

# Washington ANFP POLICY & PROCEDURE MANUAL

---

## TABLE OF CONTENTS

<b>POLICY</b>	<b>PAGE</b>
<b>1. MASTER COPY OF THE POLICY AND PROCEDURE MANUAL</b>	
Officers and members right to reference manual	1
Responsibility of Manual possession	2
Responsibility of transferring to new officer	3
Update of policies and procedures	4
<b>2. INSIGNIA</b>	
Use of the logo	5
Official name of state association	6
Name of newsletter	7
Defacement of the ANFP logo/pin	8
State merchandise	9
<b>3. MEMBERSHIP</b>	
Criteria	10
Membership List	11
Use of membership lists	12
<b>4. FISCAL YEAR</b>	
Fiscal year dates	13
<b>5. DUES AND FEES</b>	
State and District association dues collection	14
Rebates	15
Speaker	16
Vendor criteria	17
<b>6. PAYMENT OF ACCOUNT PAYABLE</b>	
Procedure for paying bills	18
Procedure for submitting bills	19
Responsibility of receipts	20

**7. MEETINGS**

State Board of Directors	21
Committee meetings	22
Business meetings of members	23
Notice of meetings	24
Members right to submit business to board meeting	25
Procedure for verbal comment at state business meeting	26

**8. ORGANIZATION**

No salary for members of the Board or Directors	27
Absence from a board meeting	28
Resignation from a board or committee position	29
Firing from a board or committee position	29A
Filling a vacancy of a board position	30

**9. ELECTED OFFICERS**

Qualifications of candidates for office	31
Desirable Attributes for State Officers	31A

**10. DISTRICT REPRESENTATION**

State Board of Directors; district representation	32
District boundary listings	
State membership lists	34
District Award	35
Participation	36

33

**11. NOMINATING COMMITTEE**

Organization of the committee	37
Responsibilities of the committee	38
Candidate responsibilities to the committee	39
Ineligibility of a candidate	40
Secretary responsibility	41

**12. STATE ELECTIONS**

Design of ballot	42
Organization of Tellers Committee	43
Duties of the committee	44
Election results, notifying candidates	45

**13. INSTALLATION OF OFFICERS**

Ceremony	46
----------	----

**14. FINANCE COMMITTEE**

Organization of the committee	47
Responsibilities of the committee	48
State budget	49
Bonding	50
Annual audit	51
Audit irregularities	52
Bank accounts	53
Federal Employee Identification Number	54

**15. ANNUAL AUDITED FIGURES**

Final approval of audit	55
Responsibility for maintaining records	56

**16. REIMBURSEMENT**

Reimbursement Procedure	57
State Board of Directors/Executive Board Members	58
State Delegate to national Annual Meeting	59
Committees	60
State spokesperson	61
Authorized/unauthorized expenses	62

**17. NEWSLETTER**

Printing and mailing	63
Content	64
Mailing Lists	65
Advertisements	66

**18. FUND RAISING**

Authority for final approval	67
Projects	68

**19. AMENDMENTS**

Processing for amendments to the policy & procedure manual	69
--	----

**20. RELATIONSHIP TO THE BYLAWS**

All policies must be in concurrence with the state bylaws	70
---	----

<u>Policy 1</u>	<b>MASTER COPY OF THE POLICY AND PROCEDURE MANUAL (Officers and Members Right to Reference Manual)</b>	<b>Page One</b>
-----------------	--	---------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

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

<u>Policy 1</u>	<b>MASTER COPY OF THE POLICY AND PROCEDURE MANUAL (Responsibility of Manual Possession)</b>	<b>Page Two</b>
-----------------	---	-----------------

**Effective Date:**

1/10/2017

**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.

**Revision Date:****Revision Policy Wording:**

<u>Policy 1</u>	<b>MASTER COPY OF THE POLICY AND PROCEDURE MANUAL (Responsibility of transferring to new officer)</b>	<b>Page Three</b>
-----------------	---	-------------------

