

New York State (Chapter) ANFP Policy and Procedure Manual

Page 1

TABLE OF CONTENTS

<u>POLICY</u>	<u>PAGE</u>
1. Master Copy of the Policy and Procedure Manual Officers and members right to reference manual Responsibility of Manual possession Responsibility of transferring to new officer Update of policies and procedures	3
2. Insignia Use of the logo Official name of state association Name of newsletter Defacement of the ANFP logo/pin State merchandise	4
3. Membership Criteria Membership List Use of membership lists	5
4. Fiscal Year Fiscal year dates	5
5. Dues and Fees State and District association dues collection Rebates Speaker Vendor criteria	6
6. Payments of Account Payable Procedure for paying bills Procedure for submitting bills Responsibility of receipts	7
7. Meetings State Board of Directors Committee meetings Business meetings of members Notice of meetings Member's right to submit business to board meeting Procedure for verbal comment at state business meeting	8
8. Organization No salary for members of the Board or Directors Absence from a board meeting Resignation from a board or committee position Firing from a board or committee position Filling a vacancy of a board position	9, 10, & 11

Page 2

9.	Elected Officers Qualifications of candidates for office Desirable Attributes for State Officers	11 & 12
10.	District Representation State Board of Directors; District Representation District boundary listings State membership lists District Award Participation	12 & 13
11.	Nominating Committee Organization of the committee Responsibilities of the committee Candidate responsibilities to the committee Ineligibility of a candidate Secretary responsibility	13 & 14
12.	State Elections Design of ballot Organization of Tellers Committee Duties of the committee Election results, notifying candidates	14 & 15
13.	Installation of Officers Ceremony	16
14.	Finance Committee Organization of the committee Responsibilities of the committee State budget Bonding Annual audit Audit irregularities Bank accounts Federal Employee Identification Number	17 & 18 & 19
15.	Annual Audited Figures Final approval of audit Responsibility for maintaining records	19
16.	Reimbursement Reimbursement Procedure State Board of Directors/Executive Board Members State Delegate to national Annual Meeting Committees State spokesperson Authorized/unauthorized expenses	19 - 21

Page 2A

17. Newsletter	
Printing and mailing	21 & 22
Content	
Mailing Lists	
Advertisements	
18. Fundraising	
Authority for final approval	22
Projects	
19. Amendments	
Processing for amendments to the policy & procedure manual	22
20. Relationship to the Bylaws	
All policies must be in concurrence with the state bylaws	23
Board Member Signatures	23A

Officers and Members Right to Reference Manual

Policy Wording: These policies and procedures are for the benefit of the **NEW YORK STATE ASSOCIATION OF NUTRITION & FOODSERVICE PROFESSIONALS**, 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: September 28, 2013

Responsibility of Manual Possession

Policy Wording: The original Policy & Procedure shall remain on disk. 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.

All members of the Board of Directors shall receive a copy of the policy and procedure manual, and at the end of each term, the manual shall be returned to the State President.

No additional copies shall be made of these policies and procedures. Any member may have reference to the manual by attending meetings to which the President brings the manual or by contacting the President and requesting to refer to the manual.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Responsibility of transferring to new officer

Policy Wording: 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 officers shall transfer the manual into the new officers' possession in no more than seven (7) days from the official date of transfer of leadership. In the event the transfer could not be done according to the policy it shall be mailed to officer with return receipt requested..

Effective Date: 10/3/1995

Revision Policy Wording: In the event the transfer could not be done according to the policy it shall be mailed to officer with return receipt requested

Revision Date: September 28, 2013

Update of policies and procedures

Policy Wording: 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 form and inserted in the appropriate category. Each member of the Board of Directors shall sign an official form approving those revisions or amendments.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Policy 2 Insignia

Use of Logo

Policy Wording: Members of the Association of Nutrition & Foodservice Professionals shall have sole use of the official logo.

The chapter may not deface or otherwise adulterate the ANFP logo without express consent from the ANFP national office.

