

POLICY & PROCEDURE MANUAL

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Chapter 1

MASTER COPY OF THE POLICY AND PROCEDURE MANUAL

Officers and Members Right to Reference Manual

* These policies and procedures are for the benefit of the ND ASSOCIATION OF NUTRITION & FOODSERVICE PROFESSIONALS (ND ANFP), and as such shall be made available for reference use only to any officer or member of the association upon request to the State President.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 1

MASTER COPY OF THE POLICY AND PROCEDURE MANUAL

Responsibility of Manual Possession

* The original Policy & Procedure shall be saved electronically. These policies and procedures shall be maintained in a loose leaf binder, reserved for that purpose and it shall be the responsibility of the State President to have possession of the master copy during his / her term of office.

* The Policy & Procedure Manual will be saved on the ANFP website for all members to review.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 1

MASTER COPY OF THE POLICY AND PROCEDURE MANUAL

Responsibility of transferring to new officer

* These policies and procedures shall be given to the newly installed State officers at the time of installation. Should no installation ceremony take place, the out-going President shall transfer the manual into the new officers’ possession in no more than seven (7) days from the official date of transfer of leadership.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 1

MASTER COPY OF THE POLICY AND PROCEDURE MANUAL

Update of policies and procedures

* The State Board of Directors shall review these policies and procedures annually.
* When there are no revisions or amendments to the manual, each member of the Board of Directors shall sign an official form attesting to that fact.
* When revisions or amendments are made, they shall be typed on official formand inserted in the appropriate category. Each member of the Board of Directors shall sign an official form approving those revisions or amendments.

Effective Date: 1/26/17

Revision Date:

Chapter 2

INSIGNIA

Use of Logo

* Members or the Association of Nutrition & Foodservice Professionals shall have sole use or the official logo.
* The chapter may not deface or otherwise adulterate the ANFP logo without express consent from the ANFP national office.

Effective Date: 1/26/17

Revision Date:

Chapter 2

INSIGNIA

Official Name of Organization

* The official name of our State Association shall be: North Dakota Dietary Managers Association (dba: North Dakota Association of Foodservice and Nutrition Professionals. Hereafter designated by ND ANFP.)

Effective Date: 1/26/17

Revision Date:

Chapter 2

INSIGNIA

Name of Newsletter

* The official name of all ND ANFP Newsletters and Flyers shall be Prairie Breezes.

Effective Date: 1/26/17

Revision Date:

Chapter 2

INSIGNIA

Defacement of the ANFP logo/pin

* Any use of the ANFP logo must be pre-approved by the ANFP national office. The ANFP logo may not be defaced or misrepresented by the ND ANFP.

Effective Date: 1/26/17

Revision Date:

Chapter 2

INSIGNIA

State Merchandise

* ND ANFP may sell merchandise and have fund raising only if authorized by and under the guidelines of the National Office of Association of Nutrition and Foodservice Professional.

Effective Date: 1/26/17

Revision Date:

Chapter 3

MEMBERSHIP

Criteria

* Membership in the ND ANFP shall be limited to members in good standing of the National Association of Nutrition & Foodservice Professionals, who have selected North Dakota as their Primary Chapter (either residing or working in the state).

Effective Date: 1/26/17

Revision Date:

Chapter 3

MEMBERSHIP

Membership Lists

* National Association of Nutrition & Foodservice Professionals will provide current membership lists via the Chapter Portal. These listings will be complete to include new students, new members, and canceled membership lists.
* Membership lists of ND ANFP cannot be shared or copied for use by any other business, organization, or individual by any ND ANFP state or district officer.

Effective Date: 1/26/17

Revision Date:

Chapter 3

MEMBERSHIP

Use of Membership Lists

* Membership lists may be used by the state chapter for the following:
	+ Welcome new members
	+ Contact those whose dues are outstanding
	+ Survey members
	+ Send out membership mailings
	+ Contact potential volunteers
	+ Board Approved CEU Opportunities

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 4

FISCAL YEAR

Fiscal Year Dates

* The fiscal year of ND ANFP shall begin on June 1st and run through May 31st of the following year.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 5

DUES AND FEES

State Dues Collection

* Membership dues shall be paid to national ANFP in amounts as determined by the national board of directors.
* ND ANFP is not authorized to collect dues.
* The North Dakota Long Term Care Association (NDLTCA) collects registration fees for the Spring and Fall Conventions and then distributes the ND ANFP share via check at each Convention.

