



Association of Nutrition & Foodservice Professionals

POLICY AND PROCEDURE MANUAL

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MINNESOTA ASSOCIATION OF NUTRITION AND FOODSERVICE PROFESSIONALS
POLICY AND PROCEDURE MANUAL
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*Minnesota Dietary Managers Association
dba
Minnesota Association of Nutrition and Foodservice Professionals
(Hereinafter referred to as MN ANFP)*

I. ASSOCIATION POLICIES AND PROCEDURE MANUAL

POLICIES:

The MN ANFP BOARD OF DIRECTORS will meet annually (prior to start of next membership/fiscal year) to review and update these policies and procedures.

These policies and procedures will be available to all members on the MN ANFP Chapter Portal at ANFP Connect on ANFPonline.org. They will also be available to all members of the MN ANFP BOARD OF DIRECTORS in the Gmail (Google) account.

Each MN ANFP officer and committee chair are responsible for reviewing the manual at the beginning of his/her term and to abide by the policies therein.

PROCEDURES:

Board members are able to recommend changes or updates to the Policy and Procedure Manual during the annual review. Changes need to be approved by a majority of the MN ANFP BOARD OF DIRECTORS.

If a change to a policy or procedure is needed at a time other than the annual review, the issue shall be brought to the BOARD OF DIRECTORS at the next available board meeting for discussion and action.

It shall be the responsibility of the MN ANFP SECRETARY or designee to maintain and edit the master copy of the Policy and Procedure manual.

The SECRETARY or designee will provide a copy of the revised policy and procedure manual to the MN ANFP COMMUNICATIONS CHAIR or designee for distribution to board members and to Chapters@anfponline.org.

The MN ANFP COMMUNICATIONS CHAIR or designee will send the revised policy and procedure to national ANFP to be included on the MN Chapter website.

II. MEMBERSHIP AND MEMBERSHIP LISTINGS

POLICIES:

The MN ANFP membership list is not to be sold, shared, or provided to an unauthorized person, company, or organization. Only National ANFP has authority to distribute membership listings of each state. MN ANFP members or officers cannot share or copy any membership listing for use by any other business, organization, or individual.

Membership lists may be used by the state Chapter for the following purposes:

- Welcome new members
- Contact those whose dues are outstanding
- Survey members
- Send out communications to members
- Contact potential volunteers

Membership categories are determined by National ANFP.

Membership lists are compiled and maintained by the MEMBERSHIP CHAIR.

III. MEMBERSHIP MEETINGS

POLICY:

MN ANFP shall hold one general membership meeting each fiscal year. This meeting shall take place during the annual state conference.

PROCEDURES:

The PRESIDENT shall schedule a general membership and business meeting at a time that fits within the education sessions of the annual conference and at a time that will maximize attendance by those attending the conference.

The PRESIDENT, officers and committee chairpersons/co-chairs shall each give a brief report of the work of that officer and/or committee.

Any items which require a vote of the general membership shall be conducted at this time; a vote shall be taken after a review of the issue is presented. Time for questions and discussion shall be allowed.

IV. COMMUNICATION AND CORRESPONDENCE

POLICIES:

MN ANFP will maintain communication with its members through email blasts, social media platforms, newsletters, surveys, and conference calling.

All communication or correspondence with members, vendors, associates or the National ANFP office shall be professional in nature. This includes correct spelling, grammar, and structure.

PROCEDURES:

MN ANFP PRESIDENT shall be copied on all correspondence that does not originate from that officer.

The COMMUNICATIONS CHAIR or designee is responsible for all correspondence with state members.

The COMMUNICATIONS CHAIR will construct and distribute a minimum of two newsletters per year to members. Quarterly newsletters (4 per year) are the preferred MN ANFP standard.

All Chapter communications shall be professional in nature and proofed for correct spelling, grammar, and punctuation by another board member before sending.

The COMMUNICATIONS CHAIR or designee maintains the Gmail account and works with the MEMBERSHIP CHAIR to ensure that updated ANFP Chapter membership lists are used.

The Chapter email address is mnanfp@gmail.com. The password for this account is maintained by the COMMUNICATIONS CHAIR and shared with all board members at the beginning of each membership year.

V. EXECUTIVE BOARD & BOARD MEETINGS

POLICIES:

The MN ANFP BOARD OF DIRECTORS consists of:

Executive Officers (elected positions) PRESIDENT, IMMEDIATE PAST PRESIDENT, PRESIDENT-ELECT, SECRETARY, TREASURER, TREASURER-ELECT, and

Committee Chairs, Co-chairs, or designees (appointed positions): See Committees in Section VI.

These positions may be combined or separated as determined by available volunteers and/or at the discretion of the incoming PRESIDENT.