Effective Date: September 28, 2013

Official Name of our State Association shall be:

NEW YORK STATE Association of Nutrition & Foodservice Professionals.
Hereafter designated by **N. Y. ANFP.**

Effective Date: September 28, 2013

Name of Newsletter

Policy Wording: The official name of all **NEW YORK STATE ANFP** Newsletters and Flyers shall be **The Focus.**

Effective Date: 10/3/1995

Revision Policy Wording: From **Focus** to **Apple**

Revision Date: September 28, 2013

Defacement of the ANFP logo/pin

Policy Wording: 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 **New York State ANFP.**

Effective Date: September 28, 2013

State Merchandise

Policy Wording: **New York State ANFP** may sell merchandise and have fund raising only if authorized by and under the guidelines of the National Association of Nutrition & Foodservice Professionals.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Policy 3 Membership*Criteria*

Policy Wording: Membership in the **New York State** ANFP shall be limited to members in good standing of the National Association of Nutrition & Foodservice Professionals, who reside in **New York State**.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Membership Lists

Policy Wording: National Association of Nutrition & Foodservice Professionals will provide current membership lists twice yearly to the secretary and president of the **New York State** ANFP. These listings will be complete to include canceled membership lists and those members whose dues are outstanding. Newsletter editor to receive list annually.

National Association of Nutrition & Foodservice Professionals shall provide new member listings on a timely basis as they are received.

the **New York State** ANFP shall forward current membership and addenda lists received from National ANFP to each district president.

Membership lists of **New York State** ANFP cannot be shared or copied for use by any other business, organization, or individual by any **New York State** ANFP state or district officer.

Effective Date: September 28, 2013

Use of Membership Lists

Policy Wording: The **New York State** ANFP shall forward current membership and addenda lists received from National ANFP to each district president.

Membership lists of **New York State** ANFP cannot be shared or copied for use by any other business, organization, or individual by any **New York State** ANFP state or district officer.

Membership lists may be used by both the state chapter and the districts for the following:

- Welcome new members
- Contact those whose dues are outstanding
- Survey members
- Send out membership mailings
- Contact potential volunteers

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Policy 4 Fiscal Year*Dates*

Policy Wording: The fiscal year of **New York State** ANFP shall be the same as **National ANFP**. beginning **June 1ST** of each year and ending on **May 31ST** of the following year. The NY State fiscal year shall begin on the last day of the annual fall chapter meeting and end on the first day of the fall meeting the next year.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Policy 5 Dues and Fees*State and District dues collection*

Policy Wording: Membership dues shall be paid to **National ANFP** in amounts as determined by the national board of directors.

New York State ANFP is not authorized to collect dues.

The **New York State ANFP** can collect registration fees for meetings held to provide CEUs to members.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Rebates

Policy Wording: A portion of the annual membership dues paid to national ANFP shall be rebated to **New York State ANFP** in amounts determined by **National ANFP**. **The New York State ANFP** will give Active New York State Districts and, Districts that are represented at Board meetings, a donation of \$100.00, (Budget/Rebate allowing) twice a year after rebate is received from national. New Districts shall receive a onetime amount of \$200.00 (Budget allowing) startup fee to conduct State – ANFP business. District cannot dissolve and reform and get another \$200.00 except within a five year period.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Speakers

Policy Wording: The Program Committee Chairman for the annual chapter fall or spring meeting shall determine fees and/or honoraria to pay to speakers. Payment, honoraria and expenses (meals and/or lodging) may not exceed \$100.00 without approval from the state board.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Vendors

Policy Wording: All vendors participating in a **New York State ANFP** sponsored meeting or function shall sign a provided contract (17a). All vendor monies will go to **New York State ANFP**. If a vendor provides a speaker for the meeting or function, the Program chairman will shall determine whether to charge for the vendor's booth and pay the speaker, or to dismiss the booth charge and not pay the speaker.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date:
September 28, 2013