Effective Date: 1/26/17

Revision Date:

Chapter 5

DUES AND FEES

Rebates

* A portion of the annual membership dues paid to national ANFP shall be rebated to ND ANFP in amounts determined by national ANFP’s policy on Chapter Rebates.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 5

DUES AND FEES

Speakers

* NDLTCA and the Convention Committee work together to select speakers. NDLTCA pays speakers per their agreements. ND ANFP will have a minimum of two members serving on the NDLTCA Convention Committee.

Effective Date: 1/26/17

Revision Date:

Chapter 6

**PAYMENT OF ACCOUNTS PAYABLE**

Procedure for paying bills

* All ND ANFP authorized disbursement checks shall include the signatures of two of the following officers: Treasurer and President.
* The authorized signature card with the Treasurer and Presidents signatures shall be on file at the bank that holds the ND ANFP account.
* If purchases are made on the debit card, the President / Treasurer will sign for the required transactions.
* All debit card transactions are reviewed and audited by the Finance Committee.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 6

**PAYMENT OF ACCOUNTS PAYABLE**

Procedure for submitting bills

* All bills submitted to the Treasurer must have an expense report attached.
* The expense report will be reviewed by the Treasurer and payment processed.

Effective Date: 1/26/17

Revision Date:

Chapter 6

**PAYMENT OF ACCOUNTS PAYABLE**

Responsibility of Receipts

* 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. If the new treasurer is not present at the installation ceremony, the treasurer will coordinate a date/ time with the new treasurer to complete this task.
* Within seven (7) days of the transfer of office, the books will be audited by the new treasurer.

Effective Date: 1/26/17

Revision Date:

Chapter 7

**MEETINGS**

State Board of Directors

* ND ANFP shall have no less than two (2) Board of Director’s meetings each fiscal year.
* A quorum shall be present to transact business. A quorum consists of a simple majority of the board
* The Executive Committee of ND ANFP shall consist of five (5) members who are:
	+ Past- President, President, President-Elect, Secretary, and Treasurer.

Effective Date: 1/26/17

Revision Date:

Chapter 7

**MEETINGS**

Committee Meetings

* Committee meetings shall be held at the convenience of the Chairperson.
* The Chairperson shall give a report to the Board of Director at each board meeting and business meeting.

Effective Date: 1/26/17

Revision Date:

Chapter 7

**MEETINGS**

Business Meetings of Members

* There shall be a Full Membership business meeting at the chapter ND ANFP spring and fall meetings.
* There shall not be less than two (2) full membership business meetings each year.

Effective Date: 1/26/17

Revision Date:

Chapter 7

**MEETINGS**

Notice of Meetings

* Notice of full membership business meetings shall be included in the program information mailed to each member prior to the Annual spring and fall meetings.
* The State Secretary or President will notify all members of the State Board of Directors of pending meetings.

Effective Date: 1/26/17

Revision Date:

Chapter 7

MEETINGS

Members Right to Submit Business to the Board Meeting

* All members in good standing shall have the right to submit business to the ND ANFP Board of Directors provided he/she submits that business prior to be included in the meeting’s agenda.
* The Board of Directors are obligated to reply to a member’s request for business inclusion.

Effective Date: 1/26/17

Revision Date:

Chapter 7

MEETINGS

Procedure for Verbal Comment at State Business Meeting

* ND ANFP members in good standing shall have full voting rights and the right to verbal comment at all full membership business meetings following established Roberts Rules of Order.

Effective Date: 1/26/17

Revision Date:

Chapter 8

ORGANIZATION

No Salary for Members of the Board of Directors

* Members of the ND ANFP’s Board of Directors shall not receive a salary.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 8

ORGANIZATION

Absence from a Board Meeting

* When a member of the Board of Directors cannot attend a scheduled or called meeting, they shall notify the President or the Secretary.
* The absence, reason for the absence and notification of absence shall be included in the minutes of the meeting.

* An absent member for any Board of Directors meeting shall not send a substitute to the meeting.