**Effective Date:**

1/10/2017

**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.

**Revision Date:****Revision Policy Wording:**

<u>Policy 1</u>	<b>MASTER COPY OF THE POLICY AND PROCEDURE MANUAL (Update of policies and procedures)</b>	<b>Page Four</b>
-----------------	---	------------------

**Effective Date:**

1/10/2017

**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.

**Revision Date:****Revision Policy Wording:**

<b>POLICY 2</b>	<b>INSIGNIA (Use of Logo)</b>	<b>Page Five</b>
-----------------	-----------------------------------	------------------

**Effective Date:**

1/10/2017

**Policy Wording:**

Members or 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.



<b>POLICY 2</b>	<b>INSIGNIA (Official Name of Organization)</b>	<b>Page Six</b>
-----------------	---	-----------------

**Effective Date:**

1/10/2017

**Policy Wording:**

The official name of our State Association shall be:  
WASHINGTON DIETARY MANAGERS' ASSOCIATION  
Hereafter designated by WA ANFP.

<b><u>POLICY 2</u></b>	<b>INSIGNIA (Name of Newsletter)</b>	<b>Page Seven</b>
------------------------	--	-------------------

**Effective Date:**

1/10/2017

**Policy Wording:**

The official name of all WASHINGTON ANFP Newsletters and Flyers shall be The Northwest Outlook.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 2</b>	<b>INSIGNIA (Defacement of the ANFP logo/pin)</b>	<b>Page Eight</b>
-----------------	---	-------------------

**Effective Date:**

1/10/2017

**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 WAANFP.

<b><u>POLICY 2</u></b>	<b>INSIGNIA (State Merchandise)</b>	<b>Page Nine</b>
------------------------	---	------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

WAANFP may sell merchandise and have fund raising only if authorized by and under the guidelines of the National Dietary Managers Association.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 3</b>	<b>MEMBERSHIP (Criteria)</b>	<b>Page Ten</b>
-----------------	----------------------------------	-----------------

**Effective Date:**

1/10/2017

**Policy Wording:**

Membership in the WAANFP shall be limited to members in good standing of the National Association of Nutrition & Foodservice Professionals, who reside in Washington.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 3</b>	<b>MEMBERSHIP (Membership Lists)</b>	<b>Page Eleven</b>
-----------------	--	--------------------

**Effective Date:**

1/10/2017

**Policy Wording:**

National Association of Nutrition & Foodservice Professionals will provide current membership lists

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

The WA ANFP shall forward current membership and addenda lists received from National ANFP to each district president.

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

For chapter membership lists (current, new, inactive, student members), they are accessible via the Chapter website. Board members are able to access on the website once logged on, and click on the Chapter Portal. Click on Reports then download each report. Reports are in real time and updated when information is submitted to the database, so a report can be generated at any time with current information.

<b>POLICY 3</b>	<b>MEMBERSHIP (Use of Membership Lists)</b>	<b>Page Twelve</b>
-----------------	---	--------------------

**Effective Date:**

1/10/2017.

**Policy Wording:**

Membership lists of WA ANFP cannot be shared or copied for use by any other business, organization, or individual by any WA 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

**Revision Date:****Revision Policy Wording:**

<b>POLICY 4</b>	<b>FISCAL YEAR (Fiscal Year Dates)</b>	<b>Page Thirteen</b>
-----------------	--	----------------------

**Effective Date:**

1/10/2017

**Policy Wording:**

The fiscal year of WA ANFP 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.

**Revision Date:**

**Revision Policy Wording:**



<b>POLICY 5</b>	<b>DUES AND FEES (State and District dues collection)</b>	<b>Page Fourteen</b>
-----------------	---	----------------------

**Effective Date:**

1/10/2017

**Policy Wording:**

Membership dues shall be paid to national ANFP in amounts as determined by the national board of directors.

WA ANFP is not authorized to collect dues.

The WA ANFP can collect registration fees for meetings held to provide CEUs to members.

