

UTAH ANFP POLICY & PROCEDURE MANUAL

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Effective Date:

January 1, 2017

Policy Wording:

These policies and procedures are for the benefit of the UTAH 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.

RESPONSIBILITY OF MANUAL POSSESSION

Each executive committee officer is responsible for their manual. The secretary/treasurer will be responsible for the original copy.

RESPONSIBILITY OF TRANSFERRING TO NEW OFFICER

The manual will be given to the new officers at the fall business meeting after elections, by the outgoing officer.

UPDATE OF THE POLICIES AND PROCEDURES

Changes in policies and procedures will be made as needed. Changes will be approved and voted on by the executive committee, then presented to state association members for their approval.

INSIGNIA**USE OF THE LOGO**

The logo should appear in the state newsletter, also on business letters, only using ANFP-approved chapter logos.

OFFICIAL NAME OF STATE ASSOCIATION

Utah Association of Nutrition & Foodservice Professionals

NAME OF NEWSLETTER

ANFP UTAH NEWS

DEFACEMENT OF THE ANFP PIN/LOGO

The ANFP logo or pin should not be defaced by placing the state initials in front or incorporating the logo into an outline of the state.

MEMBERSHIP**CRITERIA**

Active membership: of this association are those that have graduated from a state approved program that provides 120 or more hours of classroom instruction and/or correspondence course and field experience in food service supervision and sanitation, and/or has completed a ANFP approved course curriculum necessary to take the certification examination required to become a Certified Dietary Manager/Certified Food Protection Professional.

Associate membership: Individuals who hold an interest in food service and/or who has obtained a two or four year advanced degree in food service, health care or a related field, or have successfully completed a 90 hour state approved dietary managers course may apply for an associated membership. Associate members enjoy all benefits, except the right to vote or hold office.

Student membership: Individuals who are currently enrolled in ANFP/CDM courses. Student members enjoy all benefits of full membership (except the right to vote, hold office, or take the credentialing exam at the member price) while working toward becoming a dietary manager.

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Retired Status: Must be at least 62 years of age or able to provide proof of retirement. A written request with the appropriate verification and applicable fee must be submitted to ANFP headquarters when you remit your dues. The retired member may either retain their certified status (if applicable) or participate as a retired active member.

Members of this association are those members of Utah ANFP in good standing having a mailing address within the state of Utah.

RESPONSIBILITY OF UPDATING LISTING

The secretary/treasurer is responsible to share updated membership lists with the president, newsletter editor, and membership chairperson.

USE OF MEMBERSHIP LIST

The membership list should only be used for Utah Association of Nutrition & Foodservice Professionals business.

FISCAL YEAR

The fiscal year of this association shall begin on this first (1st) day of August each year and end on the thirty first (31st) day of May of the succeeding year.

DUES AND FEES

STATE ASSOCIATION DUES COLLECTION

Active members shall pay annual dues to the National Association of Nutrition & Foodservice Professionals.

REBATES

The National ANFP shall pay a rebate to the affiliated State ANFP member's mailing address at the time the dues are paid. This is in lieu of state dues and serve as a financial resource for the State ANFP. The Utah ANFP dedicates all monies to be distributed fairly among members attending the annual meeting. Members are to submit confirmation of registration to the secretary/treasurer no later than 30 days prior to the meeting.

PAYMENT OF ACCOUNTS PAYABLE

PROCEDURE OF PAYING ACCOUNTS PAYABLE

The secretary/treasurer is responsible for paying bills acquired by the state association. Payable accounts will be paid within 10 days of statement date. All services/bills will be paid at the time of purchase.

PROCEDURE FOR SUBMITTING ACCOUNTS PAYABLE OR REIMBURSEMENTS

The original receipt will be submitted to secretary/treasurer (please keep a copy for your own records) for reimbursement. Original receipts only will be accepted with an explanation of purchase if it is not obvious.

RESPONSIBILITY FOR RECEIPTS

The secretary/treasurer will keep a book with all receipts of bills paid out and receipts of all monied received.

MEETINGS

STATE BUSINESS/EDUCATION MEETING

There shall be a minimum two (2) membership meetings per year to transact the business of the association and provide continuing education.

EXECUTIVE MEETING

The executive committee shall hold one meeting a quarter to discuss association business and upcoming membership meetings.

MEETING FEES

Fees for meetings will be set by the executive committee.

COMMITTEE MEETINGS

Committee meetings will be held when the committee chairperson feels it is feasible.

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NOTICE OF MEETINGS

Written or printed notice of meetings, stating the place, date and hour of the meeting, the program content and the fee, shall be sent by the secretary/treasurer or the education chair to each member of the state association not less than fifteen (15) days nor more than thirty (30) days prior to date of said meeting.

MEMBERS RIGHT TO SUBMIT BUSINESS TO EXECUTIVE MEETING

Members of state association have the right to submit questions, comments, or concerns to be addressed at executive meetings. Members should submit questions, comments or concerns to the president or secretary/treasurer thirty days prior to executive meetings.

