



STATE ASSOCIATION POLICY AND PROCEDURE MANUAL

REVIEWED AND AMENDED – OCTOBER 10, 1989

REVIEWED / NEW LOGO – APRIL 29, 1994

REVIEWED AND AMENDED – JUNE 20, 2000

REVIEWED AND REVISED – APRIL 2010

REVIEWED & REVISED – AUGUST 2013

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POLICY I.		POLICY AND PROCEDURE MANUAL	PAGE 1
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Effective Date: October 9, 1984

These policies and procedures are for the benefit of the association and as such shall be made available to any office, for reference or may be made available to a member of the association upon request through the state president.

Revised: October 10, 1989

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 secretary to have possession of the original manual during his/her term in office.

The policies and procedures shall be given to the newly installed officers at the time of installation or within 7 days after the installation, so as to give the secretary time to add on any amendments taking place at the last board meeting usually held before installation.

In the event of no installation ceremony, the policy and procedure manual shall be turned over to the new secretary no later than September 30th.

POLICY I.		POLICY AND PROCEDURE MANUAL	PAGE 1a
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These policies and procedures shall be revised and updated by the state secretary after each state board meeting. Amendments and new procedures shall be typed. Each member of the Executive Board shall receive a copy of the Policy and Procedure Manual and shall receive all changes from the secretary at the next board meeting and insert the changes in their policy and procedure manual. The secretary and each Executive Board member shall bring the ongoing manual to each executive board meeting. Any member may have reference to the manual by contacting the president and requesting to refer to the policy and procedure manual.

POLICY II.	INSIGNIA	PAGE 2
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Effective Date: January 1 2012

The official name of the association shall be:

Pennsylvania Association of Nutrition & Foodservice Professionals

The official name of the newsletter shall be:

Pennsylvania Association of Nutrition & Foodservice Professionals (PA ANFP) Dispatch – or – The Pennsylvania Dispatch

Use the state abbreviation “PA” before the initial ANFP or the name before the title ANFP.

Example: PA ANFP or Pennsylvania Association of Nutrition & Foodservice Professionals.

Revised: January 1 2012

The official logo may not be changed in any manner. The state name may not be incorporated in the logo design. The official logo appears below.



POLICY III.		MEMBERSHIP	PAGE 3
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Effective Date: October 9, 1984

National Association of Nutrition & Foodservice Professionals must first process membership, and then you automatically become a state and district member.

The state president receives a list from national, it shall then be used by the president and any committee that may need it, the president should take the list to the nominating committee meeting, to use as a means of contacting members.

Membership lists are not sold, shared or provided to any other association or organization.

Membership lists may be requested copies of, by board members, for the means of contacting other members. The president shall accommodate requests if grounds for the list are viable.

Revised: October 10, 1989

The state secretary shall receive state membership lists from National and shall copy lists and send to each district president within ten days after receiving the list from National.

POLICY IV.		FISCAL YEAR	PAGE 4
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Effective Date: October 9, 1984

The fiscal year shall run in accordance with the state by-laws.

POLICY V.		DUES AND FEES	PAGE 5
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Effective Date: October 9, 1984

The state association shall have the right to collect registration fees at any state meeting. The fees for the meeting shall be determined by the state board of directors with input from the program chairperson and budget committee. Be sure the expenses do not exceed the income.

The state association shall receive a rebate from the Association of Nutrition & Foodservice Professionals.

Revised: September 19, 1998

Registration fee for student members will be less than member's fee, and registration for non-members will be more than member's fees.

Revised: June 30, 2000

The district meeting all state requirements shall receive a \$100.00 rebate.

POLICY VI.		PAYMENTS OF ACCOUNTS PAYABLE	PAGE 6
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Effective Date: October 9, 1984

Bills shall be submitted for payment by using the expenses voucher form. The state president shall approve all bills.

A notebook of the vouchers and receipts shall be kept by the state treasurer. A checking account shall be maintained also, according to the type of bank setup.

The president shall have printed stationary and envelopes. These will be given to the board as needed.

Any bills under \$25.00 receipts must be kept and entered with the expense voucher for approval by the president, any expenses in excess of \$25.00 needs the approval of the president: EXAMPLE – send receipts and vouchers to president for his/her written approval, he/she will forward to treasurer for payment.

All checks for the state meetings, etc. are to be made payable to: PA Association of Foodservice & Nutritional Professionals

Revised: September 10, 1985

The authorized signature at the bank will be stated that the checks will be signed by the Treasurer and President instead of the Treasurer or President.