Effective Date: 1/26/17

Revision Date:

Chapter 8

ORGANIZATION

Resignation from a board or committee position

* If a member of the Board of Directors or a committee chair has an event that keeps him/her from fulfilling their duties as a volunteer of ND ANFP, the member must provide a written resignation to the Board of Directors.
* All ANFP materials need to be handed over to the President or designee from the Board Member upon resignation.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 8

ORGANIZATION

Firing from a board or committee position

* If a volunteer is not fulfilling his or her duties, the national, or chapter Executive Board has the right and responsibility to find a new volunteer to finish out the term.

***The board must follow guidelines in terminating a volunteer’s services:***

1. Each volunteer position should have timelines that need to be met so that each volunteer knows when project deadlines are and if he or she can meet those deadlines.
2. Each volunteer has the right to know his or her responsibilities and the timeline in which he or she is to complete his or her tasks. This information should be given to the volunteer before he or she assumes their volunteer position.
3. If a volunteer fails to meet deadlines, the Executive Board should attempt to contact the volunteer and find out if help is needed. If the volunteer needs support, proper support should be given (i.e. if the Newsletter Editor needs someone to address and stamp the newsletters after it has been printed, volunteers should be sought for this). The volunteer who has expressed a desire for help should be given it.
4. A volunteer who fails to meet deadlines may be put on probation. Probation includes:
5. Assigning a board member to keep in contact with the volunteer on a routine basis to make sure deadlines are being met.
6. If a volunteer fails to meet his or her responsibilities after this probation, the Executive Board may vote to terminate the volunteer and find a replacement.
7. If it is an Executive Board member who is not fulfilling his or her duties, the same process should be followed.

The key to all volunteer jobs is an understanding of what is expected and when. If a volunteer has not been given proper training, he or she cannot be expected to fulfill his or her duties correctly. Please make sure all volunteers have some sort of training and are comfortable with the job they are to do before they take over!

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 8

ORGANIZATION

Filling a Vacancy

* If a member of the Board of Director’s resigns, the remaining members of the Board of Directors shall appoint a replacement by majority vote.
* If the President resigns, the vacancy can be filled by the Mentor, Past-president, or the President-elect.
* If a member of the Board of Directors is removed from their office, the members of the Board of Directors shall appoint a replacement by majority vote.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 9

ELECTED OFFICERS

Qualifications of Candidates for Office

All members who are candidates for State Office shall be:

1. A member in good standing as determined by National ANFP
2. Shall know or be willing to learn the objectives and purpose of the ANFP
3. Shall be an active member in ND ANFP.

**Desirable attributes for an officer:**

* Shall demonstrate pride in and loyalty to the ANFP.
* Shall possess leadership capabilities.
* Shall be willing to professionally associate with all members.
* Shall think and act ethically in the interest of the entire membership.
* Shall have the ability to handle problems, which may arise in the association.
* Shall be aware of and able to endure the pressures, which may be inherent.
* Shall be aware of his/her image as a member and officer of a professional association in matters of appearance, action, speech and reputation.
* Shall establish and/or maintain good professional relationships with allied associations.
* Shall be able to devote sufficient time to the responsibilities of the office with the support of his/her family and employer.
* Shall have access to secretarial and telephone service to handle association communications. Shall have rudimentary knowledge of or ability to learn parliamentary procedures to effectively participate in the Board of Directors and full membership business meetings.
* Shall be willing to delegate and accept assignments.
* Shall be supportive of decisions properly enacted by the members.
* Shall be willing to professionally accept conciliatory responsibilities.
* Shall facilitate smooth transitions of executive leadership.

Effective Date: 1/26/17

Revision Date:

Chapter 10

NOMINATING COMMITTEE

Organization of the Committee

* The State President-Elect shall appoint a Nominating Committee before the Annual fall meeting.
* The Nominating Committee shall consist of three (3) active members of the Association, one designated as chairman, to formulate the ballot for the following year. The President acts as counsel but has no vote.

* Members and Chairman of the Nominating Committee shall not be a candidate for office.

Effective Date: 1/26/17

Revision Date:

Chapter 10

NOMINATING COMMITTEE

Responsibilities of the Committee

* It shall be the responsibility of the Nominating Committee to prepare the slate of candidates for State Office.

