



By Laws

South Carolina Association of Nutrition & Foodservice Professionals was affiliated with the National Association of Nutrition and Foodservice Professionals on July 15, 1974.

By-Laws for the South Carolina Association of Nutrition & Foodservice Professionals

Article I – Names

The name of the association shall be the South Carolina Association of Nutrition & Foodservice Professionals (SCANFP)

Article II – Purpose

THE PURPOSE OF THE ASSOCIATION SHALL BE:

As set forth in the Articles of incorporation and to position the CDM as the expert in foodservice management and food safety.

Article III – Membership

Section 1. All members of this association shall be considered active members. To hold an office, a member must have passed the credentialing examination and maintain good standing with state and national ANFP.

Section 2. Active members of this association are those members of the Association of Nutrition & Foodservice Professionals in good standing. A good standing member is a Certified Dietary Manager and attends at least one South Carolina ANFP sponsored meeting a year and has a right to vote and hold office having a mailing address within the state of South Carolina.

Article IV – Finances

Section 1. Dues: Active members shall pay annual dues to the national Association of Nutrition & Foodservice Professionals. Members residing within the state of South Carolina shall automatically be a member of this state association.

Section 2. Rebates: The national Association of Nutrition & Foodservice Professionals shall pay a rebate to the affiliated State Association of the member's mailing address at the time the dues are paid. This is in lieu of State dues and will serve as a financial resource for the State Association.

Article V – State Board of Directors

Section 1. Organization of the Board of Directors: This Association shall be administered by a Board of Directors consisting of President, President Elect, Vice President, Immediate Past President, Treasurer, Secretary and all newly elected officers and committee chairs. The members of the Board of Directors shall receive no salaries for their services.

Section 2. TERM OF OFFICE: All members of the State Board of Directors shall hold office from installation until the end of their terms.

Subsection A: All recently elected officers shall serve on the executive board until installation but have no voting rights, it is to serve as a mentorship period.

Subsection B:

**Vice President – 1 year – Vice President automatically assumes duties of the President Elect after the first year.

** Secretary – 3 year – Secretary shall serve a 3 year term.

** Treasurer – 3 year – Treasurer shall serve a 3 year term, and will not leave office until after the audit has been done at the end of the fiscal year shortly after the annual State Spring Conference.

Section 3. DUTIES OF THE STATE EXECUTIVE BOARD OF DIRECTORS: The State Board of Directors shall have supervision, control and direction of the affairs of the Association, shall determine its policies or changes therein within the limits of the bylaws, shall promote the mission and values of the state and national chapter, and shall have discretion in the disbursement of its funds. It may adopt policies and procedures as necessary to conduct business for the organization.

Section 4. STATE EXECUTIVE BOARD OF DIRECTORS: The President, President Elect, Vice President, Secretary, Treasurer and immediate Past President and all newly elected officers and committee chairs The Executive Board of Directors shall reflect the broader membership and interests of the Association; be recommended by the Nominating Committee, and elected by the members; and be entitled to vote on matters that come before the Executive Committee. The State Executive Committee shall exercise the powers of the State Board of Directors, to the extent permitted by law, between meetings of the State Board of Directors.

Section 5. DUTIES OF THE PRESIDENT: The President shall be the principal elective officer of the organization, shall preside at the meetings of the Association and the State Board of Directors, and shall be a member of ex officio, with the right to vote, of all committees, except the nominating committee. The President shall communicate or make suggestions to promote the welfare of the association at state meetings and abroad. The President shall be directly responsible for preparing the President Elect to have complete knowledge of the President's Duties & responsibilities and will relinquish all papers, electronics, records, etc. to the President Elect as, he/she assumes the office of the President.

Section 6. DUTIES OF THE PRESIDENT ELECT: The President-Elect shall serve as an assistant to the President, and complete other duties assigned by the President. This will ensure that he/she learns the duties of the President. The President Elect shall have full voting powers on the state Board of Directors. If the President resigns or becomes unable to fulfill his/her duties, the President Elect automatically assumes the office. It is the responsibility of the President Elect to plan the program for the State Meetings with the assistance of the members of the State Executive Board and other

standing committee members. The President Elect will prepare the Vice President to have complete knowledge of the President Elect's duties & responsibilities and will relinquish all papers, electronics, records, etc. to the Vice President as he/she assumes the office of the President Elect.