The MN ANFP BOARD OF DIRECTORS shall meet four times per year.

A Board Orientation shall be included in the first board meeting of the membership year. The orientation shall include a review of MN ANFP bylaws, policy manual, job descriptions, and job requirements and reporting requirements to ANFP.

Elected officers and Committee Chairs/Co-Chairs or a designated representative shall attend each board meeting. If a committee chair is unable to attend a board meeting, he/she shall provide the Chapter PRESIDENT, and SECRETARY (for minutes) with a report of activities prior to the board meeting.

If an elected officer or appointed board member is not fulfilling his or her duties, the MN ANFP Executive Board has the right and responsibility to find a new volunteer to finish out the term.

PROCEDURES:

The MN ANFP SECRETARY shall notify BOARD OF DIRECTORS members of upcoming board meetings and provide an agenda in advance of the meeting.

A calendar of board meetings and conference calls shall be established at the beginning of the fiscal year and published in the MN ANFP newsletter and on social media pages so that members may audit if so desired.

MN ANFP Board meetings are open to all active members. Active members may audit any board or committee meeting by contacting a member of the BOARD OF DIRECTORS for specific meeting details. Members may request to have items added to the board agenda and/or to present a topic for discussion by contacting the PRESIDENT prior to the board meeting.

Members who audit meetings are asked to be respectful of the proceedings of the board and to not comment or offer opinions during the meeting unless specifically asked to do so by the presiding officer. Auditing members are not eligible to vote on board action items.

Transfer of records and responsibilities occurs at the first board meeting following the start of the new membership year (June 1). It is the responsibility of the outgoing PRESIDENT to see that all information is transferred to the new board and to assist the new PRESIDENT in assuming his/her duties of office.

In board business that require action, each member of the BOARD OF DIRECTORS or their designee shall have one vote; the PRESIDENT only votes in the event of a tie. A quorum, consisting of a majority of the board members, is needed for a valid vote.

Recruitment for current and interested volunteers will be held at the annual state conference and via electronic survey of members no later than February 1 of each year. Resources to help with this process are available in the Volunteer Resources section of ANFP Connect at ANFPonline.org.

There is no salary or payment for serving. Board Members are reimbursed for one-way mileage to meetings and other prior approved expenses. (See Section X Finance for reimbursement policy.)

If the PRESIDENT is no longer able to complete his/her term, the PRESIDENT-ELECT shall assume the office. If a vacancy occurs in a board position other than the PRESIDENT, the executive board shall seek a replacement to fill out the term.

VI. COMMITTEES

POLICIES:

MN ANFP shall establish committees to carry out the annual work of the organization. These may be of two types: STANDING committees (long-term or which function all or most of the membership year) and AD HOC committees (short-term for one specific purpose or task).

STANDING Committees are, but not limited to:

- Awards & Recognition
 - Responsible for soliciting and selecting candidates for MN ANFP awards and for submitting applicants to ANFP for national awards. Oversees awards presentations at annual state conference.
- Communications & Technology
 - Responsible for all electronic and social media communications to members including newsletters, email blasts, social media, surveys, Gmail account and Chapter website updates.
- Education & Program Planning
 - Responsible for planning educational sessions at annual conference and communicating other continuing education opportunities to members.
- Spokesperson
 - Responsible for maintaining communications with allied associations, regulatory agencies, policy makers, and educational programs that benefit CDMs. Acts as public relations arm of Chapter to promote CDMs and ANFP.
- Scholarship
 - Responsible for overseeing Chapter scholarships including determining types and number offered, the application process, fundraising, and distribution.
- Strategic Planning
 - Responsible for identifying strategies that will best enable the Chapter to advance its mission and assisting Chapter leaders in achieving the Chapter goals.

- Membership
 - Responsible for communicating information regarding current, new, and inactive membership numbers, evaluating membership retention, and executing a recruitment strategy.
- Vendor
 - Oversees Chapter vendor expo and develops vendor partnerships

AD HOC Committees are, but not limited to:

- Nominating
 - Responsible for volunteer recruitment, the process of selecting candidates for officer positions & overseeing the election process.
- Conference
 - Responsible for assisting the PRESIDENT-ELECT and Education Committee plan education sessions and activities for the chapter annual conference.
- Audit
 - Responsible for an annual review of Chapter finances.
- Technology
 - Responsible for annual review of chapter technology platforms and to make budget recommendations to BOARD OF DIRECTORS. May be included in duties of Communication Chair.

A chairperson shall oversee the work of each committee. Wherever possible each committee chair shall share responsibilities with a co-chair.

The responsibilities and duties of each committee shall be reviewed at the beginning of the membership year during board orientation.

If a committee chair or co-chair is not fulfilling his/her duties in a timely manner, the MN ANFP Executive Board has the right and responsibility to find a new volunteer to finish out the term.

