



Association of Nutrition & Foodservice Professionals

Policy and Procedure Manual

Revision Date December 2016



Association of Nutrition & Foodservice Professionals

Table of Contents

Policy and Procedure Manual.....2

By Laws.....2

Membership.....3

State Fiscal Year.....3

Dues and Fees.....3

Meetings.....4

Elected Officers.....4

State Elections.....5

Finance Committee.....5

State Newsletter.....6

State Membership List.....6

Installation.....6

Training Meeting for New Officers.....7

Recognition of new First Time Members.....7

Selecting Speakers.....8

State meetings.....8

Meeting Evaluation.....8

Conducting Meetings.....9

Selecting Delegates.....9

Duties of Elected Officers.....9



Association of Nutrition & Foodservice Professionals

Policy and Procedure Manual

Revision Date: December 2016

Policy: The Policy and Procedure Manual of the State shall be reviewed yearly by the incoming officers and copies retained by the President and Secretary.

Procedure:

1. Any new officer will receive copies of the Policy and Procedure Manual at the Spring State Meeting. The Policy and Procedure Manual will be reviewed at the Executive Spring Meeting.
2. Any changes in the Policy and Procedure Manual will be presented at the Spring Meeting and noted in the State Newsletter by the President.
3. Copies of the Policy and Procedure Manual will be distributed to the incoming officers at the Installation of Officers.
4. All State Policy and Procedures shall be in compliance with State and National Guidelines.

By Laws

Policy: The laws are to reviewed yearly by the incoming officers.

Procedure:

1. Any new officer will receive copies of the By-Laws at the Spring Meeting.
2. The By-Laws will be reviewed at the First Executive Board Meeting in the Spring.
3. Any amendments of the By-Laws will be presented at the Next schedule business meeting and shall be reported in the State Newsletter.



Association of Nutrition & Foodservice Professionals

Membership

Revision Date: December 2016

Policy: Membership Criteria

Procedure:

1. A member of National is automatically a member of State.

State Fiscal Year

Policy: Dates of the Fiscal Year.

Procedure:

1. The State ANFP Fiscal Year shall be from October to October of each year.

Dues and Fees:

Policy: Dues and Fees for our State Members

Procedure:

1. There are no dues currently to our State Members but to be in good standing, but they must keep current with the annual dues from National.
2. All incurred expenses for the Kentucky ANFP Members will be a charge for attendance for our educational and networking meetings for CEU's.



Association of Nutrition & Foodservice Professionals

Meetings:

Revision Date: December 2016

Policy: Meetings

Procedure:

1. The President can call a State meeting by having the Secretary notify the Executive Committee Membership 7 days ahead of time. If time does not permit, phone notice or email will suffice.

2. Committee meeting will be set by the Chair of the Committee.

3. Business meeting of members may follow workshops.

4. The meeting site shall be with the approval of the Executive Committee. All programs must be with the Majority approval of the Executive Committee.

Elected Officers

Policy: Qualifications for elected officers

Procedure:

1. All candidates for Office shall be paid up Members of the National ANFP.

2. All candidates shall be active in attendance of their Stat Meetings.

3. They shall further state on accepting the nomination to fill the Office that agree to serve if elected. They should also attend stated meeting unless absolutely unavoidable.



Association of Nutrition & Foodservice Professionals

State Elections

Revision Date: December 2016

Policy: State Elections

Procedure:

1. The Secretary will mail out the ballots to active members 30 days prior to the election.
2. Ballots will be returned to the election committee and the Chair person will count the ballots.
3. If a tie should exist, a recount should be made. If the tie still exists after the recount the committee members will seal vote to break a tie.
4. The Chairperson reports to the President the results. The President announces the results to the candidates, to the members at the meeting and through the State Newsletter.

Finance Committee

Policy: Finance of the Kentucky ANFP Association

Procedure:

1. The Treasurer is the Chairperson of the Finance Committee.
2. They must set a budget yearly at the Fiscal Year.
3. The Treasurer books will be audited yearly. They will provide quarterly Treasurer's Reports to be placed in the State Newsletter for all member's knowledge.
4. With all bank account changes it will be determined by the Executive Committee.
5. Any new treasurer will notify the bank and give their proper credentials for the account number and signatures.



