annual meeting. The following pictures should purchase:

- A. The State Picture
- B. The President receiving the state achievement award.
- C. Other honors given our state.
- D. Banner picture.
- E. Other pictures as they portray our states involvement in this meeting.

If the Historian is unable to attend the Annual meeting she/he shall designate another member to purchase said pictures.

Revised Date: Revised Wording

July 7/2014 The Historian shall choose and purchase pictures at the annual meetings

to best portray the Kansas ANFP participation at the annual meeting. The

following pictures should purchase:

A. The State Picture

B. The President receiving the state achievement award

C. Other honors given our state.

D. Banner picture.

E. Other pictures as they portray our states involvement in this meeting.

If the Historian is unable to attend the Annual meeting she/he shall designate another member to purchase said pictures.



SUBJECT: REIEMBURSEMENT DATE ISSUED: June 13, 1985

The members of the State Board of Directors shall be reimbursed for all officers 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.



SUBJECT: REIMBURSEMENT DATE ISSUED: February 10, 1995

Delegate to National Annual meeting; President, President-Elect, Secretary, Treasurer, and Immediate Past President as our member of the National Board of Delegates and Legislative Coordinator shall be reimbursed for annual meeting registration, convention hotel (4 to a room) rate for five (5) nights, round trip air coach fare or \$.25 per mile auto expense, not to exceed the cost of airfare. If travel by bus, the organization will provide transportation to meeting. Officers whose facilities will reimburse them for all or part of the National Annual meeting expenses will not have the part to the expenses the facility pays for reimbursed by the State DMA.

The total projected reimbursement to the delegates to the National Annual meeting shall be furnished to them in advance.

Properly filled out vouchers with all receipts must be submitted upon return to state after annual meeting. Expenses above and beyond advance will be reviewed for approval by the Board of Directors. Any overpayment of expenses shall be refunded to the state association within ninety (90) days of the end of annual meeting.

A fee will be set at each spring board meeting to be paid for annual meeting travel for officers to go to National Convention. All officers, President, President-Elect, Secretary, Treasurer, and Immediate Past President will be paid.

Revision Date: Revised Policy Wording:

July 12, 1996 \* rate for (6) nights.

\*In order for reimbursement to be made for attendance at National meeting all officers' orientation at National meeting, the chosen representative must attend the Board of Director's meeting and the

Council of State Presidents meeting.

\* Council of State Presidents instead of Board of Delegates.

July 16, 1998 \* After the budget is prepared for the next fiscal year, money will be

allocated for other officers beside the president to attend as available.

\*Rate for (5) nights at 2 to a room.

\*If an officer cannot attend, money will stay in the general fund.



#### SUBJECT: REIMBURSEMENT Continued

\*Delegates to the National Meeting will be President and State Spokesperson. The total projected expanses; Registration-Travel-Hotel (5 nights/2 to a room) shall be furnished to them in advance. The State President must attend the Council of State President Meeting and the State Spokesperson must attend the State Spokesperson training.

Revision Date: June 7, 2002 **Revised Policy Wording:** 

Delegates to the National Annual Meeting: President, President-Elect, State Spokesperson shall be reimbursed for annual meeting registration, convention hotel (4 to a room)rate for (6) nights, 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. 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 DMA.

July 7, 2014

Delegates to the National Annual Meeting: President, President-Elect, State Spokesperson shall be reimbursed for annual meeting registration, convention hotel (4 to a room)rate for (6) nights, 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. 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.



SUBJECT: REIMBURSEMENT DATE ISSUED: June 13, 1985

The Historian shall be reimbursed for films, developing, supplies for scrap books, National pictures, camera upkeep/repair within the current budget restrictions. Any other expenses incurred beyond budget shall be reimbursed upon approval of the Board of Directors.



SUBJECT: REIMBURSEMENT

DATE ISSUED: November 4, 1994

The Travel Coordinator shall be reimbursed for telephone, postage, printing expenses within budget allotment. Any expense incurred above and beyond the budget shall be reimbursed upon approval by the Board of Directors.



**SUBJECT: REIMBURSEMENT** 

DATE ISSUED: November 4, 1994

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.



SUBJECT: REIMBURSEMENT DATE ISSUED: June 2, 2000

The annual reimbursement from National will be used by the hosting districts for the fall and spring workshop expenses.

Revision Date: Revised Policy Wording

June 7, 2002 The reimbursement from National will be available as designated by the

Board for State meetings and the Nancy Hinman Scholarship Fund.



SUBJECT: NEWSLETTER DATE ISSUED: May 6, 1992

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

Revised Date Revised Wording

July 7, 2004 The Kansas ANFP newsletter shall be named "Across the Prairie".



SUBJECT: NEWSLETTER

DATE ISSUED: November 4, 1994

There shall be four (4) newsletters issued annually and any other as deemed necessary by the Board of Directors. They shall be mailed in March, May, August, and December.

Revision Date: Revised Policy Wording:

July 12, 1996 They shall be mailed in November, March, June and August.

September 12, 2005 There shall be three (3) newsletters issued annually and any other as

deemed necessary by the Board of Directors. They shall be mailed in

March, September and as deemed by the Board of Directors.