Section 7. DUTIES OF THE VICE PRESIDENT: The Vice President shall serve as an assistant to the President Elect, and complete other duties assigned by the President. They will ensure that he/she will learn the duties of President Elect and be knowledgeable of the association's policies and procedures in order to assume the duties of President Elect at the end of his/her term. The Vice President shall have full voting power on the State Board of Directors. If the President Elect resigns or becomes unable to fulfill his/her duties, the Vice President automatically assumes the office. The Vice President is responsible for planning and overseeing the vendor shows at the State Meetings. The Vice President is responsible for preparing the newly elected Vice President to have complete knowledge of the office and will relinquish all papers, electronics, records, etc. to the newly elected Vice President as he/she assumes the office to Vice President.

Section 8. DUTIES OF THE SECRETARY: The Secretary shall attend all meetings of the Board of Directors, as well as all meetings of the state association, shall perform such duties assigned by the President or Board of Directors, and shall record all minutes of all Board meetings. The Secretary will send the Presidents approved minutes to the webmaster to be posted on the State's Webpage within 10 days of receipt. The Secretary shall serve a term of three (3) years and be eligible for re-election for no more than two (2) consecutive terms. The Secretary is responsible for preparing the newly elected Secretary to have complete knowledge of the Secretary's duties and responsibilities and will relinquish all papers, electronics, records, etc. to the newly elected Secretary as he/she assumes the office of Secretary. All of the Secretary's records will be kept and available for five (5) years.

Section 9. DUTIES OF THE TREASURER: The Treasurer shall attend all meetings of the Board of Directors, as well as of the State association, shall perform such duties as assigned by the President or Board of Directors, and report to the membership the financial stability of the association. The Treasurer shall keep an account of all monies received and expended for the use of the Association, and shall make disbursements authorized by the State Executive Board and approved by the President. All sums received shall be deposited in the bank approved by the State Executive Board, and a report shall be given at the state business meeting or when called upon by the President. Funds may only be dispersed by the Treasurer after an expense form has been submitted and approved by the President. The Treasurer shall prepare the books for audit at the close of each fiscal year. The funds, books and vouchers shall, at all times, be subject to verification and inspection by the State Executive Board and ANFP. Treasurer is responsible for completing the required IRS tax filings annually to keep tax-exempt status. The Treasurer shall be bonded. If the Treasurer leaves office before his/her term ends, an audit will be conducted at that time. The Treasurer shall serve a term of three (3) years and be eligible for re-election for no more than two (2) consecutive terms. It is the responsibility of the Treasurer for preparing the newly elected Treasurer to have complete knowledge of the Treasurer's duties and responsibilities and will relinquish all papers, electronics, records, etc. to the newly elected Treasurer at the end of the fiscal year (after an audit has been conducted) as he/she assumes the office of Treasurer. All of the Treasurer's records will be kept and available for ten (10) years.

Section 10. DUTIES OF IMMEDIATE PAST PRESIDENT: The immediate Past President shall counsel on all matters pertaining to the operation of the Association, and shall accept the responsibility delegated to him/her by the President.

Section 11. ABSENCE FROM STATE BOARD OF DIRECTORS MEETINGS: Any Member of the Board of Directors unable to attend a meeting shall, in a communication to the President or Secretary, state the reason for the absence. If the Member is absent from two (2) consecutive meetings for reasons which the Board has failed to declare to be sufficient, the member's resignation shall be deemed to have been tendered and accepted. At that time the President will send a registered letter to the member informing them of this action.

Section 12: FAILURE OF OFFICER TO REPRESENT THE STATE ASSOCIATION EFFECTIVELY: Failure to preform: Any elected officer that does not complete their duties in a way deemed fit by SCANFP and its members may be removed from office by a unanimous vote of the State Executive Board, minus the member involved, after discussing the reasons there of. At that time the officer will be sent a registered letter informing them of this action.

ARTICLE VI – ELECTIONS

SECTION 1. DUTIES OF THE STATE NOMINATING COMMITTEE: It shall be the responsibility of the State Nominating Committee to formulate the ballot for each annual election of officers in accordance with policies adopted by the State Board of Directors.

