

**WYOMING BY-LAWS OF THE WYOMING  
DIETARY MANAGERS ASSOCIATION doing  
business as the WYOMING ASSOCIATION of  
NUTRITION and FOODSERVICE PROFESSIONALS**

**ARTICLE I - NAME**

The name of this organization shall be Wyoming Dietary Managers Association doing business as the Wyoming Association of Nutrition and Foodservice Professionals (ANFP) .

**ARTICLE II - PURPOSE**

THE PURPOSE OF THIS ASSOCIATION SHALL BE: as set forth in the Articles of Incorporation and to encourage and assist the development of the professional and to advance the skills on managing and/or directing of food service operations.

**ARTICLE III - MEMBERSHIP**

**Section 1: Members of the Association**

are those members of the Association of Nutrition and Foodservice Professionals (ANFP) in good standing having mailing addresses in the State of Wyoming.

**Section 2: Rights of Membership**

A member is entitled to all the rights and privileges and subject to all obligations which membership implies, such as: right to one (1) vote on all matters subject to membership vote and to hold office.

**ARTICLE IV - FINANCES**

**Section 1: Dues**

Active members shall pay annual dues to National ANFP. Members residing within the State of Wyoming shall automatically be members of this State Association.

**Section 2: Rebates**

The National Association shall pay a rebate to the affiliated State Association of the members 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 — EXECUTIVE COMMITTEE**

**Section 1: Organization**

The Association shall be administered by an Executive Committee. The members of the Committee shall receive no salaries for their services.

**Section 2: Term of Office**

All members of the Executive Committee shall hold office from immediately following the Annual State Spring Meeting after their election until the end of the Annual State Spring Meeting following their elected term and their successors have been duly elected and qualified.

**Section 3: Duties of the Executive Committee**

The Executive Committee shall have supervision, control and direction of the affairs of the Association, shall determine its policies or changes therein within the limits of the By-Laws, shall actively prosecute its purposes, shall have discretion in the disbursement of its funds, shall correlate the program of work with that of the National ANFP. It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, appoint such agents, as it may consider necessary.

#### **Section 4: Executive Committee Organization**

The Executive Committee shall consist of the elected officers; namely, President, President-Elect, Secretary, Treasurer, State Spokesperson and the Immediate Past President.

#### **Section 5: Term of Office for Officers:**

The President-Elect shall hold office for a term of two (2) years. The President-Elect at the end of his/her term shall automatically assume the Office of President for a term of two (2) years.

The Secretary shall serve a term of two (2) years and be eligible for re-election to this office for not more than one term. The Secretary shall be elected in the even numbered years.

The Treasurer shall serve a term of two (2) years and be eligible for re-election to this office for not more than one term, unless an audit is performed each year. The Treasurer shall be elected in the odd numbered years.

#### **Section 6: Duties of the President**

The President shall be the principal elective officer of the organization, shall preside at meetings of the Association and the Executive Committee, and shall be a member ex-officio, with right to vote, of all committees except the Nominating Committee. He/she shall also, at the Annual State Meeting of the Association and at such other times as he/she shall deem proper, communicate to the Association or to the State Executive Committee such matters and make suggestions as may in his/her opinion tend to promote the welfare and increase the usefulness of the Association, and shall perform such other duties as are necessarily incident to the office of President or as may be prescribed by the Executive Committee.

#### **Section 7: Duties of the President-Elect**

The President-Elect shall serve in the absence of the President, perform his/her duties, in the event of his/her temporary disability or absence from meetings, shall have such other duties as the President or Executive Committee may assign and shall have appointed by May 15th all non-elected Standing Committee members to serve during his/her term of President. The President-Elect has the responsibility to provide each committee member with written charges for the coming year for that committee. Objectives and procedures should be in writing and accompany the charges.

#### **Section 8: Duties of the Secretary**

The secretary shall give notice of and attend all meetings of the Executive Committee, the Coordinating Cabinet and of the Association, keep a record of all proceedings, to assess documents, prepare the ballots as stated in ARTICLE VII, Section 4 and perform such other duties as are usual for such official or as may be duly assigned to him/her.

#### **Section 9: Duties of the Treasurer**

The Treasurer shall keep an account of all monies received and expended for the use of the Association, and shall make disbursements authorized and approved by the Executive Committee. All sums received, he/she shall deposit in the bank, trust company, approved by the Executive Committee, and shall make a report at the Annual State Meeting or when called upon by the President Funds may be drawn only upon signatures of the Treasurer and President. The Treasurer shall prepare the books for audit at the close of each fiscal year. The funds, books and vouchers in his/her hands shall, at all times be subject to verification and inspection by the Executive Committee.

#### **Section 10: Duties of the Immediate Past President**

The Immediate Past-President shall counsel on all matters pertaining to operation of the Association, and shall accept any responsibility delegated to him/her by the President. He/she shall have the right to vote on the Executive Committee.

#### **Section 11: Absence from Executive Committee**

Any member of the Executive Committee unable to attend a meeting shall so inform the President or Secretary in writing. Should time not permit a letter, then a telephone call shall be made. The absence, reason for the absence, and documentation of who was notified shall be included in the minutes of the meeting.

#### **Section 12: Budget and Finance Committee**

There shall be a Budget and Finance Committee consisting of the President Elect, Treasurer, Current Past President and two members of the association.

## **ARTICLE VI — ELECTIONS**

### **Section 1: Duties of the State Nominating Committee**

It shall be the responsibility of the State Nominating Committee to present to the general membership of the Wyoming ANFP a slate of candidates for election, annually.