* The Chairman of the Nominating Committee shall be responsible to forward ballot info to the Secretary prior to Spring Conference.

* That information shall consist of at least two (2) names for each office that will need new officers. In the event that two candidates cannot be found, the ballot shall include the name of at least one candidate and room for a write-in candidate.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 10

NOMINATING COMMITTEE

Candidate Responsibility to the Committee

* Each candidate must supply the Nominating Committee with pertinent information to include on the ballot and the candidate shall sign his/her name to the information form as an acknowledgement of their willingness to be placed on the ballot.

Effective Date: 1/26/17

Revision Date:

Chapter 10

NOMINATING COMMITTEE

Ineligibility of a Candidate

* An individual who is not an active member of the national ANFP may not run as a candidate in the ND ANFP. Neither may an individual run who has violated the ANFP Code of Ethics.

Effective Date: 1/26/17

Revision Date:

Chapter 10

NOMINATING COMMITTEE

Nominations Committee Chair Responsibility

* It shall be the responsibility of the Nominations Committee Chair to distribute ballots to all good standing members of the ND ANFP.

* Accompanying the 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 Teller’s Committee in order to be validated and counted for the election results.
* The ballot can be included in the Spring edition of the State Newsletter.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 11

STATE ELECTIONS

Design of Ballot

* Using an official form designed for the ballot, the nominating Committee Chairman shall inform the Secretary of the slate of candidates for the pending yearly election.
* The Nominations Committee Chair shall have the responsibility of distributing the ballots. Included in the ballot information shall be brief resumes of the candidates, and a ballot and instructions for marking and mailing the ballot.
* Ballots shall also be cast at the ND ANFP spring meeting for those who have not cast a mail ballot.
* The Chairperson of the Teller’s Committee shall keep all ballots for six (6) months than discarded.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 11

STATE ELECTIONS

Organization of Teller’s Committee

* The Teller Committee will consist of: Teller Committee Chairperson and two (2) other members in good standing appointed by the Teller Committee Chairperson. The Teller Committee Chairperson shall be appointed by the ND ANFP President.

* The immediate Past President shall be present when the ballots are counted and record the election results.
* Should the balloting for any office result in a tie, the immediate past President will cast the deciding vote.
* No member of the Tellers’ Committee shall be a candidate for office.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 11

STATE ELECTIONS

Duties of the Teller’s Committee

* The Tellers’ Committee responsibility is to validate and count the ballots for each annual election of officers in accordance with policy adopted by the Board of Directors.
* The Chairman gives the results to the President in a written report. The President informs the candidates of the results and gives the report to the Secretary to file. The election results are announced at the next full membership meeting, when the Tellers’ Committee Chairman makes his/her verbal report.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 12

INSTALLATION OF OFFICERS

Ceremony

* There will be an installation ceremony for all in-coming officers that shall take place at the end of the business meeting held at the state Fall meeting.

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* The ceremony will be conducted by the immediate Past-president.

Effective Date: 1/26/17

Revision Date:

Chapter 13

FINANCE COMMITTEE

Organization of the Committee

Members of the Finance Committee are:

 Treasurer (Chairperson)

1. Additional Board Member
2. Non-Board Members that are CDM’s in the State in good standing with ANFP.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 13

FINANCE COMMITTEE

Responsibilities of the Committee

* + The Committee oversees the financial activities of the chapter. The Committee shall interface with the inside independent accountants and be responsible to the Board of Directors in its oversight of such activities.
	+ Responsibilities:
		- Implementation and maintaining a sound financial condition protecting the chapter’s financial interest.
		- Establish recommendations governing all chapter financial transactions, which shall be submitted for Board of Directors approval
		- Reviews and approves annual budget, submits recommendations to the Board of Directors regarding revisions to the budget.
		- Actively participates in conference calls and or meetings as scheduled.
	+ The committee shall include 2 Board Members and 2 non-board members. Membership of the Committee shall be determined by the President Elect.
	+ Finance Committee Members must be a Professional Member of ANFP for at least 2 years
	+ Terms are 1-year terms. No consecutive terms.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 13

FINANCE COMMITTEE

Bonding

* National ANFP deducts the bonding fees from the Chapter Rebates Annually.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 13

FINANCE COMMITTEE

Annual Audit

* All treasury accounts are subject to auditing by the ND ANFP Board of Directors at the discretion of the President, but no less than once each fiscal year.