PROCEDURE FOR VERBAL COMMENTS AT STATE BUSINESS MEETING

Members of the association have the right to verbal comments at any time. If members have a concern of suggestion, notify the president prior to the meeting so it can be added to the business agenda.

ORGANIZATION

NO SALARY FOR MEMBERS OF THE EXECUTIVE COMMITTEE

The members of the Board of Directors (Executive Committee) shall receive no salary for their services.

ABSENCE FROM EXECUTIVE MEETING

Any member of the executive committee unable to attend a meeting shall so inform the president of secretary/treasurer in writing. Should time not permit a letter, then a telephone call shall be made. Two or more consecutive absences may be cause for dismissal from the executive committee.

RESIGNATION FROM A EXECUTIVE POSITION

Resignation from a position must be submitted to the president in writing.

FILLING A VACANCY OF AN EXECUTIVE POSITION

Any vacancy that may occur on the executive committee, or in any office other then office of president, by reason of death, resignation or otherwise, may be filled by majority vote of the remaining members of the executive committee, for the unexpired term in accordance with procedures adopted by the executive committee. In the event of a vacancy in the office of president, the president-elect shall assume the office for the remainder of the unexpired term and shall continue as president for one year thereafter.

ELECTED OFFICERS

QUALIFICATIONS OF CANDIDATES FOR OFFICE

Candidates need to by an active member of state association, with a mailing address within the state of Utah.

DESIGN OF BALLOT

The state nominating committee is responsible to design a ballot with at least two active member candidates for office of secretary/treasurer. And other committee chairperson openings.

ELECTION RESULTS: NOTIFYING CANDIDATES

The teller committee submits a written report to the president. The president informs the candidates and membership of the results and gives the teller committee report to the secretary/treasurer for files.

FINANCE COMMITTEE

ORGANIZATION OF THE COMMITTEE

The Finance committee will be made up of the president-elect, secretary/treasurer, and 2-3 members (if available and willing).

QUALIFICATIONS OF MEMBER

Active members of ANFP, dues paid and current.

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STATE BUDGET

Secretary/treasurer is responsible to write up budget, with approval by the executive committee. The state shall be bonded.

ANNUAL AUDIT

Secretary/treasurer is responsible to have an annual audit completed. This is a requirement of bonding.

BANK ACCOUNTS

Two signatures are required on all accounts and checks issued, secretary/treasurer and president-elect.

ANNUAL AUDITED FIGURES

FINAL APPROVAL OF AUDIT

The secretary/treasurer is responsible to maintain records of all association business.

RESPONSIBILITY FOR MAINTAINING RECORDS

The secretary/treasurer is responsible to maintain records of all association business.

NOMINATING COMMITTEE

ORGANIZATION OF THE COMMITTEE

All applications for candidacy shall be submitted to membership for vote. The secretary/treasurer is to mail the ballots and have them returned to president.

QUALIFICATIONS OF MEMBERS

Be an active member of the association, with a mailing address within the State of Utah.

INELIGIBILITY TO BE CANDIDATES

Non-active members of the association, student members, associate members, or with a mailing address outside of the State of Utah.

CONFIRMATION OF CANDIDATES ACCEPTANCE TO RUN FOR OFFICE

A written letter of acceptance from the candidate to the nominating committee.

REIMBURSEMENT

EXECUTIVE COMMITTEE

Full reimbursement will be made for cost of supplies, when submitted to secretary/treasurer in writing (original receipt).

COMMITTEES

Full reimbursement will be made for cost of supplies, when submitted to the secretary/treasurer in writing (original receipt).

STATE MEMBERS TO NATIONAL ANNUAL MEETING

The state association will budget \$500.00 a year for national annual meeting. Members are to submit confirmation of registration to the secretary/treasurer no later than 30 days prior to the meeting. All monies to be distributed fairly among members attending the annual meeting.

CURRENT RATE OF REIMBURSEMENT

Reimbursement will be made if full for cost pertaining to the association, when submitted to the secretary/treasurer.

EXPENSES NOT TO BE REIMBURSED

Expenses not directly pertaining to the association

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NEWSLETTER

PRINTING AND MAILING

The newsletter editor is in charge of collecting information for the newsletter and having it printed and mailed to members of the association, ANFP State Presidents, ANFP headquarters, and members of the board of directors quarterly.

CONTENT

Newsletter content will be informative and relevant to the food service industry. Information will be current.

AUTHORIZATION OF SPECIAL MAILING LISTS

Special use of the mailing list will be approved by the executive committee.

ADVERTISEMENT

A letter will be sent by the newsletter editor to area vendors.\

FUNDING

AUTHORITY FOR FINAL APPROVAL

The executive committee will give final approval on all raising projects pertaining to the association.

PROJECTS

Raffles, state newsletter advertising, etc.

AMENDMENTS

Any proposed amendments to the policy and procedure manual shall be presented to the membership for majority vote.

RELATIONSHIP TO THE BYLAWS

All policies must be in concurrence with the state bylaws.