SECTION 2. ORGANIZATION: The Nominating Committee shall consist of three (3) active members of the Association who shall be appointed by the President; one to be designated chairman, The President shall act as counsel to the Nominating Committee, but shall have no vote.

SECTION 3. NUMBERS OF CANDIDATES: The Nominating Committee shall designate annually at least two (2) active members for the office of Vice President. The Nominating Committee shall designate every three (3) years at least two (2) active members for each of the offices of Secretary and Treasurer. These nominations must be approved by the State Executive Board prior to nominating.

SECTION 3A. NUMBERS OF CANDIDATES FOR ELECTION ARE NOT ACHIEVED: In the event that membership of the SCANFP and the nominating committee fail to nominate enough candidates to execute a valid election as outlined in SECTION 3 of Article VI, it will be the duty of the President to create a Slate Ballot of members to fill state officer positions that are up for election, and at the same time continue the natural progression of the Presidency positions. The Slate Ballot will be administered for voting purposes by the membership that attends the Fall Business Meeting, and any Slate Ballots received by the Teller Committee Chair by the voting deadline (Fall State Business Meeting).

SECTION 4. BALLOT DEADLINE: The Nominating Committee must submit a ballot to the Secretary within thirty (30) days after the Spring Conference. The Secretary shall prepare ballots to be handed out to eligible voters at the Fall Conference. The President shall appoint a Tellers Committee of two (2) or more members independent of elected officers to count the ballots. The Chair of the Tellers Committee submits a written ballot count to the President. The President informs the membership and the candidates of the results and give to the Secretary a copy of the Tellers Committee report to file.

SECTION 5. VOTING: The election of state officers shall be conducted by ballots which shall be available to all those eligible to vote in the state chapter.

SUBSECTION A: Ballots may be made available in the winter printed edition of Wren Notes with instructions on deadlines for submission, and any other electronic media which can be used for the same results.

SECTION 6. RIGHT TO VOTE IN STATE ELECTION: All eligible members shall be entitled to cast one vote for each of the following officers: Vice President, Secretary and Treasurer. The President's vote will only be cast in the event of a tie. The chair of the Tellers Committee will collect the President's sealed vote and will only open it and present it to be counted in case of a tie. The chair will then proceed with the written ballot count and any subsequent ballots collected prior to the state meeting to the President.

SECTION 7. VACANCIES: Any vacancy that may occur on the State Board of Directors, or in any office other than the office of President, by reason of death, resignation or otherwise, may be filled by the nominee from the previous State's election for that office with the next highest votes. If that nominee declines, they may appoint a member for the unexpired term to that office. In the event of a vacancy in the office of President, the President Elect shall assume the office for the remainder of the un-expired term and shall continue as President for one (1) year thereafter.

SECTION 8. EMERGENCY ADDENDUM – ELECTIONS. The membership of the SC ANFP grants the Executive Board permission to postpone elections due to pandemics, natural disasters, or other unforeseen situations that may interfere with the integrity of the voting process as long as it does not interfere with the natural progression of officers elected by the membership.

ARTICLE VII – MEETINGS

SECTION 1. MEMBERSHIP MEETING: There shall be a minimum of two (2) membership meetings per year to transact the business of the Association and provide continuing education opportunities. Special state meetings may be called by the State Executive Board. Written, printed or electronic 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 State Executive Board shall be sent by the Secretary to each member of the Association not less than fifteen (15) day prior to the date of the meeting.

SECTION 1A. Emergency Addendum - State Meeting Frequency. The membership of the SC ANFP grants the Executive Board permission to postpone or cancel State Meetings due to pandemics, natural disasters, or other unforeseen situations that may affect the safety of the membership. In doing so this may limit the SC ANFP to one State Meeting in a twelve month period

SECTION 2. STATE BOARD OF DIRECTORS: A meeting of the State Board of Directors shall be held as soon as possible following the Annual Meeting of the National Association and prior to October twentieth (20) 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.

ARTICLE VIII– COMMITTEE

SECTION 1. AD-HOC COMMITTEE ORGANIZATION: Membership of each of the ad-hoc committees shall be determined by the President. The President shall instruct the ad-hoc committee as to the function and guidelines of that committee.