Policy 6 Payment of Account Payable

Procedure for paying bills

Policy Wording: All New York State ANFP authorized disbursement checks/Credit Card expenditures shall include the signatures/authorization of two of the following officers: **Treasurer, President, and President – elect.**

The authorized signature card with the **Treasurer, President, and President–elect’s** signatures shall be on file at the bank that holds the **New York State ANFP** account. For Transparency, if **Bank accounts** are in a **Bank not assessable** to the **President, President-Elect, or Treasurer on line Banking** will be the vehicle used to conduct New York State ANFP financial business. The officers to hold bank account codes are the **Treasurer, President, and President-Elect only.**

Effective Date: 10/3/1995

Revision Policy Wording: Words added were Credit Card expenditures/Authorization, and. For Transparency, if **Bank accounts** are in a **Bank not accessible** to the **President, President-Elect, or Treasurer on line Banking** will be the vehicle used to conduct New York State ANFP financial business. The officers to hold bank account codes are the **Treasurer, President, and President-Elect only.**

Revision Date: September 28, 2013

Procedure for submitting bills

Policy Wording: All bills submitted to the Treasurer must have the following information:

Recipient's Name
 Recipient's Address
 Dates of service
 Itemized statement with details of services rendered
 Total for services

The bill will be reviewed by the appropriate committee chairperson to check for accuracy before submitting the bill to the Treasurer.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Responsibility of Receipts

Policy Wording: 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 must mail all financial records to the new treasurer within seven (7) days of the date of installation. In the event the transfer could not be done according to the policy then it will be mailed to officer with a return receipt requested. At the time of transfer of financial records, both outgoing and incoming treasurers shall sign an official form attesting to the transfer. At the time of transfer of financial record, both outgoing and incoming treasurers shall date and initial in checkbook and treasurer's ledger book.

The incoming treasurer must meet with out-going treasurer and president, past-president within 30 days of installation.

Effective Date: 10/3/1995

Revision Policy Wording: In the event the transfer could not be done according to the policy then it will be mailed to officer with a return receipt requested.

Revision Date: September 28, 2013

Policy 7 Meetings*State Board of Directors***Policy Wording:**

New York State 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 Board of Directors of NYS – ANFP shall consist of Immediate Past president, President, President Elect, Treasurer, Secretary, and the District Presidents

The Executive Committee of New York State ANFP shall consist of five (5) members who are: Immediate Past- President, President, President-elect, Secretary, and Treasurer. A quorum of the Executive Committee shall be present to transact business. There shall be two State Executive Committee Meetings – 1. Spring Business meeting 2. Fall Business Meeting. The President can call an emergency Business meeting using Tele-Conferencing, or any other modern technology available for meetings.

Effective Date: 10/3/1995

Revision Policy Wording:

Revision Date: September 28, 2013

Committee Meetings

Policy Wording: Committee meetings shall be held at the convenience of the Chairperson (of each committee). The Chairperson shall give a written report to the Board of Director at each board meeting and business meeting. The New York State ANFP shall have the following standing committees: Newsletter, Education, Impact Team/Government Advocacy, membership, Program Chair.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Business Meetings of Members

Policy Wording: There shall be a FULL MEMBERSHIP business meeting at the chapter, **New York State, ANFP** spring and fall meetings. Spring meeting shall be held 60 days prior to National ANFP annual meeting. Fall meeting shall be held by October 31ST.

There shall not be less than two (2) full membership business meetings each year.

Effective Date: 10/3/1995

Revision Policy Wording: Spring meeting 60 days prior to National ANFP annual meeting. Fall meeting before October 31ST.

Revision Date: September 28, 2013

Notice of Meetings

Policy Wording: Notice of full membership business meetings shall be included in the program information communicated to each member at least thirty (30) days prior to the Annual spring and fall meetings.

The State Secretary shall be responsible to notify all members of the State Board of Directors of pending meetings.

