

## 2021-2022 ByLaws

### BYLAWS

#### NEW HAMPSHIRE Association of Nutrition and Foodservice Professionals

#### Article I- Name

The name of the organization shall be the New Hampshire ANFP

#### ARTICLE II –PURPOSES

The purposes of this association shall be: As set forth in the articles of the incorporation and to encourage and assist the development of the profession and advance the skills of 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 in good standing and having a mailing address or a business mailing address within the state of New Hampshire.

Section 2: Rights of membership: A member is entitled to all rights and privileges and subject to membership vote and to hold office.

#### ARTICLE IV: FINANCES

Section 1: Dues: Active members shall pay annual dues to the National ANFP office. Members residing within the state of New Hampshire shall automatically be members of this state association. NHANFP will pay registration for retirees to attend NHANFP sponsored chapter meetings not to exceed meeting registration costs as budgeted by the NHANFP Board of Directors. Annual dues of retired members will be the responsibility of the retiree.

Section 2: Rebates: The national Association shall pay a rebate to the affiliated state association from which the members serve. This is in lieu of the state dues and will serve as a financial resource for the state association.

#### Article V: EXECUTIVE COMMITTEE

Section 1. Organization: This association shall be administered by an executive committee. The members of this committee will receive no salary for their service.

Section 2. Term of office: All members of the executive committee shall hold office from immediately following the annual fall meeting after their election. The officers will hold their terms for two years.

Section 3. Duties of the executive committee: The executive committee shall seek counsel from the coordinating cabinet, 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 actively prosecute its purposes, shall have discretion of the disbursement of its funds and 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 and 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 and the immediate past-president.

Section 5: Duties of the president: The president shall be the principal elective officer of the organization, shall preside at meetings of the association and of the executive committee, and shall be a member ex-official, with rights to vote, on 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 executive committee such matters and to make such 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 necessarily incident to the office of president or as may be prescribed by the executive committee.

Section 6: Duties of the president elect: The president-elect shall serve in the absence of the president, perform his/her duties, in the event of the temporary disability of the absence from the meetings, shall have such other duties as the president or executive committee may assign and shall have appointed by May 15<sup>th</sup>. non-elected standing committee members to serve during his/her term as president.

Section 7: Duties of the secretary: The secretary shall be responsible for the written notices and records of meetings, shall conduct or supervise all correspondence of the association. Prepare the ballots as stated in ARTICLE VII, section 4 and send a copy of all proceedings of meetings to the executive committee written (1) one month after time of such meeting. The secretary shall keep a roster of the members of the association and serve on the membership committee and perform such other duties as are usual for such official or as may be duly assigned to him/her.

Section 8: 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 by the finance committee and approved by the executive committee. All sums received he/she shall deposit in the bank or banks, or trust company, approved by the executive committee, and shall make a report at the annual state meetings or when called upon by the 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 9: Duties of the immediate past-president: The immediate past presidents shall counsel on all matters pertaining to the 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 10: Absence from executive committee meetings: Any member of the executive committee unable to attend a meeting shall inform the president or secretary.

#### Article VI-Election

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 the officers in accordance with the policy adopted by the executive committee.



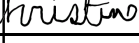


Section 2. Organization: The nominating committee shall consist of three (3) active members of the association who shall be appointed by the president, one to be designated a chairman. The president shall act as counsel to the nominating committee, but shall have no vote.

Section 3 Candidates: The nominating committee shall designate annually at least two (2) active members candidates for each of the offices of president-elect, and (2) active member candidates for the offices of secretary and or treasurer.

Section 4 Ballot procedure: The nominating committee must submit a ballot to the secretary by the fifteenth (15<sup>th</sup>) day of February. The secretary shall prepare and mail ballots to eligible voters by April first (1<sup>st</sup>). The president shall appoint a tellers committee of two (2) or more members to count the ballots. Accompanying the ballots shall be instructions on the procedures to be used and voting information as to when the ballots must be returned to the chairman of the Teller

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Name & Position	Signature:	Date:
Michelle Currier, CDM, CFPP/ Past President		1/15/2022
Christine Page, CDM, CFPP President		1/15/2022
Chantal Rioux CDM, CFPP Treasurer		1/15/2022
Michelle Dwight, CDM, CFPP President-Elect	 CDM	1/15/2022
Rejean Sheehy, CDM, CFPP Chapter Secretary	 CDM, CFPP	1/15/2022