PROCEDURES:

STANDING Committee chairs are appointed by the PRESIDENT-ELECT no later than May 1st of the coming membership year. Co-chairs are encouraged and may be also appointed. Additional members of each committee are selected by the committee chair. Volunteers are sought in a recruitment process.

STANDING Committee positions may be combined or separated as determined by the number of volunteers available and/or at the discretion of the incoming PRESIDENT.

With the exception of the Education Committee and the Ad Hoc Conference Committee, each STANDING committee chair/co-chair shall serve a minimum of one membership year. They may continue to serve in that capacity at the discretion of each succeeding PRESIDENT and subject to the satisfactory completion of the tasks assigned to that role.

The chairs/co-chairs for the Education and Program Committees shall serve until the completion of the annual conference they are planning. (Example, if the annual conference is held in the fall, the Education chair/co-chair will serve a 17-month term. Planning for the conference will begin in the current membership year, with the conference being held in the

next membership year.) During the overlap between June 1st and the completion of the annual conference, the current chairs will include and mentor the incoming Education chair/co-chair.

In addition to STANDING committees, the PRESIDENT may appoint one or more AD HOC committees to complete a specific task or short-term responsibility. AD HOC committees shall be based on the needs of the organization at any given time.

AD HOC committee chairs/co-chairs shall follow the same guidelines as a STANDING committee during the time of active work.

It is the responsibility of each committee chair/co-chair to attend Board of Director meetings and to provide quarterly reports of committee work.

It is the responsibility of every committee chair/co-chair to notify the PRESIDENT-ELECT if they wish to resign from their board position, either during their term, or at the end of their term.

Prior to the winter board meeting, the PRESIDENT-ELECT (incoming) shall contact all currently serving committee chairpersons in order to determine whether they wish to continue serving in that role for another year. Members will be notified of open committee positions during the volunteer recruitment process in February.

Each committee chair and/or co-chair shall have one vote in action by the BOARD OF DIRECTORS.

If a committee chair/co-chair is not fulfilling the duties assigned to that committee, the following procedure for replacing the committee chair and/or completing the work shall be followed.

- The volunteer was informed of his/her responsibilities by the incoming PRESIDENT when they assumed the position.
- Timelines and expectations for completing the work were clearly communicated by the PRESIDENT to the volunteer.
- If the volunteer fails to meet expectations or deadlines, the PRESIDENT should attempt to contact the volunteer and determine if help is needed and if the volunteer has the tools needed to complete the work. If the volunteer expresses a desire for help or support every effort should be made to give the requested help.
- If the volunteer fails to meet his/her responsibilities after these steps are undertaken or if the volunteer has indicated he/she is unwilling to fulfill the duties assigned to them, the Executive Board will notify the volunteer his/her position has been terminated and that a replacement will be sought.
- Throughout the process, all communication (emails, letters, phone calls) should be documented and retained by the PRESIDENT.
- All communication with the volunteer shall remain professional, courteous, and respectful.

Duties and responsibilities of committees are listed in MN ANFP Job Descriptions and should align with ANFP guidelines.

VII. SELECTION OF EXECUTIVE OFFICERS & TERMS

POLICIES:

MN ANFP shall use the slate process for election of executive officers each membership year, following guidelines established by ANFP.

To be eligible for MN ANFP executive office a member must be certified.

Preparation of a slate of officers shall be the responsibility of the NOMINATING Committee with input from the AWARDS AND RECOGNITION CHAIR. Executive officers to be included on the slate are:

PRESIDENT-ELECT. This officer will serve a 3-year term; 1st year as PRESIDENT-ELECT, 2nd year as Chapter PRESIDENT and 3rd year as PAST-PRESIDENT.

SECRETARY. This person will serve a 2-year term. They may seek re-election for a second term (another 2 years) or seek another position as a board member or committee chair.

TREASURER-ELECT. This person will serve a 4-year term, 2 years as TREASURER-ELECT, and 2 years as TREASURER. They may seek re-election for a second term or seek another position as board member or committee chair.

To ensure that there is continuity and experience with the executive officers, the SECRETARY shall be elected in even-numbered years (ending in 2, 4, 6, etc.) and the TREASURER will be elected in odd-numbered years (ending in 1, 3, 5, etc.). Either position may be added to the slate ballot if there is an unplanned vacancy.

In addition to the slate of executive officers the NOMINATING committee shall make recommendations to the PRESIDENT-ELECT for filling open committee chair positions.

Slate Process for Selection of Officers:

Candidates for Executive Officers and Committee positions shall be solicited via an electronic "I Want to Serve" form distributed to eligible (certified) MN ANFP members no later than February 1. Weekly reminders are sent until the application period closes on March 1.