### **Section 2: Organization**

The State Nominating Committee shall consist of three (3) active and/or certified members of the State Association, who shall be appointed by the President by July first (1st) of each year. One member of the Committee shall be designated as the chairperson.

The State President shall act as counsel to the Nominating Committee, but shall have no vote.

### **Section 3: Candidates**

The nominating committee shall annually, seek out two (2) active/certified members of the State Association, as candidates for each office up for election. Additional nominations may be made from the floor of the active/certified members present at the Fall General Membership meeting. All persons nominated must be active/certified members of the Wyoming ANFP and have attended two (2) of the previous four (4) State General Membership meetings. If a person is nominated to an elective office, but is unable to attend the Fall General Membership meeting, the Nominating Committee must present a Letter of Acceptance of Nomination from the nominee(s) for the office to which they are being nominated.

### **Section 4: Ballot Procedure**

The Nominating Committee shall submit a list of nominees and offices to which they are nominated to the State Secretary to be filed and the State Newsletter Editor by the fifteenth (15th) day of August each year for publication in the State Newsletter. Members of the Nominating Committee shall also serve as the Tellers Committee to count the ballots at the Fall General Membership meeting. The Chairman of the Tellers Committee shall submit to the President, a written ballot count. The President shall inform the General Membership and candidates of the results of the election process during the Fall General Membership meeting. The Tellers Committee shall then destroy the ballots.

### **Section 5: Voting**

The Election of State Officers shall be conducted at the Fall General Membership meeting by paper ballot. All active/certified members shall have the right to cast one vote for each office up for election.

### **Section 6: Vacancies**

Any vacancy that may occur on the Executive Committee or in any office other than that of the Office of President, by reason of death, resignation or otherwise, may be filled by a majority vote of the remaining members of the Executive Committee for the remaining term in accordance with procedure adopted by the Executive Committee. In the event of a vacancy in the Office of President, the President-Elect shall assume the Office of President for the remainder of that term and shall continue to serve as President for the term to which they were elected as outlined in the **By-Laws, Article V - Executive Committee, Section 5: Term of Office for Officers.**

## **ARTICLE VII - MEETINGS**

### **Section 1: Membership Meetings**

There shall be a minimum of two (2) membership meetings per year to transact the business of the Association and provide Continuing Education. The Executive Committee may call special meetings. Written or printed notice of the

membership meeting stating the place, date and hour of the meeting, the program content and the registration fee as fixed by the Executive Committee, shall be sent by the Program Chairman to each member of the Association not less than fifteen (15) days nor more than sixty (60) days prior to the date of said meeting,

**Section 2: Executive Committee Meetings**

The Executive Committee shall hold a meeting after the National Annual Meeting and prior to the end of October each year. Other meeting 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 - QUORUM**

The quorum of the Association shall be a majority of the members who have registered as attending the meeting, irrespective of whether some may have departed.

**ARTICLE IX - COMMITTEES**

**Section 1: Standing Committees**

The President, subject to approval of the Executive Committee, shall from time to time designate such standing committees as may be desirable to effectuate the objectives of the Association.

**Section 2: Standing Committee Organization**

Membership of each of the Standing Committees shall be determined by the President-Elect for his/her term of office as President, or by the President for Standing Committees designated during his/her term of office. This person shall instruct each committee as to the function of that committee and within these guidelines each committee shall make its own rules and operating procedures.

**Section 3: AD-HOC Committees**

The President shall from time to time designate such Ad-Hoc committees as may be desirable to effectuate the objectives of the Association.

**Section 4: 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 of that committee and within these guidelines the committee shall make its own rules and operating procedures.

**ARTICLE X - PROCEDURE**

Robert's Rules of Order, "Newly" Revised, shall constitute the parliamentary authority for the conduct of meeting of the members and of the Executive Committee and of the Coordinating Cabinet of his/her Association, when not in conflict with these By-Laws.

**ARTICLE XI - 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 of the succeeding year.

**ARTICLE XII - MAIL VOTE**

Voting on any matter, including elections, may be conducted by mail or at the Spring or Fall meeting.

**ARTICLE XIII - DISSOLUTIONS**

### **Section 1: Association**

By majority action of the Executive Committee this Association may be dissolved. In the event of such dissolution, the Executive Committee, after paying or making provisions for the payments of all the liabilities of the Association, shall dispose of all of its assets exclusively to any organization or organizations which shall at the time qualify as an exempt organization or organizations under Section 501 (C)(6) of the Internal Revenue Code of 1954 (or the corresponding provision of any United States Internal Revenue Law as determined by the Executive Committee).

### **Section 2: Prohibited Activities**

No part of the net earnings of the Association shall inure to the benefit of or be distributed 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 the candidate for public office. Notwithstanding any other provision of those By-Laws, the Association shall engage in no activities that would preclude it from qualifying under Section 501 (C)(6).

## **ARTICLE XIV - AMENDMENTS**

Any proposed amendment to these By-Laws shall be presented to the membership for a mail vote. It shall pass by the majority of the members voting.

## **ARTICLE XV - EFFECTIVE DATE**

These By-Laws, approved by the General Membership of the Association, shall supercede any and all preexisting By-Laws or Constitution and become effective in all parts as of October 4, 2001.

These By-Laws, approved by the General Membership of the Association, shall supercede any and all pre-existing By-Laws or Constitution and become effective in all parts as of October 28, 2011.