**Revision Date:****Revision Policy Wording:**

<b>POLICY 5</b>	<b><u>DUES AND FEES</u></b> <b>(Rebates)</b>	<b>Page Fifteen</b>
-----------------	---	---------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

A portion of the annual membership dues paid to national ANFP shall be rebated to WA ANFP in amounts determined by national ANFP.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 5</b>	<b>DUES AND FEES (Speakers)</b>	<b>Page Sixteen</b>
-----------------	-------------------------------------	---------------------

**Effective Date:**

1/10/2017

**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.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 5</b>	<b>DUES AND FEES (Vendors)</b>	<b>Page Seventeen</b>
-----------------	------------------------------------	-----------------------

**Effective Date:**

1/10/2017

**Policy Wording:**

All vendors participating in a WA ANFP sponsored meeting or function shall sign a provided contract. All vendor monies will go to WA 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.

**Revision Date:****Revision Policy Wording:**

<b>POLICY 6</b>	<b>Payment of Account Payable (Procedure for paying bills)</b>	<b>Page Eighteen</b>
-----------------	--	----------------------

**Effective Date:**  
10/10/2015

**Policy Wording:**

All WA ANFP authorized disbursement checks shall include the signatures of two of the following officers: Treasurer, President, and/or President – elect.

The authorized signature card with the Treasurer, President, and/or President–elect’s signatures shall be on file at the bank that holds the WA ANFP account.

**Revision Date:**  
10/11/16

**Revision Policy Wording:**

The authorized signature card with the Treasurer, President, and/or President-elect’s signatures shall be on file at the bank that holds the WA ANFP Account

<b>POLICY 6</b>	<b>Payment of Account Payables (Procedure for submitting bills)</b>	<b>Page Nineteen</b>
-----------------	---	----------------------

**Effective Date:**

December 6, 1999

**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.

**Revision Date:****Revision Policy Wording:**

<b>POLICY 6</b>	<b>PAYMENT OF ACCOUNTS PAYABLE (Responsibility of Receipts)</b>	<b>Page Twenty</b>
-----------------	---	--------------------

**Effective Date:**

1/10/2017

**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.

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.

**Revision Date:****Revision Policy Wording:**

<b>POLICY 7</b>	<b>MEETINGS (State Board of Directors)</b>	<b>Page Twenty-one</b>
-----------------	--	------------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

WA 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 Executive Committee of WA ANFP shall consist of five (5) members who are: Past- President, President, President-elect, Secretary, and Treasurer. A quorum of the Executive Committee shall be present to transact business.

**Revision Date:**

**Revision Policy Wording:**



<b>POLICY 7</b>	<b>MEETINGS (Committee Meetings)</b>	<b>Page Twenty-two</b>
-----------------	--	------------------------

**Effective Date:**

December 6, 1999

**Policy Wording:**

Committee meetings shall be held at the convenience of the Chairperson.

The Chairperson shall give a report to the Board of Director at each board meeting and business meeting.

**Revision Date:****Revision Policy Wording:**

<b>POLICY 7</b>	<b>MEETINGS (Business Meetings of Members)</b>	<b>Page Twenty-three</b>
-----------------	--	--------------------------

**Effective Date:**

1/10/2017

**Policy Wording:**

There shall be a FULL MEMBERSHIP business meeting at the chapter WA ANFP fall meetings.

There shall not be less than one full membership business meetings each year.

**Revision Date:****Revision Policy Wording:**

<b>POLICY 7</b>	<b>MEETINGS (Notice of Meetings)</b>	<b>Page Twenty-four</b>
-----------------	--	-------------------------

**Effective Date:**

1/10/2017

**Policy Wording:**

Notice of full membership business meetings shall be included in the program information mailed or emailed to each member at least thirty (30) days prior to the Annual fall meeting.