Oct 5, 2011 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



SUBJECT: NEWSLETTER

DATE ISSUED: November 4, 1994

Each issue of the newsletter shall contain:

- 1. Letter from the President
- 2. District news.
- 3. State and District officer names and addresses
- 4. Board briefs
- 5. Meeting information
- 6. Association business and news
- 7. Educational articles
- 8. State Board of Directors and editor's names, addresses and phone numbers.
- 9. Promotions sent from Nationals
- 10. New members
- 11. Students and graduate listings
- 12. Etc. as voted on by the Board of Directors.



**SUBJECT: NEWSLETTER** 

DATE ISSUED: June 13, 1985

Kansas DMA covers the expense of printing all newsletters.

Revision Date: Revision of Wording

July 7, 2014 Kansas ANFP covers the expense of printing all newsletters.



SUBJECT: NEWSLETTER

DATE ISSUED: September 26, 1996

Other organizations soliciting advertisement in the "Across the Prairie" shall first have the approval of the State Board of Directors before being included in the newsletter.

Revision Date: Revised Policy Wording

November 8, 1996 A \$65.00 charge for ¼ page of advertising in the newsletter per

issue will be assessed for any advertisements placed.

September 12, 2005 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



SUBJECT: RESPONSIBILITY OF THE STATE ASSOCIATION TO THE DISTRICT ASSOICATONS.

DATE ISSUED: June 13, 1985

The State membership listing shall be made available to District Officers.



SUBJECT: FUNDRAISING

DATE ISSUED: June 13, 1985

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



SUBJECT: FUNDRAISING DATE ISSUED: June 13, 1985

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



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.



**SUBJECT: RELATIONSHIP TO BY-LAWS** 

DATE ISSUED: June 13, 1985

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



**SUBJECT: SCHOLARSHIP** 

DATE ISSUED: March 12, 1993

Each District active in KS DMA will pay \$50.00 annually to KS DMA 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.

Revised Date: Revision Wording

July 7, 2014 Each District active in KS ANFP will pay \$50.00 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.

Revised Date: Revision Wording

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.



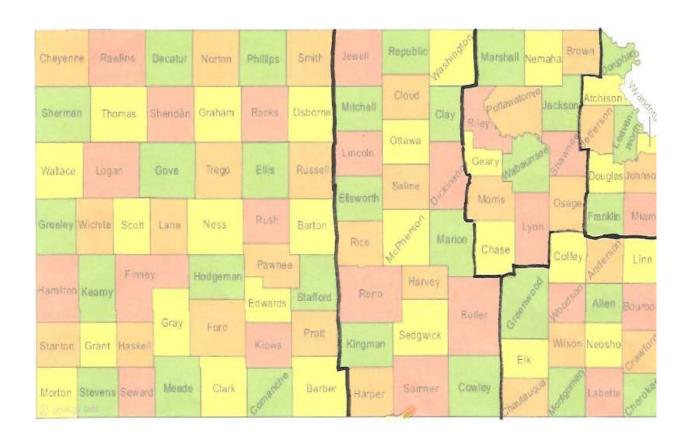
**SUBJECT: DISTRICT BOUNDARIES DATE ISSUED: December 3, 1993** 

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

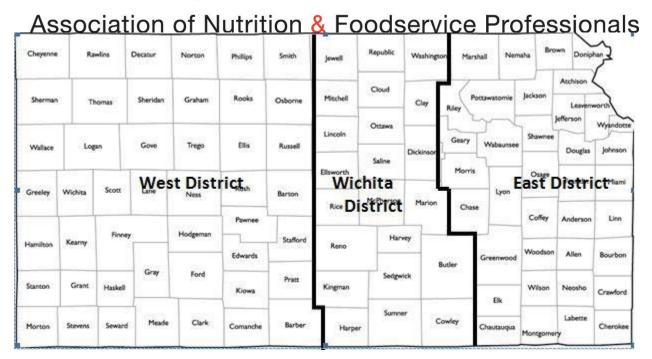
**Revised Date** 

Picture added

July 7, 2014









**SUBJECT: STUDENT PACKETS DATE ISSUED: June 11, 1993** 

All student packets will include a KS DMA pad.

Revised Date: Revised Policy Wording

July 23, 2014 All student packets will include a Kansas ANFP pad.



**SUBJECT: WEBSITE** 

DATE ISSUED: June 7, 2002

The Kansas DMA website shall be named www.ksdmaonline.org

Revision Date: Revised Policy Wording

July 23, 2014 The Kansas ANFP website shall be named <a href="http://www.anfponline.org/KS">http://www.anfponline.org/KS</a>



**SUBJECT: ALLIED ASSOCIATION JOINT MEETINGS** 

DATE ISSUED: April 24, 2002

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

- 1. Utilize workshop planning handbook.
- 2. Follow established workshop budget as determined by Kansas DMA 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 DMA Board approval.
- 5. Obtain all Kansas DMA membership registration and registration for members who hold membership of both associations.

Revision Date: Revised Policy Wording 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 handbook.
- 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 DMA membership registration and registration for members who hold membership of both associations.