In order that applicants may understand the responsibilities of open positions, job descriptions for each position will accompany the "I Want to Serve" form. Candidates will be asked to complete several interview questions, provide brief career and/or volunteer history and submit a photo.

The NOMINATING Committee Chair compiles the applications received and forwards them to other members of the NOMINATING committee and to the current PRESIDENT-ELECT.

Prior to March 15, the NOMINATING Committee Chair and the PRESIDENT-ELECT review the applications. During the deliberation process, candidates are considered based on their skills and experience and balanced with the needs of the current board and membership. The best candidate for each position is selected for the slate.

The recommended slate of officers shall be announced to all members of the Chapter via email by April 15th.

The voting (certified) members shall have fifteen (15) days from the date the slate is announced, and no later than April 30th, to submit additional nominations to the PRESIDENT-ELECT.

Additional nominations must be supported by a petition endorsed by at least ten percent (10%) of the Chapter's voting members.

In the event nominations are received in addition to the slate, an electronic ballot shall be distributed to all voting (certified) members no less than fifteen (15) days prior to finalizing the slate. Voting is to be completed no later than May 15th.

The SECRETARY and the Chair of the AWARDS & RECONITION committee will be responsible for verifying the vote between the nominated (slate) and petitioned nominee. Results are provided to the PRESIDENT-ELECT who then submits the final slate to the BOARD OF DIRECTORS for approval.

If there are no additional nominations, the BOARD OF DIRECTORS shall approve the slate provided by the PRESIDENT-ELECT. Board approval can be obtained either electronically or in person. Selection of new officers and board members shall be completed no later than May 30.

The outgoing PRESIDENT will serve as the installing officer, responsible for facilitating the installation of officers during the designated Chapter meeting.

The installation of officers shall take place at the Summer Board meeting (June). The new MN ANFP chapter officers shall take office immediately following their installation.

VIII. JOB DESCRIPTIONS

POLICY:

Job descriptions shall be provided for all MN ANFP Chapter Officers and Committee Chairs. For list of Chapter Officers see Bylaws, Article IV, and Section V Executive Officers and BOARD OF DIRECTORS in this document. For list of Committee Chairs, see Section VI Committees.

PROCEDURES:

Job descriptions will be provided to each elected officer and committee chair/co-chair at the Summer Board Meeting as part of board member orientation. Additional resources are available to each committee chair and officer under the Volunteer Resources/Chapter Management section of ANFP Connect at ANFPonline.org.

Job Descriptions shall mirror those suggested for Chapters by ANFP.

Job Descriptions shall be reviewed and updated annually when the policy manual is reviewed.

IX. STATE, REGIONAL AND NATIONAL CONFERENCES

STATE CONFERENCE:

POLICIES:

MN ANFP will hold an annual conference for the purposes of continuing education and networking. An annual membership & business meeting will be held in conjunction with this conference.

It is the responsibility of the PRESIDENT-ELECT, working in concert with the EDUCATION CHAIR, to initiate and oversee the planning of the annual conference.

The registration fees charged to members and vendors for the annual conference will be sufficient to cover all expenses incurred during the conference and provide income to support the operating expenses of the Chapter. Fees will include rates for members, non-members, students in related programs, retirees, vendors, and speakers.

Students of approved dietary managers courses, culinary courses and retired members will receive the same discount rate for state conferences.

A special discounted rate will be determined for a spouse/guest of a member to attend state conferences. Guest may sign up and pay for optional events.

Annual Conference Registration Fees shall be waived for all members of the BOARD OF DIRECTORS if they are actively fulfilling the duties of their position.

Fees for all state conferences shall be pro-rated for single day attendance. Minimum fee charged for all conference shall be the one-day fee. No discounts are given for partial day attendance.

MN ANFP members who are asked or volunteer to be a session presenter will be subject to the same policies and procedures as non-ANFP member speakers. Speaker agreements shall be filled out with fees or expenses specified.

Expenses for hotel conference rooms, audiovisual equipment, speaker gifts, and award certificates and other conference support will be paid from the Chapter treasury as will food and beverage costs that are included in attendee registration fees. Optional events that are to be paid separately by attendees shall be clearly identified in registration materials.

No monetary refunds will be given at the time of conference for registrants unable to attend the conference. A credit for a future conference will be issued instead.

PROCEDURES:

At least 9-12 months in advance, the PRESIDENT-ELECT shall assemble a program committee to plan the annual conference and delegate responsibilities to the committee as needed. This committee shall include the EDUCATION CHAIR.

The EDUCATION CHAIR shall identify and compile Ideas for session topics and speakers from previous conference evaluations and by soliciting suggestions from board members.

The EDUCATION CHAIR shall provide a tentative agenda of conference education programs to the BOARD OF DIRECTORS at least 90 days prior to the conference, preferably at the June board meeting.