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

**Revision Date:****Revision Policy Wording:**

<b>POLICY 7</b>	<b>MEETINGS (Members Right to Submit Business to the Board Meeting)</b>	<b>Page Twenty-five</b>
-----------------	---	-------------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

All members in good standing shall have the right to submit business to the WA 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 within thirty (30) days to a member's request for business inclusion.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 7</b>	<b>MEETINGS</b> <b>(Procedure for verbal comment at State business meeting)</b>	<b>Page Twenty-six</b>
-----------------	--	------------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

WA 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.

WA 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.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 8</b>	<b>ORGANIZATION (No Salary for Members of the Board of Directors)</b>	<b>Page Twenty-seven</b>
-----------------	---	--------------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

Members of the WA ANFP 's Board of Directors shall not receive a salary.

Board of Director members shall receive complimentary registration to all WA ANFP state meetings, provided funds are available.

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

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 8</b>	<b>ORGANIZATION (Absence from a board meeting)</b>	<b>Page Twenty-eight</b>
-----------------	--	--------------------------

**Effective Date:**

September 16, 1986

**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 or by email.

Should time prohibit a letter, then a telephone 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.

**Revision Date:****Revision Policy Wording:**

<b>POLICY 8</b>	<b>ORGANIZATION (Resignation from a board or committee position)</b>	<b>Page Twenty-nine</b>
-----------------	--	-------------------------

**Effective Date:**

December 6, 1999

**Policy Wording:**

If 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 WA ANFP, the member must provide a written resignation to the Board of Directors.

In the case of an emergency a telephone call to the President or Secretary will be excepted as a verbal resignation.

**Revision Date:****Revision Policy Wording:**



<b>POLICY 8</b>	<b>ORGANIZATION ("Firing" From a Board or Committee Position)</b>	<b>Page Twenty-nine A</b>
-----------------	---	-------------------------------

**Effective Date:**  
1/10/2017

**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!

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 8</b>	<b>ORGANIZATION (Filling a Vacancy)</b>	<b>Page Thirty</b>
-----------------	---	--------------------

**Effective Date:**  
1/10/2017

**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 Advisor, 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.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 9</b>	<b>ELECTED OFFICERS (Qualifications of Candidates for Office)</b>	<b>Page Thirty-one</b>
-----------------	---	------------------------

**Effective Date:**

1/10/2017

**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 ANFP.
3. Shall be an active member in WA ANFP.
4. Shall have experience in the food service field.
5. Desirable attributes; Page 31 A.

**Revision Date:****Revision Policy Wording:**

<b>Policy 9</b>	<b>ELECTED OFFICERS (Desirable Attributes for State Officers)</b>	<b>Page Thirty- one A</b>
-----------------	---	---------------------------

**DESIRABLE ATTRIBUTES FOR STATE OFFICIALS**

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.

<b>POLICY 10</b>	<b>DISTRICT REPRESENTATION (State Board of Directors; district representation)</b>	<b>Page Thirty-two</b>
------------------	--	------------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

The President of each district shall be a member of the Washington State Board of the Directors.

He/she will serve one (1) year as the district President and shall serve on the State Board of Directors for the same term.

If the district President resigns, representation on the State Board of Directors shall be the 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.

January 10,2017

Note: No districts exist at this time.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 10</b>	<b>DISTRICT REPRESENTATION (District Boundary Listings)</b>	<b>Page Thirty-three</b>
------------------	---	--------------------------

**Effective Date:**

1/10/17

**Policy Wording:**

The District boundaries are regulated by zip code. National ANFP has them on file.

**Revision Date:****Revision Policy Wording:**

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

<b>POLICY 10</b>	<b>DISTRICT REPRESENTATION (State Membership lists)</b>	<b>Page Thirty-four</b>
------------------	---	-------------------------

**Effective Date:**

1/10/2017

**Policy Wording:**

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

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 10</b>	<b>DISTRICT REPRESENTATION (District award)</b>	<b>Page Thirty-five</b>
------------------	---	-------------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

The WA 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 WA 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



<b>POLICY 10</b>	<b>DISTRICT REPRESENTATION (Participation)</b>	<b>Page Thirty-six</b>
------------------	--	------------------------

**Effective Date:**  
1/10/17

**Policy Wording:**

Districts of the WA 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 WA ANFP Board of Directors. Each district should submit activities to the state newsletter editor in a timely manner.

