



South Dakota

Association of Nutrition & Foodservice Professionals

POLICIES/PROCEDURES

Revised 9-10-18

SOUTH DAKOTA ASSOCIATION of NUTRITION & FOODSERVICE PROFESSIONALS

SUBJECT: POLICY AND PROCEDURE MANUAL

DATE ISSUED: SEPTEMBER 13, 1984, SEPTEMBER 30, 1988, APRIL 14, 1989

REVISED: SEPTEMBER 10, 2018

These policies and procedures are for the benefit of the association and will be made available for reference to any officer or member upon the request to the state President. No policy or procedure will be written which conflicts with the state By-Laws.

These policies and procedures will be maintained in a loose leaf binder reserved for that purpose. It will be the responsibility state President –Elect to have possession of the master copy of this manual during his/her term in office.

These policies will be reviewed annually by the Executive Committee and State Board of Directors. These policies and procedures may only be amended by the affirmative vote of the Board of Directors.

Copies of these policies and procedures will be given to the state President, President- Elect, Secretary, Treasurer, Education Coordinator, Newsletter Editor and Membership Chair. It will be each officer's responsibility to transfer their copy and all other material to the newly installed officer.

The Secretary is responsible for making the up-dates to the manual after each revision. The Secretary will e-mail or mail revisions to the President, President-Elect, Treasurer, Education Coordinator. Each officer is responsible for keeping their manuals updated and available for all Board meetings.

SUBJECT: INSIGNIA

DATED ISSUED: JANUARY 13, 1994

ORIGINAL DATE: SEPTEMBER 13, 1984

REVISED: April 28, 2012

The logo will be the letters ANFP with the words Association of Nutritional & Foodservice Professionals written under it.

The official state association is South Dakota Association of Nutrition & Foodservice Professionals. The state initials will be **SD ANFP**.

SUBJECT: MEMBERSHIP

DATE ISSUED: SEPTEMBER 19, 2007

ORIGINAL DATE: SEPTMBER 13, 1984

REVISED: JANUARY 21, 2006, APRIL 28, 2012, SEPTEMBER 10, 2018

The National ANFP will process the membership. State membership is based on annual dues collected by the National Association of Nutrition & Foodservice Professionals.

The state membership list will be available to members upon request. It will not be printed in the Newsletter. The President receives the list from the National ANFP and shares the list with the executive committee, membership Chair-person and the Newsletter editor.

The membership year is the year covered by dues and certification payment (September 1 – August 31st).

Membership lists will not be sold, shared, or provided at state level to outside sources. All inquiries for a membership list will be directed to the National ANFP office.

The National office rebates a portion of each member's dues to the State Association each year. No dues will be collected from members at the state level.

SUBJECT: ORGANIZATION

DATE ISSUED: APRIL 27, 2005, SEPTEMBER 13, 1984, JANUARY 6, 2006 APRIL 25, 2001

REVISED: APRIL 28, 2012

SD ANFP is an organization formed to carry out business related to the National ANFP organization. To meet the educational needs of the state membership, and to provide a network for other state organizations as well as the state members. In order to carry out the business of SD ANFP an Executive Committee has been established.

The Executive Committee is comprised of a President, President-Elect, Secretary, Treasurer, Education/Member at Large, Immediate Past President. Supporting Cabinet members attend the Executive Board meetings. The Membership Chair and Newsletter Chair are included, as well as any ad-hoc committees that may be formed.

The term for elected and appointed officials, chairpersons and committee members begins with the installation of officers at the SD ANFP Fall Conference.

There will be no salary paid to the Board of Directors. The responsibility of the cabinet and committee members is to act in an advisory capacity to the Board of Directors. The Cabinet includes the State Spokesperson, Membership Chair, & Newsletter Editor.

The Board will meet minimally three times per year, either in person or via conference call, before each of the conference and in January to conduct the affairs of the association.

The Board will conduct monthly meetings with the exception of the month of December via teleconferences.

Any member of the Board of Directors unable to attend a meeting will inform the President or Secretary in writing or via phone. The meeting minutes will note the absence, and the reason for the absence & who was notified. No substitute will take the Board members place at the meeting.