The EDUCATION CHAIR is responsible for submitting the program to ANFP at least 8 weeks prior to the conference, following requirements and timelines for ANFP Prior Approval of CEUs found under Volunteer Resources on ANFP Connect at ANFPonline.org.

The PRESIDENT-ELECT shall sign any contracts or agreements that apply to the annual conference and shall oversee all arrangements with the conference venue.

The TREASURER shall provide a suggested budget, based on Chapter finances, for the annual conference and is responsible for seeing that all bills are paid.

The BOARD OF DIRECTORS will approve the budget and conference registration fee structure for the annual conference at the Summer Board Meeting.

The list of members with a registration credit shall be maintained by the TREASURER and/or EDUCATION CHAIR and a record kept in the Google/Gmail Account. Those with a credit shall receive a reminder email of such prior to the next conference.

Non-sufficient payment of registrations is handled by the TREASURER.

A survey that measures member satisfaction with sessions held and solicits suggestions for future conferences shall be conducted at the end of each conference. A copy of this information shall be kept with EDUCATION CHAIR for use in planning the next conference.

ANFP ANNUAL LEADERSHIP CONFERENCE (ACE) AND REGIONAL MEETINGS

POLICIES:

The Immediate PAST PRESIDENT and current Chapter PRESIDENT shall serve as the official delegates to the ANFP national conference and represent MN ANFP.

In the event that the Immediate PAST PRESIDENT and/or current Chapter PRESIDENT cannot attend, the official delegate status can be passed to the SECRETARY, TREASURER, TREASURER-ELECT or a COMMITTEE CHAIR in such order.

Arrangements for hotel, transportation, and conference registration for official delegates will be made through ANFP.

Conference registration fees or other covered expenses for Chapter official delegates shall be paid directly to ANFP through the member's account per ANFP policy or procedure.

Any additional expenses for official delegates may be supported by the chapter and are subject to chapter financial policies and procedures and require submission of receipts.

Other board members who choose to attend ACE may receive financial support from the chapter depending on Chapter finances and policies.

If partial reimbursement is provided by National ANFP the amount paid by National will be deducted from any reimbursement received by members from MN ANFP.

PROCEDURES:

The Chapter PRESIDENT is responsible for compiling the information needed to complete the State Achievement Award. He/she may delegate sections to be completed by other members or officers. The Achievement Award shall be submitted by the deadline established by the national office.

In order to receive reimbursement for additional expenses, delegates must submit an expense report accompanied with actual receipts to the Chapter TREASURER within 30 days of the conference. Only expenses related to attending the conference are eligible for reimbursement. One meal per day (other than meals included in registration) is eligible for reimbursement by the chapter.

Board members (other than official delegates) who choose to attend ACE shall receive paid registration to the conference if the chapter finances support this expense. The BOARD OF DIRECTORS shall determine the number of board members who are eligible to receive paid registration at their spring meeting and approve this expense. Registration will be paid directly to ANFP and recorded in the members account. Reimbursement for any other expenses must have prior approval from the board and receipts must be submitted to the TREASURER within 30 days of the end of the conference.

MN ANFP chapter members (other than chapter delegates specified above) are encouraged to attend the conference and shall be responsible for their individual registration, travel, and lodging arrangements.

In order to receive reimbursement, any MN ANFP member (official delegate or otherwise) who attends ANFP's annual national meeting must participate in the state photo (if taken), attend at least one special function (leadership training, chairman's reception, awards banquet), and earn at least 10 CEUs by attending conference seminars.

Any MN ANFP member for which conference fees have been already paid but is unable to fulfill that obligation shall repay the chapter within 30 days of the end of the conference.

Delegates are required to submit a report about annual meeting for upcoming newsletter. The report shall include details of one event that was attended and a description of at least one concept learned or idea presented that was beneficial to yourself or your facility.

Reimbursement for regional meetings is at the discretion of the board and subject to Chapter finances.

X. FINANCE AND AUDIT

POLICIES:

Fiscal Year Dates

The fiscal year of MN ANFP shall begin on June 1 and end on May 31 of the next year.

Federal Tax Identification Number (FEIN)

The MN ANFP Chapter has been assigned a Federal Employees Identification Number (FEIN) by the IRS. The MN ANFP tax identification number is 41-1778646. This number is on file with ANFP Chapter Relations.

The MN ANFP FEIN will be used on any W-9 or 1099 requested by speakers or vendors. Individual member social security numbers are not to be listed on any such forms.

MN ANFP has status as a non-profit organization and is not subject to income taxes.

The Legal Name of the organization is Dietary Managers Association dba (doing business as) the Minnesota Association of Nutrition and Foodservice Professionals (MN ANFP).