<b>POLICY 11</b>	<b>NOMINATING COMMITTEE (Organization of the Committee)</b>	<b>Page Thirty-seven</b>
------------------	---	--------------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

The State President-elect shall organize 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.

Current board members running for re-election shall not be part of the nominating committee.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 11</b>	<b>NOMINATING COMMITTEE (Responsibilities of the Committee)</b>	<b>Page Thirty-eight</b>
------------------	---	--------------------------

**Effective Date:**

1/10/2017

**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 July fifteenth (15<sup>th</sup>) 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.

**Revision Date:****Revision Policy Wording:**

<b>POLICY 11</b>	<b>NOMINATING COMMITTEE (Candidate Responsibility to the Committee)</b>	<b>Page Thirty-nine</b>
------------------	---	-------------------------

**Effective Date:**  
1/10/2017

**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.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 11</b>	<b>NOMINATING COMMITTEE (Ineligibility of a Candidate)</b>	<b>Page Forty</b>
------------------	--	-------------------

**Effective Date:**  
1/10/2017

**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 WA ANFP. Neither may an individual run who has violated the ANFP Code of Ethics.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 11</b>	<b>NOMINATING COMMITTEE (Secretary Responsibility)</b>	<b>Page Forty-one</b>
------------------	--	-----------------------

**Effective Date:**

**Effective Date:**

1/10/2017

**Policy Wording:**

**Policy Wording:**

It shall be the responsibility of the Secretary to mail/email ballots to all good standing members of the WA ANFP.

Accompanying the ballots shall be instructions on the procedures to be used and voting information as to when the ballot must be returned to the Chairman of the Teller's Committee in order to be validated and counted for the election results.

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

The ballot can be sent to all current WA ANFP membership by Survey Monkey

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 12</b>	<b>STATE ELECTIONS (Design of Ballot)</b>	<b>PAGE Forty-two</b>
------------------	---	-----------------------

**Effective Date:**

January 10,2017

**Policy Wording:**

The Nominating Committee shall inform the Secretary of the state of candidates for the pending yearly election.

The nominating committee shall obtain a brief resume from each nominee and submit them to the secretary.

The secretary will send a blast email to the most recent WA ANFP membership in good standing with National ANFP including the resumes of the candidates.

A Ballot will be sent out to the most recent WA ANFP membership via Survey Monkey. The election ballots will be returned to the immediate Past President.

Survey Monkey results will be kept for 6 months.

**Revision Date:****Revision Policy Wording:**

<b>POLICY 12</b>	<b>STATE ELECTIONS (Organization of Tellers Committee)</b>	<b>PAGE Forty-three</b>
------------------	--	-------------------------

**Effective Date:**

1/10/2017

**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 WA 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.

**Revision Date:****Revision Policy Wording:**



<b>POLICY 12</b>	<b>STATE ELECTIONS (Duties of the Committee)</b>	<b>Page Forty-four</b>
------------------	--	------------------------

**Effective Date:**  
1/10/2017

**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.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 12</b>	<b>STATE ELECTIONS (Election Results, Notifying Candidates)</b>	<b>Page Forty-five</b>
------------------	---	------------------------

**Effective Date:**  
1/10/2017

**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 August Board meeting. New officers will be notified via email or phone call.