SUBJECT: CONFICT OF INTEREST DATE ISSUED: Aug 15, 2006

No member (whether officer or not) of DMA 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 DMA 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.

Revision Date: Revised Policy Wording

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.



SUBJECT: POLICY AND PROCEDURE FOR KANSAS STATE DMA LENDING LIBRARY DATE ISSUED: April 2007

Kansas Dietary Managers Association will purchase educational videos relating to our industry to be used by members at district or state meetings or in their facility. Excess funds currently in the state treasury will be used to purchase these videos with input taken from the membership. Depending on purchase price one or two videos a year should be purchased. At some time this should be revisited and perhaps included in the annual budget process.

Revision Date: Revised Policy Wording July 23, 2014

Kansas ANFP will purchase educational videos relating to our industry to be used by members at district or state meetings or in their facility. Excess funds currently in the state treasury will be used to purchase these videos with input taken from the membership. Depending on purchase price one or two videos a year should be purchased. At some time this should be revisited and perhaps included in the annual budget process

- Library inventory will remain in the possession of the state secretary and/or education chairman.
- Education chairman will keep an updated inventory of items available for members and publish yearly in the newsletter and post on the website.
- Active members will submit a request naming the video with the date of return stated and pay for all postage and insurance involved.
- Library items will be lent out on a first come first served basis. A waiting list could be established as needed.
- Library items will be lent out for a 2 week period at a time unless previous arrangements are made due to special circumstances.
- Member checking out videos will be held accountable for replacement should damage occur or if lost in mail.

Optional: Security deposit of \$50 to be collected at time of checking out and returned when video is returned and all postage/insurance charges are collected.



SUBJECT: POLICE AND PROCEDURE FOR KANSAS STATE DMA PORTABLE SOUND SYSTEM DATE ISSUED: April 2007

The Kansas State Dietary Managers Association has purchased a rechargeable portable sound system to be used at State meetings or on State bus trips in the event that there is no sound system available for speakers.

Revision Date: Revised Policy Wording

July 23, 2014

The Kansas ANFP has purchased a rechargeable portable sound system 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 two 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 Fall 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.



SUBJECT: POLICY AND PROCEDURE FOR KANSAS STATE DMA STATE OFFICER CHECK OUT LIST DATE ISSUED: April 2007

The Kansas State Dietary Managers Association has certain items that will pass from officer to officer (see attached state items check out sheet).

Revision Date: Revision Policy Wording 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 Fall 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 State Secretary will be responsible for the keeping of this list. 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 organization. It is important that all officers follow this procedure to protect our States possessions.



#### STATE ITEMS CHECK OUT SHEET

PRESIDENT	
Officers & Committee Manuals	
<b>Immediate Past President</b>	State Files
President	State Achievement Award (last years)
President Elect	
Treasurer	
Newsletter Editor	
Nominating	
Sunflower	
Tellers	
Hospitality	
Education	
Programmer's manual of fall & spring	g workshops
Birdhouse if found	
Blackboard if found	
District:	
South East	
West	
Wichita	
Jayhawk	
Kaw Valley	
3 School Liaisons:	
Historian	
Policy & Procedure Manuals	
State Banner	
Portable Sound System	
Stationary	
Box of Miscellaneous Items: Brochures from	National, Information on the ANFP and etc.
Signature	Date Received
Page 104a	



**President-elect** 

Page 104b

## Association of Nutrition & Foodservice Professionals

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



Signature	Date Received
Education: Lending Library	
Signature	Date Received
<b>Legislative</b> District Spokesperson notebooks (5)	
Signature	Date Received
Sales  All sales merchandise  Baskets (3)  Sales ledger/forms/catalogs	
Signature	Date Received
Page 104c	



SUBJECT: MEETING ATTENDANCE RECORDS

DATE ISSUED: January 20, 2008

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 back up 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 secretary 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.



## 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.

Page 106



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)
- 7. The letter will inform the person (member) National will be contacted and they will not receive the credit hours for the meeting, if the appropriate funds are not received.

(See page 107a for sample letter)





SUBJECT: VOLUNTEER CANCELLATION OF EVENT

DATE ISSUED: April 20, 2010

The State Board of Directors expects a full refund of funds if 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.



SUBJECT: COMPLIMENTARY REGISTRATION TO STATE MEETINGS

DATE ISSUED: April 1, 2010

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.



**SUBJECT: BASKETS AT STATE WORKSHOPS** 

DATE ISSUED: June 3, 2011

Each district is to furnish at least 1 basket with a minimum cost of \$25 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, keeping the cost around \$25 each, which they will be reimbursed fro from the State.



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 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.



**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.



**SUBJECT: MEMBERSHIP MEETING MINUTES** 

**DATE ISSUED: January 6, 2012** 

The membership meeting minutes from the previous meeting will be emailed out to the membership 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.



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.



**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 symbol. District Presidents, elected by the membership of their districts, shall serve on the State Board of Directors for their term of office.



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 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.

Duties of the Secretary: The Secretary shall give notice of and 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. 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.



SUBJECT: DUTIES OF OFFICERS CONTINUED

**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.



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.