Secretary shall contact all members of the Board of Directors at least twenty-one (21) days in advance of the scheduled meeting.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Members Right to Submit Business to the Board Meeting

Policy Wording: All members in good standing shall have the right to submit business to the **New York State ANFP Board of Directors** provided he/she submits that business, in writing, thirty (30) days prior to be included in the meeting's agenda.

The Board of Directors are obligated to reply in a timely manner to a member's request for business inclusion.

Effective Date: 10/3/1995

Revision Policy Wording: Old policy stated the President is responsible removed and will use template revision of Board of Directors.

Revision Date: September 28, 2013

*Procedure for verbal comment at State business meeting***Policy Wording:**

All **New York State 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.

New York State ANFP full membership business meetings are limited to members in good standing as determined by national ANFP. All visitors and members not in good standing shall be asked to leave.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Policy 8. Organization*No Salary for Members of the Board of Directors*

Policy Wording: Members of the **New York State ANFP's** Board of Directors shall not receive a salary.

Board of Director members shall receive complimentary registration and room fees to all **New York State ANFP** state meetings, **provided funds are available.**

All Board of Director members shall be reimbursed for postage, phone calls, secretarial material used for **New York State ANFP** mailings and publications. (See reimbursement section.)

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Absence from a board meeting

Policy Wording: When a member of the Board of Directors cannot attend a scheduled or called meeting shall notify the president or the secretary in writing.

Should time prohibit a letter, then a cell phone or e-mail message call shall be made.

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: 10/3/1995

Revision Policy Wording: Telephone to Cell phone, or e-mail

Revision Date: September 28, 2013

*Resignation from a board or committee position***Policy Wording:**

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 **New York State ANFP**, the member must provide a written resignation to the Board of Directors.

In the case of an emergency a Cellphone call or e-mail to the President or Secretary will be accepted as a verbal resignation.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013)

"Firing" From a Board or Committee Position

Policy Wording: If a volunteer is not fulfilling his or her duties, the national, chapter or district 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 one deadline, 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 two or more deadlines, or misses two or more meetings without notifying a board member should be put on probation. Probation includes:
 - a. Written notice that deadlines have not been met;
 - b. A face-to-face meeting or phone call to the volunteer to make sure he or she understands the deadlines and his or her responsibilities;
 - c. Assigning a board member to keep in contact with the volunteer on a weekly basis to make sure deadlines are being met.
 - d. Depending on the volunteer duties, a timeline in which to meet deadlines should be established or termination will be sought.
- 5) 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.
- 6) Throughout this process, all communication (including e-mails, letters and phone calls) should be documented, including date and time, and a copy should be sent to the national Advocacy Department. If a dispute arises, the national office needs to know what has transpired.
- 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: September 16, 2013

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Filling a Vacancy

Policy Wording: 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 Immediate 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: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Policy 9

Elected Officers

Qualifications of Candidates for Office

Policy Wording: 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 **New York State ANFP**.
3. Shall be an active member in **New York State ANFP**.
4. Shall have experience in the food service field.
5. Desirable attributes; Page 11

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Desirable Attributes for State Officers

- Shall demonstrate pride in and loyalty to the Association of Nutrition & Foodservice Professionals.
- 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.

Policy 10 District Representation

State Board of Directors; district representation

Policy Wording: The President of each district shall be a member of the **New York State** State Board of the Directors.

He/she will serve one **(2)** years as the district President and shall serve on the State Board of Directors for the same term.
The State Secretary shall maintain the official listings of the State and current District Officers.

If the district President resigns, representation on the State Board of Directors shall be the **District** President-elect and the President-elect shall move to the position of President of the district. The district shall follow procedure to replace the district President-elect.

Effective Date: 4/22/1998

Revision Policy Wording: added in word - District

Revision Date: September 28, 2013

District Boundary Listings

Policy Wording: The District boundaries are regulated by zip code. National ANFP has them on file. A member in good standing with national ANFP may attend any district meeting regardless of district zip code.

Effective Date: 10/3/1995

Revision Policy Wording: A member in good standing with national ANFP may attend any district meeting regardless of district zip code.

Revision Date: September 28, 2013

State Membership lists

Policy Wording: The State President shall make Membership listings for the State from national ANFP available to the District Officers.

Effective Date: 10/3/1995

Revision Policy Wording: Non Applicable

Revision Date: September 28, 2013

District award

Policy Wording: The **New York State** ANFP chapter shall develop a district award to encourage district participation in chapter activities. The award will be developed and annually reviewed by representatives from the districts as well as the chapters. The award will be awarded at the annual **New York State** ANFP fall meeting. Award categories may include, but are not limited to:

- Membership Activities
- Fall and Spring meeting participation
- District Meetings – frequency and content
- Volunteer Development

Effective Date: September 28, 2013

Participation

Policy Wording: Districts of the **New York State** ANFP shall be developed along zip code boundary lines. Any ANFP member who resides within a district of the chapter shall be a member of that district. This includes ability to attend district meetings and participate in district activities.

The president of each district shall serve on the **New York State** ANFP Board of Directors. Each district should submit activities to the state newsletter editor in a timely manner.

Effective Date: September 28, 2013

Policy 11Nominating CommitteeOrganization of the Committee

Policy Wording: 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: 9/16/1986

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Responsibilities of the Committee

Policy Wording: 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 for meeting the deadline of February fifteenth (15th) of each year to forward the ballot information to the Secretary.

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: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Candidate Responsibility to the Committee

Policy Wording: 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: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Ineligibility of a Candidate

Policy Wording: An individual who is not an active member of the national Association of Nutrition & Foodservice Professionals may not run as a candidate in the **New York State ANFP**. Neither may an individual run who has violated the ANFP Code of Ethics.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Secretary Responsibility

Policy Wording: It shall be the responsibility of the Secretary to make available ballots to all good standing members of the New York State ANFP.

The ballot can be included in the Spring edition of the State Newsletter if mailed by the 1st day of May or thirty (30) days prior to counting of the ballots.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Policy 12 State Elections

Design of Ballot

Policy Wording: 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 State Secretary shall have the responsibility of providing copies to be sent to each member in good standing of the **New York State Association of Nutrition & Foodservice Professionals**. Included in the ballot information shall be brief description of the candidates, an addressed ballot envelope-stating BALLOT ONLY, a ballot and instructions for marking the ballot will be included.

All election ballots shall be returned to the Tellers Committee chairperson or the Immediate Past-President if there is no Tellers Committee Chairperson.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Organization of Tellers Committee

Policy Wording: 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 New York State ANFP President.

The immediate Past President shall be present when the ballots are counted and record the election results on an official report form. The Immediate past President shall determine the legality of each ballot and attest to that information on the report form.

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 or a member of the Nominating Committee.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Duties of the Committee

Policy Wording: 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 Tellers' Committee will examine each ballot for member's signature on the outside of envelope. One (1) member is to open the ballots, another is to count the votes for the candidates on the ballot, and the results are given to the Chairman. The Chairman gives the results to the President in a written report. The President informs the candidates by mail or phone 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: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Election Results, Notifying Candidates

Policy Wording: The winner of the balloting shall be recorded on the official ballot form, signed by the Immediate past President and presented to the State President. The winner will be announced at the conclusion of the annual spring meeting. **The ballots will be held for six months then destroyed.**

Members of the Tellers Committee shall not in any way relate the results to any New York State - ANFP member, including the candidates.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Policy 13 Installation of Officers

Ceremony

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

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

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Policy 14 Finance Committee*Organization of the Committee*

Policy Wording: Members of the Finance Committee are:

- Immediate Past-president
- President
- President-elect
- Secretary
- Treasurer (Chairperson)

If a position for the finance committee is vacant - see page 8

Effective Date: 10/3/1995

Revision Policy Wording: If a position for the finance committee is vacant - see page 8

Revision Date: September 28, 2013

Responsibilities of the Committee

Policy Wording: The responsibilities of the Finance Committee include attending a called meeting should it be necessary for the following reasons:

- Proposed State Budget - **to be on official National ANFP form (Template on website)**
- Audit Irregularities

If any other format is used it must be approved by the State Board members and a copy on file for all Finance committee members to use view when necessary.

The state President shall call the meeting of the Finance Committee at least once per year at the time of an Annual Fall meeting to audit the financial records and approve the state budget. **A finance report shall be given at each state meeting, each executive committee meeting, and at the State Board meeting.**

At other times during the year, when the state President deems it necessary, he/she shall call a meeting of the Finance Committee.

Effective Date: 10/3/1995

Revision Policy Wording: to be on official National ANFP form (Template on website)

If any other format is used it must be approved by the State Board members and a copy on file for all Finance committee members to use if/when necessary. **A finance report shall be given at each state meeting, each executive committee meeting, and at the State Board meeting.**

Revision Date September 28, 2013

State Budget

Policy Wording: The annual state budget must be approved by the Finance Committee and sent to the ANFP national office **no later than November 1 of each 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. It is the responsibility of the state Treasurer to file the budget with the ANFP national office each year and to maintain the budget throughout the year. - **To be on official National ANFP form (Template on website).**

Effective Date: September 28, 2013

Bonding

Policy Wording: By September 15 of each year, the **New York State ANFP** must send a check to national ANFP in the amount to cover bonding protection for the chapter. The cost for bonding will be determined by the insurance company of the national ANFP and will be provided to the chapter in enough time to ensure coverage. **The New York State President and the New York State Treasurer shall be bonded to cover the State. New York State ANFP will cover the cost for the President and Treasurer all others who wish to be bonded will incur the cost for themselves.**

Effective Date: 10/3/1995

Revision Policy Wording: The New York State President, President - Elect and the New York State Treasurer shall be bonded to cover the State. New York State ANFP will cover the cost for the President, President – Elect and Treasurer (Budget allowing) all others who wish to be bonded will incur the cost for themselves.

Revision Date: September 28, 2013

Annual Audit

Policy Wording: All treasury accounts are subject to auditing by the New York State 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. **President to be notified of CPA's name, and address by committee Chairperson. Treasurer to keep all audit reports on file for four years.**

Effective Date: 10/3/1995

Revision Policy Wording: Changed once each Fiscal year – to – every two years at the end of each Presidents term of office is over. President to be notified of CPA's name, and address by committee Chairperson. Treasurer to keep all audit reports on file for four years.

Revision Date: September 28, 2013

Audit Irregularities

Policy Wording: In the event of an audit irregularity, the state President shall call a meeting of the Finance. 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. **State Treasurer to keep all records and data from said action on file for four years**

Effective Date: 10/3/1995

Revision Policy Wording: State Treasurer to keep all records and data from said action on file for four years

Revision Date: September 28, 2013

Bank Accounts

Policy Wording: Maintaining the bank accounts shall be the responsibility of the State Treasurer. The State Treasurer shall balance the checking account and any savings accounts, CD's or other accounts at least monthly. A summary of bank accounts must be provided at every New York State ANFP board meeting Bi- 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 New York State ANFP checking account must be signed by at least two state officers, **State President and State Treasurer and in emergencies President – Elect. President shall be made aware, by the Treasurer, of any Credit Card expenditures.**

Effective Date: 10/3/1995

Revision Policy Wording: State President and State Treasurer. President shall be made aware, by the Treasurer, of any Credit Card expenditures.

Revision Date: September 28, 2013

Federal Employee Identification Number (Will call National this is not about the ID number)

Policy Wording: 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 Tellers' Committee will examine each ballot for member's signature on the outside of envelope. One (1) member is to open the ballots, another is to count the votes for the candidates on the ballot, the results are given to the Chairman. The Chairman gives the results to the President in a written report. The President informs the candidates by mail or phone 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: 10/3/1995

Revision Date: None Applicable

Revision Policy Wording: September 28, 2013

Policy 15 Annual Audited Figured

Final Approval

Policy Wording: 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. This will verify in discrepancies and current outstanding checks and balances. Any irregularities will be handled under Policy 15; Page 49 of the **New York State ANFP Policy and Procedures**.

Effective Date: 10/3/1995

Revision Policy Wording: None Applicable

Revision Date: September 28, 2013

Responsibility for Maintaining Records

Policy Wording: The State Treasurer shall assume the responsibility to maintain the financial records of the State Association in a clear, legible manner (**Binder and on National ANFP format/form (on Website)**) to facilitate yearly audits by the Finance Committee, Executive Committee or an authorized professional Certified Public Accountant.

Effective Date: 10/3/1995

Revision Policy Wording: (Binder and on National ANFP format/form (on Website).

Revision Date: September 28, 2013

Policy 16 Reimbursement

Reimbursement Procedure

Policy Wording: To avoid problems with volunteer jobs that involve the exchange of money, the following guidelines should be followed:

- Money should never be given to a volunteer directly to pay for a product or service before the product or service has been purchased.
- Timelines should be established so that the volunteer has enough time to notify the treasurer to whom the check should be made out and where it should be sent. This will avoid problems of volunteers accepting money to complete a task and then not finishing it. For example, a member volunteers to develop a Web site for the chapter; the chapter gives the volunteer money to pay a vendor to develop the site, but the site is never developed. Instead, the money should be paid directly to the vendor.
- Maximum allowable charges should be established so that volunteers do not pay too much for a product or service. For example, if the maximum allowable fee for getting the newsletter printed is \$500, the volunteer should not be allowed to spend \$700 unless he or she has authority from the board prior to the printing.
- If a volunteer must outlay money for his or her volunteer job (i.e. the membership chair must make phone calls and send letters using his personal phone and stamps), the volunteer should seek reimbursement after the job has been completed.
- The chapter and/or district should have a reimbursement form with guidelines of what can be reimbursed. These guidelines should also include the maximum allowable rate of reimbursement for things such as hotel rooms, mileage and food.
- Volunteers should be given blank reimbursement forms at the beginning of their term and should have a set number of days after an outlay in which to submit a reimbursement. For example, if a chapter president needs reimbursement for hotel expenses for a chapter meeting, he or she must turn in the reimbursement within 10 days after the meeting. This will avoid volunteers seeking reimbursement for an activity that happened a long time ago.

Effective Date: September 28, 2013

State Board of Directors /Executive Board Members

Policy Wording: Travel and lodging expenses incurred by officers executing the business of New York - ANFP are limited. The Annual Spring and Fall meetings of **New York State ANFP** shall be honorary to the President, President-elect, Secretary, and Treasurer; limited to lodging and registration expenses.

New York State ANFP shall honor registration and lodging for the Past-president, the year following his/her holding office, at the Annual State meeting (**Budget allowing**)

Expenses incurred by travel, lodging and food for meetings other than the annual spring and fall meetings shall not be reimbursed

If time and travel are prohibitive, business and /or meetings may be executed by the use of conference calls.

Effective Date: 10/3/1995

Revision Policy Wording: (**Budget allowing**)

Revision Date: September 28, 2013

State delegate to National Annual Meeting

Policy Wording: The State Association shall send The **State President and the President - Elect** to the **National ANFP** Annual meeting. This includes travel expenses, meals and the registration fee.

The **President** and **President Elect** shall be able to ask for estimated expenses in advance and then shall provide receipts and invoices to the state treasurer and return the unused portion of the advance to the state treasury.

New York State ANFP shall include meals for President and President Elect attending **New York State ANFP** Annual meeting. This amount should not exceed thirty-five (\$35.00) dollars per day. Expenses will not be reimbursed without receipts or invoices.

Should the chapter win the State Achievement Award, **New York State ANFP will pay** the travel expenses of the state **President** to attend the national ANFP Annual meeting to accept the award.