Members of the Tellers Committee shall not in any way relate the results to any WAANFP member, including the candidates.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 13</b>	<b>INSTALLATION OF OFFICERS (Ceremony)</b>	<b>Page Forty-six</b>
------------------	--	-----------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

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

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

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 14</b>	<b>FINANCE COMMITTEE (Organization of the Committee)</b>	<b>Page Forty-seven</b>
------------------	--	-------------------------

**Effective Date:**

September 16, 1986

**Policy Wording:**

Members of the Finance Committee are:

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

**Revision Date:****Revision Policy Wording:**

<b>POLICY 14</b>	<b>FINANCE COMMITTEE (Responsibilities of the Committee)</b>	<b>Page Forty-eight</b>
------------------	--	-------------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

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

Proposed State Budget  
Audit Irregularities

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.

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

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 14</b>	<b>FINANCE COMMITTEE (State Budget)</b>	<b>Page Forty-nine</b>
------------------	---	------------------------

**Effective Date:**  
1/10/2017

**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.

<b>POLICY 14</b>	<b>FINANCE COMMITTEE (Bonding)</b>	<b>Page Fifty</b>
------------------	--	-------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

By September 15 of each year, the WA ANFP must send a check too 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.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 14</b>	<b>FINANCE COMMITTEE (Annual Audit)</b>	<b>Page Fifty-one</b>
------------------	---	-----------------------

**Effective Date:**

September 16, 1986

**Policy Wording:**

All treasury accounts are subject to auditing by the WA ANFP 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.

**Revision Date:****Revision Policy Wording:**



<b>POLICY 14</b>	<b>FINANCE COMMITTEE (Audit Irregularities)</b>	<b>Page Fifty-two</b>
------------------	---	-----------------------

**Effective Date:**

September 16, 1986

**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.

**Revision Date:****Revision Policy Wording:**

<b>POLICY 14</b>	<b>FINANCE COMMITTEE (Bank Accounts)</b>	<b>Page Fifty-three</b>
------------------	--	-------------------------

**Effective Date:**  
**1/10/2017**

**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 WA ANFP board meeting and at least 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 WA ANFP checking account must be signed by at least two state officers.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 14</b>	<b>FINANCE COMMITTEE (Federal Employee Identification Number)</b>	<b>Page Fifty-four</b>
------------------	---	------------------------

**Effective Date:**

1/10/2017

**Policy Wording:**

The Treasurer will file for non- profit status with the IRS and submit the information to ANFP National prior to National ANFP deadline.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 15</b>	<b>ANNUAL AUDITED FIGURES (Final Approval of Audit)</b>	<b>Page Fifty-five</b>
------------------	---	------------------------

**Effective Date:****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 VANFP Policy and Procedures.

**Revision Date:****Revision Policy Wording:**

<b>POLICY 15</b>	<b>ANNUAL AUDITED FIGURES (Responsibility for Maintaining Records)</b>	<b>Page Fifty-six</b>
------------------	--	-----------------------

**Effective Date:**

September 16, 1986

**Policy Wording:**

The State Treasurer shall assume the responsibility to maintain the financial records of the State Association in a clear, legible manner to facilitate yearly audits by the Finance Committee, Executive Committee or an authorized professional Certified Public Accountant.

**Revision Date:****Revision Policy Wording:**

<b>POLICY 16</b>	<b>REIMBURSEMENT (Reimbursement Procedure)</b>	<b>Page Fifty-seven</b>
------------------	--	-------------------------

**Effective Date:****Policy Wording:**

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

- 1) Money should never be given to a volunteer directly to pay for a product or service before the product or service has been purchased.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.

<b>POLICY 16</b>	<b>REIMBURSEMENT (State Board of Directors / Executive Board Members)</b>	<b>Page Fifty-eight</b>
------------------	---	-------------------------

**Effective Date:****1/10/2017****Policy Wording:**

Travel and lodging expenses incurred by officers executing the business of WAANFP are limited. Registration fee for the Annual Fall meeting of WAANFP shall be honorary to the Past President, President, President-elect, Secretary, and Treasurer.

Lodging for President shall also be covered. The Presidents suite will be utilized for the Executive board meeting.

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.