POLICY VI.		PAYMENTS OF ACCOUNTS PAYABLE	PAGE 6a
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Revised: October 28, 1989

Working capital shall be advanced to the program chairperson, not to exceed \$500.00, for state spring workshop and annual fall meeting if funds are available.

Delete page numbers 6a through 6f on sample accounting system forms and insert original size forms.

Revised: May 5, 1992

Expenses under \$25.00 may be paid by treasurer without a receipt pending approval by the president.

POLICY VII.		AUDIT	PAGE 7
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Effective Date: October 1984

The state treasurer shall be bonded; the books shall be audited by the treasurer as of September 30th, yearly. A typed report shall be given to each executive board member. The audit shall be signed by the president. The report shall be read at the board meeting.

When the term of office of the treasurer is up the books shall be audited by a professional auditor within 10 days after the annual state meeting. The audit shall be signed by the president. Each board member shall receive a copy of the report. When the term for the office of treasurer is over, the books must be turned over to the new treasurer upon installation. If there is no installation ceremony, the books must be turned over within 10 days.

Revised: September 19, 1998

When the term of treasurer is up, the books shall be audited by the Executive Board and be ready to hand over to the incoming treasurer within 10 days.

Revised: June 30, 2000

The treasurer books shall be audited annually by an accountant, or CPA. This audit must be done to keep the bonding for the association.

POLICY VIII.		ORGANIZATION	PAGE 8
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Effective Date: October 9, 1984

No salary for members of the state board of directors shall be charged.

POLICY IX.		NEWSLETTER	PAGE 9
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Effective Date: October 9, 1984

The newsletter shall be called The Pennsylvania Dispatch.

No more than 10% - 15% content of the newsletter will be permitted for advertisement.

The newsletter shall be with the going weight for first class mail rate.

The president shall approve the newsletter before it goes to the printers. In some cases the president may want to edit the newsletter him/herself and appoint a co-editor.

The printing of the newsletter should be done as inexpensive as possible; records should be checked from previous years so the editors have some ideas of the printing cost. Two (2) estimates should be obtained and presented to the president for approval. Estimates should be in writing, as well as the time limit for printing.

Revised: September 20, 1989

The spring and fall issues shall include the registration for the Spring Workshop and Annual Fall meeting. The outside shall be marked "Important Registration Enclosed".

Revised: September 19, 1998

The newsletter shall go out to the membership no less than two (2) times a year. Spring edition shall be out no later than April 1st, and the fall edition shall be out no later than August 1st. The spring and fall issues shall include the registration for the Spring Workshop and the Annual Fall meeting. The outside shall be marked "Important Registration Enclosed"

Revised: June 30, 2000

The newsletter shall be proof read by the President.

POLICY X.		RESTRICTION OF PA DMA MEMBERSHIP LISTS	PAGE 10
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Effective Date: October 9, 1984

The membership listing supplied to the PA ANFP by the National headquarters office must not be shared by or with any other organization, association, company, or seminar leader.

POLICY XI.		AMENDMENTS	PAGE 11
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Effective Date: October 9, 1984

If at such time, an amendment to the policy and procedure manual is made, it shall be dated and reviewed. The secretary shall update the manual after each board meeting.

POLICY XII.		RELATIONSHIP TO BY-LAWS	PAGE 12
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Effective Date: October 9, 1984

No policy or procedure may be written so as to conflict with the state by-laws.

POLICY XIII.		OFFICES HELD	PAGE 13
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Effective Date: October 9th, 1984

Past president cannot hold another office, but may serve on any or several committees.

Members holding office shall be certified, retirees, or non-certified. No associate member shall hold office

POLICY XIV.		DISTRICT REPRESENTATION ON THE STATE BOARD OF DIRECTORS	PAGE 14
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Effective Date: October 9, 1984

Refer to Article V – State Board of Directors – Section 4. “State Board of Directors Organization: The state board shall consist of the elected officers: namely, President, President-Elect, Secretary, Treasurer, The Immediate Past-President, and the District Presidents.”

Each district president will be a member of the board of directors after being duly sworn into term of office.

Revised: October 28, 1989

Refer to Article VII – Meetings In The By-Laws – Section 2. The state board of directors shall hold a meeting after the national annual meeting and prior to October 15th each year: Other meetings may be held at such time and place as shall be determined by the president. A minimum of two (2) meetings must be held each year.

Revised: April 8, 2010

PA Spokesperson shall at this time not be part of the Board of Directors, and until a member of the State Association steps forward to volunteer the Spokesperson role shall be absorbed by the current state board.