A Board member or coordinating cabinet member planning to resign, will submit a written resignation to the President. The President will send a written reply of acceptance within one week. The President will notify the Board members of the resignation.

Any vacancy that occurs on the Board, other than the President will be filled by a majority vote by the board members. The new member will complete the term of office. In the event of the President's office becoming vacant, the President-Elect will complete the unexpired term and will continue with their full term.

Each member has a right to submit business to the Board of Directors. The business should be submitted in writing to any or all of the Board members.

The Board will provide a written reply and describe how the subject was addressed.

SUBJECT: ELECTED OFFICERS

DATE ISSUED: APRIL 27, 2005

DATE REVISED: APRIL 28, 2012

A candidate for the office of President-Elect must be a certified member for three years. Any Board member or coordinating Cabinet member who does not keep their dues current will be asked to resign by the Board of Directors.

SUBJECT: CONFERENCES

DATE ISSUED: SEPTEMBER 13, 1984

REVISED: APRIL 28, 2012, SEPTEMBER 10, 2018

There will be a minimum of two conferences per year. The conference will include a business meeting and continuing education. Special meetings may be called by the Board of Directors.

All members have the right to verbalize comment at the state business meeting. A member wishing to make a verbal comment will rise, wait for recognition, state their name and proceed with their comment.

The Board of Directors and the program Chairperson will make the final site selection of the conferences. The President-Elect is responsible for assigning the program chairperson for each conference.

The spring and fall conferences will be planned by members, excluding any allied organization.

The program committee for each conference will set the registration fee to cover expenses and including non-members fee. The Board of Directors will review this action.

A detailed program guide will be available for those planning the conferences including this P & P, the ANFP Volunteer Resource Guide and a Meeting Planning Check List. Those volunteers planning the conferences will be required to keep the President informed of plans, speakers etc. All items must be approved prior to purchase. The registration fee is waived for the hosts.

Printed notice of the meeting with the date, time, place, agenda & registration form will be sent to each member prior to the meeting in the newsletter, e-mail or by mail.

SUBJECT: STATE ELECTION

DATE ISSUED: SEPTEMBER 13, 1984

REVISED: APRIL 14, 1989, JANUARY 15, 1991, APRIL 27, 2005, APRIL 28, 2012

NOMINATING COMMITTEE

The President – Elect will appoint a nominating committee for his/her term of office as President.

The nominating committee will consist of the President- Elect and two other current members of his/her choice. This will be done by the fall conference, since voting takes place at the spring conference. If no one volunteers for the nominating committee, the President-elect will select candidates for the ballot. (Ideally at least two candidates for each position being filled)

A nominating committee member will not be considered as a candidate for state office during the time he/she is a member of the nominating committee.

The nominating committee will submit a sample ballot to the Newsletter Editor in February, or as requested for the spring newsletter.

The ballot will contain the candidate's name, location, office they are running for, term of office, and a short resume explaining their qualifications and experience (employment and /or offices held). The newsletter will profile each candidate before the Spring Conference.

SUBJECT: TELLERS COMMITTEE

REVISED: APRIL 28, 2012

Voting will take place at the Spring Conference. Candidates will have an opportunity to introduce themselves to the group. Members not present will have ballots e-mailed or mailed to them. Ballots will need to be to the Teller Committee no later than June 1st.

The President – Elect will appoint a Tellers Committee Chairperson who will choose one or two more members to complete the committee. The committee will count the ballots. Accompanying the ballots will be instructions about voting, when the ballots are due to the chairperson in order to be valid. The chairperson submits a written ballot count to the President.

In case of a tie, the President will cast the final vote. The President, in conjunction with the Tellers Committee will be responsible for these ballots and give the final report.

The President will inform the candidates of the election results by May 31. All candidates will be informed whether they won or loss.

SUBJECT: NEWSLETTER

DATE ISSUED: SEPTEMBER 13, 1984

**REVISED: APRIL 14, 1989, JANUARY 13, 1994, APRIL 25, 2001, APRIL 27, 2005,
SEPTEMBER 19, 2007, APRIL 28, 2012**

The Newsletter Editor will be appointed by the President and will continue in that capacity until such time as they resign.