**Revision Date:****Revision Policy Wording:**

<b>POLICY 16</b>	<b>REIMBURSEMENT (State delegate to national Annual Meeting)</b>	<b>Page Fifty-nine</b>
------------------	--	------------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

The State Association shall send The State President to the national ANFP Annual meeting. This includes travel expenses, lodging and the registration fee.

The President 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.

**Revision Date:**

**Revision Policy Wording:**



<b>POLICY 16</b>	<b>REIMBURSEMENT (Committees)</b>	<b>Page Sixty</b>
------------------	---------------------------------------	-------------------

**Effective Date:**  
1/10/2017

**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.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 16</b>	<b>REIMBURSEMENT</b>	<b>Page Sixty-one</b>
------------------	----------------------	-----------------------

**Effective Date:**

**Policy Wording:**

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 16</b>	<b>REIMBURSEMENT (Authorized/unauthorized expenses)</b>	<b>Page Sixty-two</b>
------------------	---	-----------------------

**Effective Date:**  
1/10/2017

**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 WAANFP shall be reimbursed upon presentation of invoices or receipts to the State Treasurer.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 17</b>	<b>NEWSLETTER (Printing, and mailing)</b>	<b>Page Sixty-three</b>
------------------	---	-------------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

The WAANFP Newsletter, hereafter called, Northwest Outlook, shall be published a minimum of one time per calendar year.

The newsletter shall be posted on the national ANFP website under the WA ANFP Chapter News. And shall be emailed to WA ANFP current membership. When possible, it shall be entered each year in the newsletter contest held by national ANFP.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 17</b>	<b>NEWSLETTER (Content)</b>	<b>Page Sixty-four</b>
------------------	---------------------------------	------------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

The WA ANFP newsletter shall contain ANFP information about the WA ANFP fall meeting, chapter events and awards. It shall not contain personal or biased information.

<b>POLICY 17</b>	<b>NEWSLETTER (Mailing Lists)</b>	<b>Page Sixty-five</b>
------------------	---------------------------------------	------------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

Each time the newsletter is to be emailed, the current list of membership must be reviewed to ensure the list is the most up to date. Newsletter mailing lists should include members of the WA 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.

<b>POLICY 17</b>	<b>NEWSLETTER (Advertisements)</b>	<b>Page Sixty-six</b>
------------------	--	-----------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

If agreed upon by the WA ANFP Board of Directors, the chapter newsletter may include advertisements from vendors to help offset the cost of printing and mailing the newsletter. The WA 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.

<b>POLICY 18</b>	<b>FUND RAISING (Authority for Final Approval)</b>	<b>Page Sixty-seven</b>
------------------	--	-------------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

The State Association shall participate in fund raising if the criteria is approved by national ANFP.

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

**Revision Date:**

**Revision Policy Wording:**



<b>POLICY 18</b>	<b>FUND RAISING (Projects)</b>	<b>Page Sixty-eight</b>
------------------	------------------------------------	-------------------------

**Effective Date:**

1/10/2017

**Policy Wording:**

Projects to be considered are:

- Raffles
- Bake sales
- White Elephant sale
- Cookbook project
- Etc.

When planning a fund raiser 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.

**Revision Date:****Revision Policy Wording:**

<b>POLICY 19</b>	<b>AMENDMENTS (Processing for Amendments to the Policy &amp; Procedure Manual)</b>	<b>Page Sixty-nine</b>
------------------	--	------------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

These policies and procedures shall be revised or amended by the Board of Directors or the Executive Board of the WA ANFP

Any WA 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 WA ANFP, or Designated -- WA ANFP member by the Executive Board of WA ANFP.

**Revision Date:**

**Revision Policy Wording:**

<b>POLICY 20</b>	<b>RELATIONSHIP TO THE BYLAWS (All Policies Must be in Concurrence with the State Bylaws)</b>	<b>Page Seventy</b>
------------------	---	---------------------

**Effective Date:**  
1/10/2017

**Policy Wording:**

No policy or procedure may be written so as to conflict with the WA ANFP bylaws.

**Revision Date:**

**Revision Policy Wording:**