* Should the Finance Committee deem it necessary, the Executive Committee shall assume full responsibility to locate and engage a Certified Public Accountant to audit the financial records.

Effective Date: 1/26/17

Revision Date:

Chapter 13

FINANCE COMMITTEE

Audit Irregularities

* In the event of an audit irregularity, the state President shall call a meeting of the Finance Committee. The body shall decide the course of action for the audit irregularities.
* The Executive Committee shall assume all responsibility for any measures deemed necessary in the event of audit irregularities which shall require further action receipt of the Certified Public Accountant’s official audit.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 13

FINANCE COMMITTEE

Bank Accounts

* Maintaining the bank accounts shall be the responsibility of the State Treasurer. The State Treasurer shall balance the checking account. A summary of bank accounts must be provided at every ND ANFP board meeting and at least annually in the chapter newsletter.
* All withdrawals from any bank account must have at least two signatures at the time of the withdrawal. All checks written on the ND ANFP checking account must be signed by the President and Treasurer.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 14

ANNUAL AUDITED FIGURES

Final Approval of Audit

* Upon completion of the annual audit in the presence of the Past-president, President, Outgoing and Incoming Treasurer; all officers listed above must sign the checkbook and ledger along with the Audit Report.

Effective Date: 1/26/17

Revision Date:

Chapter 15

REIMBURSEMENT

State Delegate to Meetings

* ND ANFP will be represented at one ANFP Event Annually, at a minimum. (Regional Meeting, ACE Conference & Expo, etc.)
* Funding is provided by ND ANFP for these Annual Events and noted in each years Chapter Budget.
* ND Chapter Board of Directors are given the first opportunity to use the budgeted funds to attend the ANFP Events. If the Board of Directors are not able to attend, the funds are opened to the general membership to use for the events.
* Members attending are to keep all receipts and submit on expense reports to the Treasurer. Funds are not to exceed budgeted allowance.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 16

NEWSLETTER

Distribution

The ND ANFP Newsletter, hereafter called, Prairie Breezes, shall be published a minimum of two (2) times per calendar year.

When possible, it shall be entered each year in the newsletter contest held by national ANFP.

The newsletter can include voting ballots, meeting agendas, meeting registrations, meeting minutes, and will you serve forms to aide in reductions of mailings to members.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 16

NEWSLETTER

Content

* The ND ANFP newsletter shall contain ANFP information and information pertaining to nutrition and management only. It shall not contain personal or biased information. Each issue should contain some information about the chapter as well as at least one article dealing with nutrition or dietary management.

Effective Date: 1/26/17

Revision Date:

Chapter 17

FUNDRAISING

Authority for Final Approval

The State Association shall participate in fund raising if the criteria is approved by national ANFP.

Funds raised are used towards: Annual Meeting Costs and the Annual CEU Door Prize Drawing.

State Treasurer to apply for all required permits for Fundraising.

Effective Date: 1/26/17

Revision Date: 5/26/17

Chapter 18

AMENDMENTS

Processing for Amendments to the Policy & Procedure Manual

* These policies and procedures shall be revised or amended by the Board of Directors or the Executive Board of the ND ANFP.
* Any ND ANFP member in good standing can ask to refer to the policy and procedure manual, and if he/she takes exception or disagrees with the policies as written, may ask the Board of Directors to consider revisions or amendments.
* Discussions can be scheduled for full membership business meetings, but, revisions or amendments can be voted or authorized by the Board of Directors or the Executive Committee acting for the Board Only.
* These policies and procedures shall be revised or amended by the Board of Directors, Executive Board of the ND ANFP, or Designated ND ANFP member by the Executive Board of ND ANFP.

Effective Date: 1/26/17

Revision Date:

Chapter 19

RELATIONSHIP TO THE BYLAWS

All Policies must be in concurrence with the state bylaws

No policy or procedure may be written so as to conflict with the ND ANFP bylaws.

Effective Date: 1/26/17

Revision Date: