

KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS

POLICY MANUAL - OPERATIONS AND PROCEDURES

January 23, 2007

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KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS
POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: KAMFES Committees

Policy No. 1
Revision No. 4
Effective Date: 01/23/07

I. Policy:

- A. The Committee system employed by the Kentucky Association of Milk, Food & Environmental Sanitarians is the heart and sole of the organization's activities. The committees serve to suggest policy, procedures and positions to the Executive Board and the general membership of KAMFES.
- B. There are three separate types of committees within KAMFES. They are:
1. Standing Committees: These are committees that are established by the KAMFES Board and remain active until a subsequent Board removes their status.
 2. Ad Hoc Committees: These are committees appointed by the president to conduct a specific function. The establishment and abolishment of an Ad Hoc Committee requires no action by the KAMFES Board.
 3. Nominating-Elections Committee: This committee, comprised of seven (7) regular members, one from each region, plus a chairperson, is responsible for submitting the name of two (2) regular members, when qualifying candidates are available and willing to serve, as nominees to fill the expiring term of each director, the office of Vice-President, President-Elect, Secretary and the Treasurer of the Association.
- C. Committees are appointed as follows:
1. Chairpersons and members of the Standing Committees and Ad Hoc Committee are selected by the President serving for the term of the committee.
 2. The president at the beginning of his term should select and notify each chairperson for each committee. A chairperson does not have to be newly appointed at each president's term.
 3. The Nominating-Elections Committee will be selected by the Vice President.

D. Charges:

The number of charges assigned shall be at the discretion of the President, but kept to a realistic and manageable level.

E. The committees will consist of at least 3 members (preferably representing each region. The purpose and function of existing KAMFES committees is as follows:

Administration & Procedures:

The Administration and Procedures Committee reviews the association's constitution, by-laws, procedures, and policies; proposes recommended changes, additions, or deletions in an annual report; and identifies potential impact to the association. The committee may use interviews, surveys, workshops, or whatever tools will deliver useful supporting data. Keep a yearly record of deceased members.

Legislative Committee

The Legislative Committee is responsible for the continuous review of legislative issues and to make recommendations to the Board so that KAMFES's goal of uniform food and other consumer protection laws is achieved. The Legislative Committee shall be empowered to act on behalf of the KAMFES board in regard to legislative issues.

Program Committee

This committee exists to serve KAMFES membership by developing the program for the annual conference and ensuring that the program is conducted in an orderly and professional manner. The program should reflect the KAMFES's broad interests and consist of timely topics. There shall be developed a conference theme each year.

Audit Committee

This committee exists to serve KAMFES membership by annually conducting an audit of the association finances and reporting the results of the audit to the KAMFES Board.

Budget Committee

The Budget Committee exists to maintain a balanced budget and to keep the Executive Board abreast of the status of the finances. This committee is to present a proposed budget for the ensuing Fiscal Year to the Executive Board at the annual conference. The committee is to submit an itemized ledger quarterly at each Executive Board meeting detailing the expenditures and balance of each budgeted category.

Resolutions Committee

This committee exists to serve KAMFES membership by gathering together resolutions pertinent to current issues and presenting these to the KAMFES membership for a vote and, hence, establishing KAMFES positions on these matters.

Awards Committee

The KAMFES Awards Committee is responsible for soliciting qualified and eligible candidates for the Association's various awards in recognition of individuals that have made significant contributions to their profession and to the Association.

Publications Committee

This committee is responsible for the publishing of the KAMFES journal and newsletter. The committee collects and assembles appropriate materials and information for publication including photos of events, authors, etc., and the solicitation of advertisement to defray printing costs.

Farm Methods Committee

The Farm Methods Committee is responsible to keep abreast of any proposed ordinances affecting the milk industry and advising the KAMFES Executive Board of appropriate action.

Membership Committee

This committee is responsible for maintaining a membership roster of all classes of membership, coordinates the renewal of membership, the handling of exhibits and registration at the annual conference and interacts with the Budget Committee to maintain financial historical data to determine the registration fee for future conferences.

Ad Hoc Industry Committee

This is a special committee primarily responsible for soliciting funds for the scholarship fund, developing an industry membership prospect list, assists with the solicitation of advertisement for the KAMFES Journal.

Nominating Committee

The Nominating Committee is responsible for soliciting candidates to fill the term of expiring directors and officers as outlined in the KAMFES Constitution and By-Laws. The Committee is also responsible to count the ballots.

Exhibit Committee

The exhibit committee is responsible for soliciting exhibitors with wares pertaining to Milk, Food and Sanitation equipment or environmental needs for the Annual Conference.

Scholarship Committee

Is responsible for selecting qualified candidates for the Scholarship and presenting their final candidates to the Executive Board.

Silent Auction Committee

The committee is responsible for soliciting donations from companies (entertainment, sports and other entities) to be presented at the annual conference for open bids from the general membership. The committee shall record all raffle and bid donations, collect monies, and present proceeds to the Treasurer. All proceeds are to be deposited into the Scholarship Fund. The committee shall follow-up with appropriate thank you responses from company donators.

KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS
POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: Committee Operations

Policy No. 2
Revision No. 1
Effective Date: 02/17/00

I. Policy:

- A. All KAMFES Committees will be appointed for the period of one year beginning at the Annual conference. Appointments will be made by the President or as provided for in the KAMFES By-Laws during the committees work and, where necessary appointments will be confirmed by the Board serving during that year.
- B. All KAMFES committee chairpersons will prepare a written report to be presented to the attendees at the Annual Conference and subsequently published in the form approved by the Executive Board. A sample of the approved format is attached.
- C. Verbal committee reports may be scheduled during the general sessions of the Annual Conference at the discretion of the Program Chairperson.
- D. KAMFES committees will meet, as necessary, during the annual conference to resolve any pending issues and begin work on charges for the upcoming year.
- E. Committee reports accepted by the Executive Board and/or accepted by those attending the annual business meeting or special meeting of the association and containing matters of policy, administration or business shall be referred to the Executive Board for implementation unless the report contains an amendment to the Constitution or By-Laws which must be approved by mail ballot of the membership or as outlined in the KAMFES Constitution and By-Laws.

II. Procedures:

In order to ensure the timely completion of committee charges, the following schedule shall be observed:

KAMFES PROTOCOL AND TIME PERIODS FOR COMMITTEE REPORTS

February - Annual Conference

The newly elected president selects Chairpersons for each committee at the end of the Annual Conference.

The current chairpersons will present a written report to the Executive Board at the Meeting during the Annual Conference.

During the business session of the annual meeting, the President shall present the recommendations of the Board of Directors for each committee report.

The President shall attest to the final action on each committee report and transmit those adopted to the association's secretary for inclusion in the association's issue of the Journal following the conference archives. The incoming President may elect to reassign the portion(s) rejected as a recharge to the appropriate committee for their study.

Reports shall be submitted using the attached forms:

KENTUCKY ASSOCIATION OF MILK, FOOD AND
ENVIRONMENTAL SANITARIANS
FINAL REPORT

(NAME OF COMMITTEE)

(FISCAL YEAR)

(DATE SUBMITTED)

SUBMITTED TO EXECUTIVE BOARD BY

CHAIRPERSON

KENTUCKY ASSOCIATION OF MILK, FOOD, AND
ENVIRONMENTAL SANITARIANS

Committee Charge Page

(Committee)

Year

Duties and Responsibilities (Charges)

KENTUCKY ASSOCIATION OF MILK, FOOD, AND ENVIRONMENTAL SANITARIANS

Committee Identity Page

Committee _____

Fiscal Year _____

(Chairperson)

(Vice-Chairperson)

Voting Committee Members:
(Include full address and phone number)

- 1.
- 2.
- 3.
- 4.
- 5.

KENTUCKY ASSOCIATION OF MILK, FOOD, AND ENVIRONMENTAL SANITARIANS

Action of Reviewing Bodies Page

COMMITTEE _____

Fiscal Year _____

Charge #1:

Discussion:

Recommendation:

Executive Board Action _ Approval _ Disapproval Date: _____

General Membership Action _ Approval _ Disapproval Date: _____

Attested to _____
President -Elect

Charge #2:

Discussion:

Recommendation:

Executive Board Action _ Approval _ Disapproval Date: _____

General Membership Action _ Approval _ Disapproval Date: _____

Attested to _____
President-Elect

KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS

POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: KAMFES Journal Subscriptions

Policy No. 3

Revision No. 2

Effective Date: 02/19/04

I. Policy:

- A. It is the policy of the association to accept annual subscriptions to the Journal through the Secretary's Office.
- B. The purpose of subscriptions to the Journal is to afford interested individuals as well as educational institutions access to material contained therein and to generate additional income from the Association. The Journal publishes some papers presented at the annual conference. Complete proceedings of abstracts of other organizations and pertinent news items relative to food milk, product safety, and environmental issues will appear from time to time. Members are encouraged to submit original articles for consideration for publication.

II. Procedures:

- A. All subscriptions will be offered based on the calendar year.
- B. Subscriptions will be directly available from KAMFES, processes through the Secretary or can be accessed via the KAMFES website: www.KAMFES.com.
- C. Subscription rates effective for the current calendar year will be as follows:

Domestic: \$10 to subscribers

All subscriptions are payable in advance in U.S. funds only and are for one year only, January - December. There shall be no cancellations during the term of the subscription.

- D. Single issues of the journal may be purchased at \$5.00 per copy.

KENTUCKY ASSOCIATION OF MILK, FOOD AND ENVIRONMENTAL SANITARIANS
POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: KAMFES Scholarship

Policy No. 4
Revision No. 2
Effective Date: 02/19/04

I. Policy:

- A. In 1986, the Association established an annual scholarship fund with the excess funds from a former environmental association and donations from the membership. The purpose of the scholarship is to carry on the legacy of excellence set forth by assisting students desiring a career in an area related to some aspect of food safety, public health, environmental health or community health with their education.
- B. It is the policy of the Association to award a KAMFES scholarship, if possible, annually to cover the third and/or fourth year of college. The award will be in the amount of \$2000, paid a special fund established with the funds from donations. The fund shall be an open fund, accepting additional donations at any time. Up to two (2) KAMFES scholarships shall be awarded if money available. The executive board will make the decision. The fund shall maintain a minimum balance of \$10,000 of which the scholarship award can not be deducted.
- C. The KAMFES Scholarship will be administered by the KAMFES Awards Committee. The Scholarship Committee will be headed by the a chairperson selected by the President and will consist of three (3) additional members as outlined in Article III, Committees, Section 1 of the KAMFES By-Laws.
- D. The following qualifications and conditions have been established for the award recipients:

The scholarship applicant must be a student who is structuring their academic program in the direction of a career in public or private sectors of environmental health practice. Applicant must have obtained a grade point average of no less than that of a "B" (3.0) in their major and shall have completed not less than nine (9) credit hours toward their major.
- E. The attached form will be utilized to solicit nominees.

KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS
POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: Life Membership

Policy No: 5
Revision No. 2
Effective Date: 01/23/07

I. Policy:

- A. Article I, Section 2-B of the KAMFES By-Laws lists the qualifications and privileges one must meet in order to become a KAMFES life member. Specifically, individuals eligible to hold a life membership shall have been active members whose nominations are submitted by an active member of the Association to the Executive Board. This shall be based on their substantial contributions to the achievement of the objectives of the Association".
- B. According to the By-Laws, life members shall have all the rights and privileges of an active member.

II. Procedures:

The nomination for life membership shall include:

- 1. The nominee's name and address;
- 2. A short paragraph outlining the last position held as a regulatory official;
- 3. A brief summary covering employment history;
- 4. A brief summary listing KAMFES activities and contributions; and
- 5. Other optional information which may include other significant activities which may be of interest.

The Membership committee shall submit names of nominees to the Executive Board at the November board meeting. The Executive Board shall review the qualifications of the nominees at the November board meeting and awards will be given to nominees at the Annual Conference.

POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: KAMFES Journal

Policy No. 6
Revision No. 4
Effective Date: 01/23/07

I. Policy:

- A. The KAMFES Journal is an extremely important publication. It's continued high quality and timely production is essential to the interest and success of KAMFES.
- B. Principle responsibility for producing the Journal rests with its Editor (Chairperson of the Publications Committee).
- C. Two issues of approximately uniform size will be published annually for all members, pending funding. The names of the two issues and approximate download or mailing dates will be as follows:

<u>NAME</u>	<u>DATE OF MAILING</u>	<u>FINAL COMPILATION</u>
		Hard copy
Summer	May 31 or June 1	March 31
Winter	January 15	November 15
		Email copy
	July 1	June 1
	January 15	December 15

- D. All costs associated with producing the KAMFES Journal shall be borne by the association. Commercial advertising or contributions to defray costs will be permitted. The Editor shall collect money for ads in the journal and forward to the Treasurer.
- E. The budget for the production of the journal shall be broken down, listing the projected costs for printing and distribution to facilitate overall cost evaluation.
- F. A minimum of three (3) bids must be obtained for the cost of printing the journal.

II. Procedures:

- A. The Editorial staff shall concur with the Webmaster for email downloading of journal on June 1 and December 15. Hard copy manuscripts shall be submitted to the typesetter on March 31 and November 15.

- B. The committee shall assist the editorial staff in proofing the email journal and typeset manuscripts.
- C. The Editor will provide the printer a completed proofread hard copy camera-ready three (3) weeks prior to the date of issue.
- D. The secretary shall coordinate all activities related to mailing.
- E. The bills will be provided to the Treasurer after publication of each issue to insure costs are within budgeted projections.
- F. Summer Issue:

The summer issue of the KAMFES Journal shall be devoted to the official business of KAMFES. This issue shall be a chronicle of KAMFES business beginning with the first meeting of the newly elected Board of Directors. All entries in the proceedings issue will be made in chronological order within each of the following subject areas:

1. Minutes of the Executive Board meetings.
2. Proposed KAMFES budget.
3. Audit Committee Report (previous fiscal year).
4. Budget Report.
5. Minutes of the KAMFES Business meetings.
6. Resolutions adopted by KAMFES.
7. Committee Reports from previous fiscal year (submitted using standard form, concise and to the point, no redundant information, no attachments unless they are in direct support of recommendations).
8. Committee assignments and charges of present fiscal year.
9. All KAMFES Awards: KAMFES Scholarship and all other awards (content should include a short bio on award winner).
10. Amendments made to KAMFES By-Laws, Constitution and model documents.
11. Other official documents are approved by the Executive Board.

All persons responsible for producing such information should forward documents to the Editor as soon as possible.

KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS
POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: KAMFES Policy Manual

Policy No. 7
Revision No. 1
Effective Date: 02/17/00

I. Policy:

It shall be the responsibility of the Administration and Procedures Committee to ensure that the Association's operation and procedures policy manual is maintained in a current manner.

II. Procedures:

- A. Upon assuming the chairperson of the committee, this chair shall immediately consult with the newly elected President to determine the need for the development of new or the revision of existing policies.
- B. The chairperson shall in a timely manner review the manual for the current status of reference documents, i.e., new listing of the executive committee, board meeting dates and location, listing of other documents as appropriate.
- C. The chairperson shall work closely with the secretary to compile and disseminate replacement items to the officers, Board of Directors, and appropriate committee chairpersons in a timely manner.

KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS
POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: Annual Conference Business Meeting

Policy No. 8
Revision No. 1
Effective Date: 02/17/00

I. Policy:

- A. There shall be a business meeting conducted during the annual conference of the Association.
- B. The meeting shall be conducted by the President of the Association.
- C. The annual conference program available to the conference participants shall specify the date, time, and location of the business session.

II. Procedures:

- A. Only those eligible classes of membership with voting privileges in accordance with the Association By-Laws shall be authorized to participate.
- B. The secretary shall record all actions as appropriate.
- C. The business meeting agenda shall include the following and any other items deemed appropriate by the President.
 - 1. Secretary and Treasurer's reports.
 - 2. Life membership nominees.
 - 3. Resolution review and action.
 - 4. Committee report review and action.
 - 5. Legislative review and action.
 - 6. Old business.
 - 7. New business (actions reviewed, considered at conference).
 - 8. Transfer of Presidency.
 - 9. Recognition and installation of new officers and members elected to the Board of Directors.

NOTE: The President may appoint a Parliamentarian at the opening of the session.

KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS
POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: Protocol for Position Papers

Policy No. 9
Revision No. 1
Effective Date: 02/17/00

I. Policy:

- A. It is essential that the President and the Board of Directors are aware of requests for KAMFES positions on health and environmental issues pertaining to hearings, personal testimony, written statements, or legislative matters or issues.
- B. All KAMFES positions shall have prior approval of the Board of Directors before release or dissemination to the requesting body or generated from within KAMFES's Committee Structure.

II. Procedures:

- A. The committee chairperson shall immediately advise the President of any request for KAMFES position on any issue.
- B. The committee upon notification of the President shall proceed to prepare a paper recommending KAMFES's position.
- C. Upon completion of the paper, a copy shall be transmitted to the President with sufficient lead time to circulate to the board prior to submission or presentation, as appropriate.
- D. These procedures shall also be applicable, should interest develop from within a KAMFES Committee in which KAMFES should go on record with a position of support or opposition.
- E. These procedures shall not apply provided any KAMFES member or committee clearly states the position is personal and does not reflect the association's position.
- F. A copy of the approved position shall be forwarded to the secretary for inclusion in the association's archives.

KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS
POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: Travel Expense Allowance

Policy N o. 10

Revision No. 3

Effective Date: 02/23/06

I. Policy:

- A. The Board of Directors may approve the travel agenda of its officers, special committees for participation in KAMFES functions that include board meetings, hearings, special appearances, the annual conference, legislation, etc.
- B. Funds are also budgeted by the Board of Directors to defray travel costs of officers for participation in national associations that include the National Environmental Health Association (NEHA) and the International Association of Food, Protection (IAFP).
- C. Funds are also budgeted by the Board of Directors to defray travel costs of the President, President Elect and a member at large for participating in the Interstate Environmental Health Seminar (IEHS). The Board of Directors have also budgeted funds to defray travel cost for the President Elect and the Vice President to participate in the planning committee held in November for this Seminar.

II. Procedures:

- A. Following is a list of the travel expenses allowable, limitations and explanations as appropriate:
 - 1. Air Travel - Shall be by the most economical fare available. Advance purchase if practical should be exercised to take full advantage of discount fares. First class air travel is not authorized.
 - 2. Use of Private Automobile - Reimbursement shall be at prevailing state government rate at the time of travel.
 - 3. Lodging - Reimbursement shall be at actual room cost (plus any applicable tax). The sharing of rooms is encouraged, when possible or appropriate. Suites are not authorized.

4. Food - A maximum of \$30/day is allowed, tips included in this amount.
 5. Parking - Reimbursed at actual cost.
 6. Cab Fares - Actual cost.
 7. Tips -- Skycap and Hotel - Cost not to exceed \$5/day of arrival and departure only.
 8. Phone Calls - Actual cost of local calls.
 9. Copying of documents or other pertinent charges at actual cost.
- B. Receipts are required to substantiate reimbursement claims for air travel, lodging and parking as appropriate. Claims for expenses shall be submitted to the KAMFES Treasurer for reimbursement.
- C. The following items are not reimbursable:
1. Car Rental - Unless prior approval of the board or in conjunction with special events and cabs are inappropriate.
 2. Local Tours
 3. Registration Fees - The only exceptions are for the KAMFES President or a designated officer attending and representing KAMFES at a professional meeting, special event or the annual conference whereby subsidy has been approved by the Executive Board.
 4. Hotel Services - Laundry and dry cleaning, etc.
 5. Alcoholic Beverages

KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS
POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: Membership Classes & Dues

Policy No. 11
Revision No. 3
Effective Date: 01/23/07

I. Policy:

In accordance with Association Constitution Article III - Membership Section 1: There shall be four classes of membership. Each class of membership shall pay annual dues with the exception of honorary and life members.

II. Procedures:

A. Membership dues shall be on a calendar year basis and all due notices shall be disseminated by the membership chairperson prior to the end of each calendar year.

B. The annual dues for each class of membership are as follows:

1. Active Membership	\$25.00
2. Honorary Membership	-0-
3. Life Membership	-0-
4. Student Membership	\$ 7.00

~~C. The Membership Chairperson shall coordinate with the Secretary the transmittal of renewal notices.~~

~~D. Renewal notices shall be mailed no later than July 1, and shall be accompanied by a Committee Preference Form.~~

KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS
POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: Annual Budget

Policy No. 12
Revision No. 1
Effective Date: 02/17/00

I. Policy:

- A. The Board of Directors upon a recommendation from the Budget Committee shall adopt a budget. Fiscal responsibility for the Association rests with the officers and the Board of Directors as outlined in Article II, Section 6 of the KAMFES By-Laws.
- B. It is the policy of KAMFES to establish and conduct its operations so as to result in a balanced budget each fiscal year.
- C. KAMFES shall maintain a minimum General Fund Reserve of \$3,000 unless the Executive Board determines that an unusual situation requires using the reserve fund to meet a deficit. This reserve should be placed in a readily available deposit drawing interest at current market rates.
- D. The KAMFES Fiscal Year shall be July 1 to June 30.

II. Procedures:

- A. The Budget Committee shall present to the Executive Board at the Annual Conference proposed balanced budget for the ensuring Fiscal Year at which time this budget shall be reviewed, changes proposed, and approval voted. Tentative approval may be made if changes in revenues or expenditures require re-computations. In this event a revised budget shall be presented at the fall meeting for approval and/or changes.
- B. Based on quarterly reports and recommendations of the Budget Committee, the Executive Board may approve changes were a deficit is pending.
- C. Routinely at any meeting, the KAMFES Board shall review and revise the budget as necessary so as to balance inasmuch as possible revenue and expenditures.

- D. If status reports show revenue will exceed expenditures, the KAMFES Board may approve additional expenditures considered valuable to KAMFES as may be recommended by the President.
- E. The Association operates on a cash basis fiscal policy therefore with the exception of the Annual Conference, all bills on hand as of February 28 each year shall be paid with funds budgeted for that year.
- F. The approved budget and final fiscal report shall be published in the first issue of the Journal printed after the annual conference.
- G. The Audit Committee Report shall be submitted to the Executive Board by the first scheduled Board meeting of the next fiscal year.
- H. At the close of the fiscal year, a copy of the computer fiscal year records shall be made and a printout forwarded to the Secretary and maintained in the association's archives.

KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS

POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: Annual Conference

Policy No. 13

Revision No. 1

Effective Date: 02/17/00

I. Policy:

The Membership Chairperson shall be responsible for the following items in conjunction with the annual conference: registration fees, audio-visuals, registration and handling of complimentary rooms. The President-Elect shall be responsible for the annual conference program and shall interact with the Membership Chairperson.

II. Procedures:

- A. The Membership Chairperson shall interact with the Treasurer and the Program Chairperson (President-Elect) to set the annual conference registration fee. This shall be achieved no later than the November Board meeting.
- B. The Membership Chairperson shall interact with the Industry Ad Hoc Chairperson to prepare a list of potential exhibitors and provide this to the President-Elect to solicit exhibitors, set fees and arrange for exhibitor space and electrical or other needs at the host facility. Letters of solicitation shall be mailed by December 15th of each year.
- C. The Membership Chairperson shall be responsible to prepare pre-registration packets with the appropriate information and shall interact with the Budget Committee to procure pre-conference needs.
- D. The Membership Chairperson shall handle all pre-registration and on-site registration activities including the assigning of complimentary rooms to registration workers and the President's complimentary room.
- E. The Membership Chairperson will interact with the President-Elect (Program Chairperson) to arrange for the audio-visual needs of all presenters participating in the annual conference including microphone needs at the head table and at least one floor "mike" when in general session.

- F. The President-Elect will be responsible for the solicitation of bids to host future conferences at two years in advance.
- G. The President-Elect will be responsible for arranging for all food and beverage functions (including the complimentary wine and cheese fellowship) and determine the cost. In addition the President-Elect shall be responsible to interact with trade associations, or other organizations, professional groups, or private industry to determine sponsorship or subsidizing social functions associated with the annual conference.
- H. The President-Elect shall interact with the Membership Chairperson and the Budget Committee to propose the registration fee to the KAMFES Board.
- I. The President-Elect shall be responsible for determining the agenda and solicitation of presenters for the annual conference.

KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS
POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: Election of Board of Directors

Policy No. 14

Revision No. 3

Effective Date: 01/23/07

I. Policy

Members of the Kentucky Association of Milk, Food, and Environmental Sanitarians elected to the Board of Directors shall be in accordance with Article IV Officers and Board of Directors, Section 1 and Section 2 of the Constitution of the Association.

II. Procedures:

- A. Determining the number of Board of Directors that each Region is entitled to in the coming election shall be based on the number of members eligible to vote in each Region ~~on July 1~~ at the time of the Executive Board meeting in May.
- B. The Chairman of the Nominating Committee shall consult with the Membership Chairperson, the Treasurer and Secretary to validate the number of voting members in each Region ~~as soon as possible after July 1~~ at the Executive Board meeting in May to determine the number of Board of Directors each Region is entitled to in the next election.
- C. Only those members with their dues paid up as of ~~July 1~~ the final day of the Annual Educational Conference shall be considered in good standing and eligible to vote. Those members granted a lifetime membership are exempt from paying membership dues.
- D. The KAMFES Membership Roster shall be purged of all unpaid members upon request of a Director.

KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS

POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: Awards

Policy No. 15

Revision No. 1

Effective Date: 02/17/00

I. Policy

- A. Article III, Section 1-D of the KAMFES By-Laws states that the Awards Committee shall consist of six (6) non-Executive Board members except for the Vice-President who shall serve as Chairperson of the Awards Committee. The Awards Committee shall be appointed by the President. Members of the Awards Committee shall consist of three (3) members representing governmental agencies (state and local) who shall judge the Sanitarian Award; and three (3) members representing industry and service companies who shall judge the Dairy Industry Award. The entire Awards Committee will judge the Steve G. Sandlin, Jr. Achievement Award and Service Award. Members of the Awards Committee are not eligible for awards.
- B. The Awards Committee shall review all nominations for the following awards:
1. Sanitarian Award
 2. Dairy Industry Award
 3. Service Award
 4. Steve G. Sandlin, Jr. Achievement Award
- C. Special awards shall be given based upon the recommendation of the Award Committee, upon approval by the Executive Board.

II. Procedures:

- A. The Awards Committee shall adhere to the guidelines set forth in Article IV of the By-Laws.
- B. Nominations for all awards must be received by the Vice-President and postmarked no later than December 31st preceding the annual meeting.

- C. Award decisions will be determined by a majority vote of the designated committee members at a called meeting. (No mail or phone voting.)
- D. The Awards Committee shall secure the proposed awards to be presented at the annual meeting after obtaining a minimum of three competitive bids for the cost of producing the awards.
- E. The Awards Committee shall present a written report at the Executive Board meeting prior to the annual meeting including:
 - 1. Tabulated results of the ballots for each individual award.
 - 2. Copies of the bids obtained for the cost production of the awards.

KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS

POLICY MANUAL - OPERATIONS AND PROCEDURES

Subject: KAMFES Website

Policy No. 16

Revision No. 1

Effective Date: 02/19/04

I. Policy:

- A. The publications committee shall oversee the KAMFES website and make revisions as needed.

- B. The website shall include the following:
 - 1. Constitution and By-Laws
 - 2. Meeting minutes
 - 3. KAMFES Journal
 - 4. Upcoming events
 - 5. Paid advertisements

Kentucky Association of Milk Policy