Effective Date: 10/3/1995

Revision Policy Wording: None Applicable

Revision Date: September 28, 2013

Committees

Policy Wording: All expenses shall be reimbursed for special requests from standing or AD HOC Committees appointed by the President. All reimbursement requests must be accompanied by a receipt and expenses over \$75.00 must be pre-approved by the Executive Board.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

State Spokesperson

Policy Wording: Expenses incurred by the State Spokesperson shall be reimbursed by the State Treasurer with a monetary limit of three hundred-fifty (\$350.00) dollars per year to cover the costs associated with carrying out the duties of the Spokesperson.

In addition, the State Spokesperson shall have honorary registration and lodging to all **New York State ANFP** meetings.

The State Spokesperson must provide invoices or receipts for all expenses

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013

Authorized/unauthorized expenses

Policy Wording: Expenses for postage, telephone, printing, mailings, or other authorized disbursements incurred by officers, committee members, and chairpersons, or members appointed by the President to execute the business of New York - ANFP shall be reimbursed upon presentation of invoices or receipts to the State Treasurer.

Effective Date: 10/3/1995

Revision Policy Wording:

Revision Date: September 28, 2013

Policy 17 Newsletter

Printing and mailing

Policy Wording: The **New York State ANFP** Newsletter, hereafter called, **Focus**, shall be published a minimum of (4) times per calendar year to include a directory of state and district officers. The President's address should be on the first page at all times. Treasurer's report should be on the second page. Each district should have space in the newsletter for district notes.

The newsletter shall be copied by a professional printing office and shall be published using the guidelines of the national ANFP. When possible, it shall be entered each year in the newsletter contest held by national ANFP.

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


Effective Date: 10/3/1995

Revision Policy Wording: None Applicable

Revision Date: September 28, 2013

Content

Policy Wording: The **New York State 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 and its districts, as well at least one article dealing with nutrition or dietary management.



Mailing Lists

Policy Wording: Each time the newsletter is to be mailed, a new set of labels must be ordered from the national ANFP to ensure the list is the most up to date. Old or previously used lists may not be used. Newsletter mailing lists should include members of the **New York State ANFP**, as well as the National Board of Directors and all ANFP chapter newsletter editors, which should also be obtained from the ANFP national office.

Effective Date: September 28, 2013

Advertisements

Policy Wording: If agreed upon by the **New York State ANFP** Board of Directors, the chapter newsletter may include advertisements from vendors to help offset the cost of printing and mailing the newsletter. The **New York State ANFP** Board shall determine sizes and prices of ads. The newsletter editor has a right to refuse any ad that does not meet ANFP standards.

Effective Date: September 28, 2013

Policy 18 Fundraising

Authority for Final Approval

Policy Wording: The State Association shall participate in fund raising if the criteria are approved by national ANFP.

 The fund raising project must be designated as to what the funds will be used for.

Effective Date: 10/3/1995

Revision Policy Wording:

Revision Date: September 28, 2013

Projects

Policy Wording: Projects to be considered are: raffles bake sales, white elephant sale, cookbook project, etc.

When planning a fundraiser, consider the following:

- Never raise money just to build a bank account.
- Never sell membership names and addresses.
- Be discreet about any item selected to be sold.
- Consider projects which present a professional image of ANFP.
- Never endorse a product.
- Use the ANFP name with great care.
- Fund raising conducted at a meeting should not be used to underwrite the expense of that meeting.
- Consider starting an investment.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

 **Revision Date:** September 28, 2013

Policy 19

Amendments
(Processing for Amendments to the Policy & Procedure Manual)

Policy Wording: These policies and procedures shall be revised or amended by the Board of Directors or the Executive Board of the **New York State ANFP**.

Any **New York State 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 **New York State ANFP**, or Designated **New York State ANFP** member by the Executive Board of **New York State ANFP**.

Effective Date: 10/3/1995

Revision Policy Wording: Non-Applicable

Revision Date: September 28, 2013