The newsletter will be published online at least three times per year; target dates are October, February, and June.

Individuals outside our organization wishing to receive the newsletter will need to be approved by the Board before being added to the mailing list.

The cost of the newsletter and its mailing will be the responsibility of the state association. In effort to save printing and postage costs, the online newsletter will contain the program for the conferences when possible.

SUBJECT: FUNDRAISING

DATE ISSUED: SEPTEMBER 13, 1984

REVISED: APRIL 28, 2012

Final approval for fundraising projects will be the responsibility of the Board of Directors.

All fundraising projects will be conducted in a professional manner.

Fundraising is done to enhance educational opportunities for the members and or/ to help with a worthy cause within the scope of SD ANFP vision, values and goals.

SUBJECT: SPOKESPERSON/IMPACT TEAM

DATE ISSUED: OCTOBER 24, 1990

REVISED: JANUARY 21, 2006, APRIL 28, 2012

The spokesperson is nominated by the state organization and approved by the Association of Nutrition & Foodservice Professionals.

Responsibilities of the spokesperson and impact team will be to influence lawmakers and other state government officials to act in the best interest of Certified Dietary Managers and the ANFP.

The spokesperson forms an impact team from the membership. The team forms goals based on the needs of ANFP at the state as well as national level.

SUBJECT: FINANCE, BUDGET, REIMBURSEMENT, ACCOUNTS PAYABLE

DATE ISSUED: SEPTEMBER 13, 1984

REVISED: APRIL 4, 1989, OCTOBER 24, 1990, APRIL 27, 2005,
SEPTEMBER 21, 2005, JANUARY 21, 2006, APRIL 28, 2012
SEPTEMBER 10, 2018

The Treasurer is responsible for the recording the financial business of SD ANFP, this includes the yearly audit which is conducted by an outside source and completed before the Fall Conference.

Any audit irregularities will be investigated by the Board and a report of action taken will be submitted along with the audit.

The End of Office Treasurer form will be completed and kept on file.

The treasurer & the other Board members will help formulate the budget for the next year, and will be submitted at the Fall Conference for final approval.

The selection of the bank the association uses for business will not be changed without approval from the entire Board.

The State Conference Income/Expense form must be completed within 30 days of the conference.

REIMBURSEMENTS:

Members of the Board and Coordinating Cabinet will be reimbursed for expenses incurred while carrying out the business duties of the state association, outside of the Fall & Spring Conferences.

Expenses include mileage, long distance call, postage and printing. Committee members will turn in an expense voucher to the treasurer.

The President will be responsible for the approval of committee expenses and will present this information in report form. If reimbursing for motels, two members will share rooms to reduce costs.

Reimbursing expenses of the general members will be at the discretion of the Board and the availability of funds.

Mileage rates will be paid according to current state rates.

The President-Elect will be responsible for investigating means of travel to the national meeting to share travel expenses with other members. The President –elect may appoint an Ad Hoc Travel Committee.

The President's trip to the national meeting will be funded by the state if he/she wins the State Achievement Award at the Gold level (350 points). Expenses include motel, registration, & transportation. Meals will be the responsibility of each individual attending any ANFP meeting.

The President-Elect will be reimbursed for travel, lodging, and registration when attending the National meeting or the Leadership Institute.

There will be \$1000.00 per year for members to attend the national meeting. The number of members attending will determine the amount each person receives. If only two people attend, the amount will not exceed the cost of registration and travel.

ACCOUNTS PAYABLE:

Authority for payment of bills is delegated to the Treasurer.

Anyone needing to be reimbursed for expenses will present an Expense Voucher with receipts attached to the Treasurer.

All receipts will be kept in an orderly manner, and be available for audit purposes.

All bills, and expense vouchers will be submitted to the treasurer by the 25th of the month. The treasurer will prepare payments and present them to the President for approval by the 1st of the month.

Two signatures are required on any written checks. Any Executive Board Member may sign checks.