General Policies

National ANFP carries bonding and liability insurance on all Chapter volunteers including the Chapter TREASURER.

It is the responsibility of the TREASURER to keep account of all monies received and expended in a format that is most advantageous to the board and the membership.

MN ANFP will submit semi-annual bank statements and year-end financials to national ANFP as required to ensure that rebate requirements are met.

The TREASURER has the responsibility to collect non-sufficient funds due to MN ANFP.

MN ANFP shall establish an AUDIT COMMITTEE to assist with oversight of the Chapter's finances.

The Chapter TREASURER shall adhere to all ANFP financial policies and procedures found under the Volunteer Resources/Chapter Management section at ANFP Connect on ANFPonline.org.

PROCEDURES:

General Procedures:

The TREASURER shall submit a quarterly report to the BOARD OF DIRECTORS and the COMMUNICATIONS CHAIR to be published in the newsletter for the general membership.

The financial records shall be reviewed by the AUDIT COMMITTEE at the end of each membership year. Discrepancies shall be reported to the BOARD OF DIRECTORS and to ANFP.

The general account (checking) shall be used for all conference income and expenses.

If the bank returns a check for non-payment of funds, a letter requesting valid payment will be sent to the organization or member responsible. This letter shall be signed by the PRESIDENT and the TREASURER and will request that payment include the fees assessed by the bank.

Income Policies and Procedures

Dues

Membership dues are paid to national ANFP by Chapter members and due by August 31 of each year.

MN ANFP Chapter is not authorized to collect dues.

MN ANFP can collect registration fees for meetings held to provide CEUs to members.

Rebates

A portion of the annual membership dues paid to national ANFP shall be rebated to MN ANFP as determined by national ANFP and based on MN ANFP meeting the rebate requirements as specified by ANFP. These requirements and the dates of submission are found in the Volunteer Resources/Chapter Management section of ANFP Connect at ANFPonline.org.

The Chapter PRESIDENT is responsible for seeing that rebate requirements are met by the required dates with the exception of:

- IRS Form 990 (for tax exemption) which is the responsibility of the Chapter TREASURER to file.

- Recording incoming officer and committee volunteer names in the ANFP Chapter portal by June 1 which is the responsibility of the PRESIDENT-ELECT (incoming PRESIDENT).

Speaker Fees

The Committee Chairman (PRESIDENT-ELECT) for the annual Chapter conference, in consultation with the EDUCATION CHAIR and TREASURER, shall determine fees and/or honoraria to pay to speakers within the conference budget established by the board. Payment, honoraria, and expenses (meals and/or lodging) may not exceed \$100.00 without approval from the Chapter BOARD OF DIRECTORS.

Speaker contracts shall include a request for a W-9 if a speaker is to be paid. This shall be kept by the TREASURER along with any invoices and payment records.

Scholarship Funds

Monies designated for scholarships or grants to MN ANFP members shall be maintained in an account separate from the general fund (savings account) and reported as a separate line item by the TREASURER on all financial reports presented to the BOARD OF DIRECTORS.

The scholarship chairperson, and his/her Scholarship Committee shall provide recommendations and develop the process for the disbursement of scholarship or grant funds, subject to approval of the MN ANFP BOARD OF DIRECTORS.

Any monies donated to the Chapter and designated for scholarships or grants shall be deposited into the scholarship (savings) account and listed as a separate entry on financial statements. This includes funds from:

Vendors and designated specifically for scholarships.

Fundraising done specifically to increase monies available for scholarships.

All donors shall be formally recognized at the annual conference for their contributions, either in a presentation or with using signage. In addition, the VENDOR CHAIR or PRESIDENT shall send a written thank-you (email or by mail) to the contributor.

The TREASURER shall transfer allocated monies to the conference or general fund (checking) to cover awarded scholarships. The fund transfer shall be noted on all financial statements presented to the board.

Vendors

All vendors participating in a MN ANFP sponsored meeting or function shall sign a provided contract which is also signed and approved by the VENDOR CHAIR.

All vendor monies will go to MN ANFP and used for Chapter business.

If a vendor provides a speaker for the meeting or function, the PRESIDENT-ELECT, the EDUCATION CHAIR, and the VENDOR CHAIR shall determine whether to charge for the

vendor's booth and pay the speaker, or to provide one complimentary exhibit at the vendor show.

The VENDOR CHAIR will provide an annual accounting of all vendor income received to the MN ANFP BOARD OF DIRECTORS at the end of the fiscal year.

Other Income Related

MN ANFP has the authority to hold fundraisers subject to the laws of the state of MN and the guidelines established by ANFP.

MN ANFP may purchase supplies or merchandise for resale subject to ANFP policies.