POLICY XV.	REIMBURSEMENT	PAGE 15
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Effective Date: October 9, 1984

District representatives on the state board of directors shall not be reimbursed for expenses for serving on the board; however it is highly recommended by the state that the district association support their president by paying a portion or all of their expenses. Whatever each district decided it should be put in their district policy and procedure manual.

Workshop and annual meeting registration fees shall be paid by the individual board member.

The executive board consists of the past-president, president, president-elect, secretary, and treasurer.

Hotel Accommodations: Hotel accommodations will be paid for the executive board by the treasurer. Executive board members are expected to share a room, therefore only handling in ½ room expenses to be paid. If you decide to come early or stay late, this expense must be paid by the individual.

Revised: September 26, 1986

Vendor coordinator: The registration fee of the State Fall meeting will be paid by the state association for the vendor coordinator.

Revised: October 10, 1989

Executive Board members accommodations paid for by their facility shall NOT receive reimbursement from the association.

Reimbursement for newly installed officer shall become effective after the close of the Annual Fall Meeting.

Revised: October 28, 1989

The executive board consists of the past-president, president, president-elect, secretary, and treasurer. They shall be reimbursed for expenses as listed in the reimbursement policy.

Reimbursement as to what night lodgings and meals paid to the executive board shall be determined by the executive board before the scheduled meeting.

Revised: May 12, 1994

Meals for the state workshops and annual meetings, the state treasurer will pay the amount not to exceed twenty-five (\$25.00) dollars per day. Any meals that are included in the registration fee will not be reimbursed.

Revised: April 8, 2012

Traveling: The state treasurer will pay the current federal reimbursement rate for travel per mile for workshops, annual meetings, state board meetings, and executive board meetings. The federal rate per mile is not to exceed air fare. Two or more board members traveling together – the person driving will be the only one to receive the federal rate per mile.

The state treasurer will pay the current federal reimbursement rate per mile for the state president and president-elect to attend necessary committee meetings and/or meetings in connection with the annual meetings or workshops. No overnight lodging or meal expenses will be paid.

Any of the above; if you should decide to fly to a state meeting, expenses shall not be paid by the association unless they are less than the current federal reimbursement rate per mile.

POLICY XVI.		DELEGATE TO NATIONAL LEADERSHIP CONFERENCE	PAGE 16
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Revised: October 10, 1989

Delegates to the national meeting shall be the president-elect and president. If he/she receives the State Achievement Award, all expenses shall be defrayed by the association, including registration fee, hotel, air fare, taxi or bus from airport to hotel. Meals in the amount of fifteen (\$25.00) dollars per day will be paid. Any extra tours/special functions shall be paid by the individual.

If funds are not available, immediate board action shall be taken.

In the event the president-elect cannot be the delegate, the president shall take his/her place as delegate, even if he/she receives the State Achievement Award.

The secretary, treasurer, and past-president shall receive \$350.00 toward their expenses for National Convention if funds are available.

POLICY XVI.		DELEGATE TO NATIONAL LEADERSHIP CONFERENCE	PAGE 16a
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If funds are not available, immediate board action shall be taken.

Revised: October 28, 1989

All delegates to National Meeting will be paid accordingly 2,3, or 4 per room.

Revised: May 12, 1994

Meals for the National Meeting, the state treasurer will pay the amount not to exceed twenty-five (\$25.00) dollars per day. Any meals that are included in the registration fee will not be reimbursed.

POLICY XVII.		STATE SPOKESPERSON	PAGE 17
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POLICY XVIII.		REGISTRATION REIMBURSEMENT	PAGE 18
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Effective Date: October 9, 1984

Individuals will not be reimbursed for registration unless the individual notifies the designated person (person in charge of registration) 48 hours prior to the day of the meeting.

In the event of an emergency (death in the immediate family), if the association is contacted within 2 days before or 7 days after the meeting, the association will issue a credit to the member to be used at a future state meeting or workshop.

Revised: October 28, 1989

Immediate family shall be defined by the executive board to be parents, mother and father, children, sons and daughters, brothers and sisters, grandparents. Policy also includes step-parents, step-children, and mother and father in-laws.

Proof of emergency must be submitted to the executive board in order to receive reimbursement.

Notice of the reimbursement policy in the event of death of immediate family, shall appear in the Pennsylvania Dispatch

POLICY XIX.		PAST PRESIDENT GAVEL	PAGE 19
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Effective Date: October 9, 1984

The immediate past-president shall receive the past president gold gavel pin. Cost to be defrayed by the association.