Association of Nutrition & Foodservice Professionals

State Newsletter

Revision Date: December 2016

Policy: State Newsletter shall be the primary responsibility of the Newsletter Editor

Procedure:

1. The State Newsletter shall be published on a quarterly basis February, May, August and November. The dates for these shall no later than the 15th of the month due.
2. Any member can submit items and are encouraged to do so.
3. The newsletter will include a Letter from the President, Financial report from the Treasurer, Planned meetings and new students and members.

State Membership List

Policy: How the list is acquired and used

Procedure:

1. The State Membership List is received from National by the State President and State Secretary. It should not be distributed without the consent of the Executive Committee.
2. This list will not be supplied to anyone other than the Executive Committee.

Installation

Policy: For installation of officers at the Fall State Meeting

Procedure:

1. The incoming President and President will plan the installation service together.



Association of Nutrition & Foodservice Professionals

Revision Date: December 2016

2. The In-Coming President will preside at the recognition of outgoing officers. The Out-Going President will preside at the recognition of in-coming officers.

3. The President-Elect will ensure or delegate the purchase of the flowers and/or awards.

4. The Installation Service that was selected by the State is to be followed.

Training Meeting for New Officers

Policy: It shall be the policy of Kentucky ANFP to have a meeting for the purpose of training the newly elected officers.

Procedure:

1. The meeting for the newly elected officers should be held prior to May 31st, this will enable the President-Elect to be schooled prior to submitting newly elected officers and committee chairperson to National by June 30.

2. This will allow all Officers and Committee Chairs to review and learn the proper procedures of operation in their respectful positions.

Recognition of New First Time Members

Policy: For Kentucky ANFP to recognize new first time members

Procedure:

1. The President shall be aware of all new members and welcome them to the group during the business part of the meeting.

2. All new members will be added to the State Newsletter mailing list.

3. The Secretary will obtain a complete and accurate name and address from the new member.



Association of Nutrition & Foodservice Professionals

Selecting Speakers

Revision Date: December 2016

Policy: The Kentucky ANFP shall select speakers for their meetings

Procedure:

1. A member can submit a name to one of the Officers so they can be contacted.
2. The contact speakers and their programs will be presented to the officers and from there a program with the vendors will be formulated. Once chosen the program information along with their bio or resume will be forwarded to National for CEU approval.

State Meetings

Policy: The Kentucky ANFP shall promote their meetings.

Procedure:

1. The meetings for Kentucky State Meetings will be mailed out to all active member and students, Notices will also be place on our website and Newsletter.

Meeting Evaluation

Policy: Kentucky ANFP shall use the open forum evaluation of speaker and evaluation form.

Procedure:

1. The evaluation form shall have spaces for the name of the Presenter. The form should have questions that are pertinent concerning the program. At least 5 questions on the form. The Chairperson will be responsible for having these forms. They shall also collect them and evaluate so they can present the information at the next Executive Board Meeting.



Association of Nutrition & Foodservice Professionals

Conducting Meetings

Revision Date: December 2016

Policy: The Kentucky ANFP meetings shall be held by notification.

Procedure:

1. The President shall call a meeting by phone or written notice.
2. Robert's Rule of Order is the procedure for all business meetings.
3. The meeting is conducted by the President or in his/her absence, the President-Elect.
4. The Secretary, if absent, should provide the President a copy of previous minutes and read by person appointed by President. The President should appoint a person to act as Secretary to take minutes.
5. The Treasurer should present the Chapter's Financial Report. Should they be unable to attend they are to notify the President and furnish their report. The President would appoint a person to take charge of any monies received and turn them over to the Treasurer.

Selecting Delegates

Policy: Selecting delegates to attend the National Convention.

Procedure:

1. At the Spring Meeting of Kentucky ANFP prospect for going to the convention will be asked for and recorded in the secretary's minutes. The Executive Board will be first to be considered.
2. The candidates on return will make a report at the next business meeting of the Kentucky Chapter ANFP on the programs, who attended, and the activities enjoyed.
3. Monies shall be provided by May 15 for registration fees which have to be met for Early Bird registration.



Association of Nutrition & Foodservice Professionals

Duties for Elected Officers

Revision Date: December 2016

Policy: The Kentucky ANFP Officer's Duties.

Procedure:

1. The duties of the President, President Elect, Secretary, Treasure, and Newsletter Editor will follow the specified duties in the Official Volunteer Manual provided by National.