A statement of MN ANFP's status as a non-profit organization and therefore is not subject to income taxes shall be included on all speaker or vendor contracts.

Expense Policies and Procedures

All expenses paid by MN ANFP shall be accompanied by a valid receipt or invoice before payment will be completed.

All MN ANFP authorized disbursement checks shall be signed by the TREASURER or other authorized signer on the account.

The TREASURER shall review all electronic payments and check disbursements that appear on each monthly bank statement.

The current TREASURER and Chapter PRESIDENT shall maintain joint signatures on file at the financial institution used by the MN ANFP. Signatures shall be updated with the new officers as soon as possible, but no later than 60 days after the beginning of the fiscal year (By August 1).

All bills submitted to the TREASURER must have the following information: recipient's name and address, dates of service, itemized statement with details of services rendered and total for services provided.

Requests for payment or reimbursement shall be submitted directly to the TREASURER subject to approval by the BOARD OF DIRECTORS at the next board meeting. If the expense is not submitted by a committee chair or board member, the request for payment will be reviewed by the appropriate committee chairperson to check for accuracy before the bill is to be approved or paid.

MN ANFP BOARD OF DIRECTORS may authorize funds in which to acknowledge a significant event in the life of a MN ANFP member if notified of the event. This may include a card, plant, or other memorial, subject to the nature of the event and the financial health of the Chapter.

Reimbursement Procedures

All transactions shall be by check or preferably by electronic bank transfer.

The MN ANFP Chapter will not pay bills or reimburse any member in cash.

Services must be completed before payment is made and members or officers will be reimbursed for authorized purchases after the transaction is complete.

Any monies paid for events sponsored by ANFP (registration at national meetings, etc.) or merchandise purchased for the benefit of the Chapter shall be paid directly to the member's account at ANFP and not directly to the individual and will be subject to procedures established by ANFP.

Any expense over \$100 shall have prior approval by the BOARD OF DIRECTORS.

MN ANFP requires that all expenses be submitted on the Chapter reimbursement form within 30 days of the expense occurrence. Receipts must accompany the form.

MN ANFP will not reimburse any expense without a valid receipt.

Reimbursement for mileage incurred by board members is at the yearly IRS rate and for one-way of a trip only. Mileage reimbursement is not payable to non-board members who audit board meetings.

Responsibility of Receipts and Transfer of Documents

The TREASURER shall be responsible for control of receipts and cancelled checks during his/her tenure of office.

At the installation of a new TREASURER, the outgoing TREASURER shall transfer control of all financial records to the new TREASURER, preferably by electronic means. If the new TREASURER is not present at the installation of officers, the TREASURER must arrange for all financial records to be transferred to the new TREASURER within 30 days of the start of the fiscal year.

The out-going TREASURER shall provide the BOARD OF DIRECTORS and ANFP with a fiscal year ending statement at the end of his/her term but no later than June 30th.

The incoming TREASURER must meet with the out-going TREASURER, PRESIDENT, and PAST PRESIDENT within 30 days of installation. This may occur at the summer board meeting providing that it is before July 1.

Financial records shall be retained by the TREASURER until all required documents have been submitted to ANFP and the audit has been satisfactorily completed, and then destroyed.

State Budget

The current TREASURER, along with the TREASURER-ELECT, shall develop an annual chapter budget to be presented to the MN ANFP BOARD OF DIRECTORS for review and approval at the 1st meeting of the fiscal year. The state budget should include accurate figures for expenses as well as income, based on the previous year's actual expenditures and income and additional forecasts for the coming year along with projected income and expenses for the annual chapter conference.

Annual Audit

The TREASURER shall maintain electronic records of all income and expenses for auditing purposes.

An AUDIT COMMITTEE will review the Chapter financial records annually, verifying bank balances and identifying any discrepancies. Discrepancies without a valid explanation shall be reported to the Chapter leadership and to national ANFP.

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

In the event of a financial review irregularity, National ANFP will notify the Chapter PRESIDENT and National shall decide the course of action for the financial review irregularities.

Bank Accounts

Bank accounts shall be located at a financial institution that provides the best benefit for the Chapter and ease of use by the TREASURER.

Maintaining the bank accounts shall be the responsibility of the Chapter TREASURER. The Chapter TREASURER shall balance all banking accounts at least quarterly.

Bank statements and other financial documents shall be retained by the TREASURER as directed by the financial institution used by the Chapter.

The TREASURER shall maintain any credit or debit cards authorized by the bank for use by the Chapter. New card/s with new number/s will be issued when officers change and should be completed within 60 days of start of new officer term. Previous cards will be cancelled and destroyed. Persons authorized to use such cards are the PRESIDENT, TREASURER and TREASURER-ELECT.

A summary of bank accounts must be provided at every MN ANFP board meeting and at least annually in the Chapter newsletter.