ARTICLE IX– PROCEDURE

SECTION 1. CONDUCT OF MEETINGS: Robert’s Rule of Order, Newly Revised, shall constitute the parliamentary authority for the conduct of meetings of the members and of the State Board of directors of the Association, when not in conflict with these bylaws.

SECTION 2. CEREMONY: The installation ceremony will be held at the Spring Conference during the business meeting. The new inductee’s will be celebrated at the Fall Conference during the Banquet.

ARTICLE X– FISCAL YEAR

The fiscal year of this Association shall begin on the First (1st) day of June each year and end on the Thirty-first (31st) day of May the succeeding year.

ARTICLE XI - DISSOLUTION

SECTION 1. ASSOCIATION: By majority action of the State Executive Board, this Association may be dissolved. In the event of such dissolution, the State Executive Board, after paying or making provisions for the payment of all liabilities of the Association, shall dispose of all its assets exclusively to any organization or organizations under Section 501©, (6) of the Internal Revenue Code of 1954 or the corresponding provision of any United States Internal Revenue Law as determined by the State Executive Board.

SECTION 2. PROHIBITED ACTIVITIES: No part of the net earnings of the Association shall insure to the benefit of or be distributable to its members, officers, directors or other private persons, except that the Association shall be authorized and empowered to make payments in furtherance of the purposes set forth in Article II thereof. The Association shall at no time take part in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision or these bylaws, the Association shall engage in no activities which preclude it from qualifying under section 501 ©. (6)

ARTICLE XII– AMENDMENTS

By a majority upon proposal by the Board of Directors, these bylaws may only be amended by a vote of the members through written ballot, electronic or any other media in which voting is used for this action. Notice containing the proposed amendment(s), shall be given to members of the Association not less than fifteen (15) days before the meeting at which the amendment is offered for vote.

Addendum I – SCANFP will pay all of the expenses (hotel and registration) incurred by the State Executive Board for each state meeting. (President, Vice President, President Elect, Treasurer, Secretary, Immediate Past President)

Addendum II – SCANFP will provide funds for the State President to attend the National Meeting provided that the highest level of the State Achievement Award has been attained. SCANFP will provide funds for the President Elect to attend the National Meeting. The President and President Elect will choose a flight in coach 2 to 3 months prior to the Annual Meeting and Treasurer will book the flights, pay for one standard bag (luggage), pay for the meeting registrations (at Early Bird Rate), and provide an advanced check based on the National ANFP per diem (currently \$40.00 per day) to cover food and ground transportation. If the State President and /or President-Elect choose to drive, they will be reimbursed at the National IRS rate. The total cost of mileage should not exceed the cost of the round trip coach air fare. If it does, the additional expense will not be covered by SCANFP. Also, the President-Elect will represent SCANFP at the Leadership Institute that is held immediately prior to the National Meeting. Currently there is no registration fee for one SCANFP board member to attend. SCANFP will cover the additional hotel expense and additional per diem (as booked and arranged by the SCANFP Treasurer.) All receipts must be given to Treasurer 10 days after the end of the Annual Meeting. If receipts are not given to the Treasurer within this time frame, SCANFP will collect a reimbursement of the amount of the advance check.

ARTICLE XIII– EFFECTIVE DATE

These Bylaws, approved by the SCANFP Membership shall supersede any and all pre-existing bylaws or constitution and become effective in all parts immediately.

Revision Dates:

Revised: November 4, 2022

Reviewed: October 1995

Reviewed: October 1996

Reviewed: February 1998

Reviewed: February 1999

Reviewed: February 2000

Reviewed: September 2003

Reviewed: January 2007

Reviewed: March 2007

Reviewed: January 2008

Reviewed: May 2009

Reviewed: February 2010

Revised: November 2013

Revised: October 17, 2014 at 9:31am

Reviewed: May 15, 2015

Revised by member vote: October 16, 2015

Reviewed: December 17, 2016

Revised: April 15, 2018

Reviewed: January 4, 2019

Reviewed: January 14, 2020

Reviewed: January 14, 2021

Revised: October 21, 2021

Reviewed: January 11, 2022

Reviewed: September 17, 2022