The treasurer shall order this, and it should be presented to the immediate past-president at the close of the installation services at the annual fall meeting.

Revised April 8, 2010

The immediate past-president shall receive the past president gold gavel pin or another token of appreciation of equal value. Cost to be defrayed by the association.

POLICY XX.		ANNUAL MEETING AND WORKSHOP NOTICES	PAGE 20
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Effective Date: January 1, 2013

Refer to Article VII – Meetings in the by-laws;

Section 1. Membership meetings: There shall be a minimum of ONE (1) membership meetings per year to transact the business of the association and provide continuing education. One meeting shall be held following the national annual meeting and prior to October 15th each year.

Section 2. State Board of Directors: The state board of directors shall hold a meeting after the national meeting and prior to October 15th each year. Other meetings may be held at such time and place as shall be determined by the president. A minimum of two (2) meetings must be held a year.

Revised: October 28, 1989

Special meetings may be called by the executive committee or the state board of directors. Written or printed notice of the membership meeting, stating the place, date, and hour of the meeting, the program content and the registration fee as fixed by the board or directors, shall be sent by the secretary to each member of the association not less than thirty (30) days nor more than six (6) weeks prior to the date of said meeting.

POLICY XXI.		ANNUAL MEETING AND SPRING WORKSHOP	PAGE 21
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Revised: September 25, 1987

The spring workshop shall be held for one (1) full day with an optional evening for a hospitality party. This is optional with the creation of the National ANFP Affiliate Agreement and ANFP Regional Meeting plan

The annual fall meeting shall be held for two (2) full days with an optional evening for a hospitality party.

Clock hour credits for the spring workshop shall not be less than 5 clock hours.

Clock hour credits for the annual fall meeting shall not be less than 10 clock hours.

Revised: May 24, 1989

Meeting sites for the spring and annual fall meeting shall be held within a centralized location at the discretion of the executive board members.

Revised: May 28, 1996

Standard registration form shall be used for both the Spring and Fall Workshops. Copy of the form will be provided by secretary.

Revised: April 8, 2010

Program coordinator or designee will be reimbursed at the current federal rate of reimbursement per mile for travel expenses to the site of the State Workshop for the purpose of conducting the Spring Workshop and/or Annual Fall Meeting, not to exceed two (2) trips.

POLICY XXII.		CONDUCTING MEETINGS	PAGE 22
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Effective Date: October 9, 1984

All business shall be conducted according to Robert's Rules of Order and following a written agenda. The agenda shall be prepared by the president and mailed to each member of the board two (2) weeks prior to the meeting.

POLICY XXIII.		SPEAKER'S FEES	PAGE 23
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Effective Date: October 9, 1989

Policy regarding mileage for speakers shall be deleted and changed to Speakers Fees.

Speakers fee not to exceed one hundred fifty (\$150.00) dollars for two hours.

Speakers not charging a fee shall be given a complimentary gift not to exceed twenty (\$20.00) dollars.

Revised: September 19, 1998

Speaker's fees will be based upon availability of state funds and sponsorship.

Revised: April 8, 2010

Speaker fees that may exceed the amount of one hundred fifty (\$150.00) dollars for two hours may be up for discussion amongst the State Board, and left to the discretion of the current president and secretary.

POLICY XXIV.		BEREAVEMENT	PAGE 24
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Revised: April 8, 2010

In the event of the death of a present or immediate past state officer, the treasurer will deposit \$25.00 into the PA ANFP State Scholarship Fund in the name of the deceased. A sympathy card will then be sent to the family of the deceased with a personalized message notifying them of the Scholarship Fund Memorial Deposit. The deceased member name will be noted in the next upcoming newsletter with notice of gift to Scholarship Fund.

The secretary will be responsible for transfer of funds, and the president will be responsible for sending the sympathy card on behalf of the PA ANFP.

POLICY XXV.		BONDING OF THE EXECUTIVE MEETING	PAGE 25
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Effective Date: June 30, 2000

All members of the Executive Board shall be bonded by a reliable bonding company.

POLICY XXVI.		THANK YOU CARD/LETTER	PAGE 26
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Effective Date: May 23, 2001

Following each workshop a Thank You Card / Letter will be sent to each attendee within ten days of the workshop by the secretary.

Revised: April 8, 2010

A certificate of attendance along with an evaluation of events, if not already completed, should be sent out via email or USPS within ten days of an event.