XI. AFFILIATION OF STATE & NATIONAL ANFP

POLICIES:

MN ANFP will comply with all ANFP and Chapter bylaws, policies, and procedures.

It is the responsibility of the Chapter PRESIDENT to sign and operate the state Chapter under the terms of the ANFP Affiliate agreement.

MN ANFP and the BOARD OF DIRECTORS will comply with all applicable laws, regulations and other requirements that may affect performance of the Affiliate Agreement.

MN ANFP will execute all the requirements needed to qualify for the bi-annual Chapter rebate.

The PRESIDENT, assisted by the BOARD OF DIRECTORS, shall fulfill the requirements of the state achievement award.

It is MN ANFP standard that an application for the diamond award be submitted.

All Volunteer Resources provided by national headquarters shall be used as the guide for conducting state business. These are found at the Volunteer Resources section of ANFP Connect at ANFPonline.org.

XII. STATE PROPERTIES

POLICIES:

Logo and Letterhead:

The official National ANFP logo shall be used by the organization for business purposes and with good judgment on stationery, letterhead, or mailings. The official Chapter letterhead is on the links & resources page of the Chapter website at Anfponline.org.

Banner

MN ANFP shall display a banner that represents the Chapter at all state meetings. National ANFP has a current organization banner & tablecloth available by request and at the expense of National ANFP for shipping and return.

The PRESIDENT-ELECT or designee is responsible for the storage and display of the banner.

Historical banners are housed with the Morrison County Historical Society (Little Falls).

ANFP Tablecloth

The EDUCATION CHAIR stores & uses the tablecloth at all MN ANFP functions, and any Educational or Allied Association meetings (i.e., Care Providers, Leading Age, MCD, MAND).

Slide Show Template

A template for slide presentations shall be created by a designee & updated annually with the theme of the fall conference and is located at ANFP Connect/Chapter Info at ANFPOnline.org

Laptop Computers

The Chapter owns 2 laptop computers for use by the TREASURER and TREASURER-ELECT, who are responsible for maintaining and securing the devices while in their possession. In the event that a repair or replacement is needed, the BOARD OF DIRECTORS shall be consulted. Any expense incurred for the upkeep, software or repair or replacement of the laptops shall be approved prior to monies being expended. Any laptops provided by the chapter must be used for chapter business only. Violations or abuse of these devices while in the possession of a member shall be subject to discipline or prosecution if used for illegal purposes. The BOARD OF DIRECTORS shall review the use, condition, and distribution of chapter devices annually.

Financial records shall be maintained on a backup in order to minimize loss of vital information should a device fail.

Blue Felt Display Board (Tabletop)

Stored with the EDUCATION CHAIR and for exhibit use at meetings or conferences.

PROCEDURES:

An Inventory of state properties shall be conducted at the first MN ANFP board meeting of each membership year. The condition of state properties and any need for repair or replacement shall be also be determined at that board meeting.

The computer laptops will remain with the TREASURER and/or TREASURER-ELECT.

The ANFP Logo is available at ANFPonline.org under ANFP Connect/Volunteer Resources.

The ANFP banner and tablecloth may be ordered by contacting ANFP. An order form is available at ANFPonline.org under ANFP Connect/Volunteer Resources/Prior Approval Toolkit.

XIII. Selling of Merchandise, Tax Registration & Filing

POLICY:

MN ANFP (Chapter) will abide by rules set forth by the Association of Nutrition & Foodservice Professionals (ANFP national) and follow all state and local regulations pertaining to sales and use tax registration and tax return filing if the Chapter chooses to sell merchandise with/without the ANFP logo.

PROCEDURES:

A request must be submitted to national ANFP for approval to sell specific merchandise. This includes determining whether or not sales tax must be collected, and tax returns filed, and if so, filing for a tax identification number.

When requesting to sell merchandise for the first time, the Chapter must complete the **ANFP State Chapter Request to Sell Merchandise** form. If permission is granted, the **ANFP State Chapter Request to Proceed with Process to Obtain State Sales Tax Identification Number** form must be completed. This form, which may be obtained by contacting ANFP, is required each subsequent time MN ANFP chooses to sell merchandise. Approval must be obtained from the national office before proceeding.

MN ANFP shall consult a tax professional in order to comply with Minnesota sales tax and filing rules and to ensure the Chapter is registered with the State of Minnesota.

ANFP must proof any merchandise that will display/carry the ANFP or CDM, CFPP logo, and complete necessary approval forms.

It will be the responsibility of the Chapter TREASURER to keep detailed and organized records for the preparer of the tax returns. The tax returns must be filed and paid on time, and copies of all returns and backup must be submitted to national at the time they are completed. National reserves the right to withdraw approval of the Chapter selling merchandise at any time.