

TABLE OF CONTENTS

Policy No.: 1	Membership Classes and Dues	1
Policy No.: 2	Honorary Membership	2
Policy No.: 3	Description and Duties of the Association Manager	3
Policy No.: 3A	Description and Duties of the Executive Director	4
Policy No.: 4	Duties of the Secretary-Treasurer	6
Policy No.: 5	Board of Directors Tenure	7
Policy No.: 6A	Roles & Responsibilities of AFDO Affiliate Representatives	8
Policy No.: 6B	Roles & Responsibilities of AFDO Advisors	9
Policy No.: 7	Annual Budget	10
Policy No.: 8	Employee Compensation and Benefits	11
Policy No.: 9	AFDO Committees	13
Policy No.: 10	Committee Operations	16
Policy No.: 11	Retired	17
Policy No.: 12	Annual Conference Business Meeting	18
Policy No.: 13	Retired	19
Policy No.: 14	AFDO Awards	20
Policy No.: 15	Jacob Joseph Corby Achievement Award	24
Policy No.: 16	AFDO Elliot O. Grosvenor Food Safety Award	29
Policy No.: 17	AFDO Scholarship	33
Policy No.: 18	Travel	35
Policy No.: 19	Retired	38
Policy No.: 20	Retired	39
Policy No.: 21	Position Papers	40
Policy No.: 22	AFDO Policies & Procedures Manual	41
Policy No.: 23	Resolution	42
Policy No.: 24	Retired	44
Policy No.: 25	AFDO Endorsement of Specific Products and/or Services	45
Policy No.: 26	Conference Program Planning Committee	46
Policy No.: 27	Annual Conference Locations	47
Policy No.: 28	Annual Conference Speaker Expenses	48
Policy No.: 29	Conflict of Interest	49
Policy No.: 30	Procurement and Purchasing	53
Policy No.: 31	Record Retention	57
Policy No.: 32	Publication Approval	59

Policy No.: 33	Depreciation	60
Policy No.: 34	Grant Payments	61
Policy No.: 35	Whistleblower	62
Policy No.: 36	Antitrust.....	64

Policy No.: 2 Honorary Membership

I. POLICY:

1. Article III, Section 2 (6) of the By-Laws lists the qualifications one must meet in order to become an AFDO Honorary Member. Specifically, “individuals eligible to hold an honorary membership shall have been regular members who are nominated by the Board of Directors and elected by the Association to this class of membership in recognition of their substantial contributions to the achievement of the objectives of the Association.”
2. According to Article IV of the By-Laws, honorary members shall have all the rights and privileges of a regular member unless said honorary member becomes associated with a regulated industry, causing his/her rights and privileges to be limited to those of an individual associate member.

II. PROCEDURES:

1. The Chair of the Administration Committee shall solicit the assistance of committee members and the Presidents of AFDO Regional Affiliates in obtaining nominees for honorary membership. Regional Affiliate Presidents are encouraged to seek assistance from fellow members and affiliate publications as a means for recognizing former regular members for “their substantial contributions to the achievement of the objectives of the Association.”

The nomination for honorary membership shall include:

- A. The nominee’s name and address;
 - B. A short paragraph outlining the last position held as a regulatory official;
 - C. A brief summary covering employment history;
 - D. A brief summary listing AFDO activities and contributions; and
 - E. Other optional information which may include other significant activities which may be of interest.
2. The Administration Committee shall be responsible for submitting the names of nominees for honorary membership to the AFDO Board of Directors by February 25th of each year. The Board shall review the qualifications of the nominees at its Spring meeting. The Board of Directors shall review the qualifications of nominees for honorary membership and shall recommend qualified nominees for membership to voting members at the Annual Conference. To be awarded honorary membership, the nominee must receive a plurality of those in attendance with voting privileges.

Policy No.: 3 Description and Duties of the Association Manager

I. POLICY:

The Association Manager is a full-time employee of the Association of Food and Drug Officials, appointed by and serves at the pleasure of the Board of Directors, and whose duties have been determined by the Board of Directors.

II. PROCEDURES:

1. Salary is established annually and the Executive Committee shall provide a recommendation.
2. Duties are determined by the Executive Director and are as follows:
 - A. Manages meeting and event planning logistics including the annual conference, FDA contracted meetings, and other meetings as required.
 - B. Coordinates the financial activities of the association including all government filings, grant financial reports, reconciliation of bank statements, account receivable, and account payables.
 - C. Serves as primary signatory on checks and transfers of \$15,000 or less. Checks over \$15,000 will require signature of both the Association Manager and AFDO Secretary/Treasurer.
 - D. Manages the administrative staff.
 - E. Serves as the recording secretary for the Board of Directors and coordinates the board meetings.
 - F. Responsible for the organization's headquarter facility and equipment.

Policy No.: 3A Description and Duties of the Executive Director

I. POLICY:

The Executive Director will serve as the chief executive of the Association of Food and Drug Officials as a full time salaried employee. The Executive Director is employed by the AFDO Board of Directors and directly reports to the President and executive board. They will have the responsibility for the day to day management of the organization, supervise the Association Manager, and assist with human resource matters. The Executive Director will assist with identifying strategic planning efforts, implementing the association's mission, vision, and values, identify funding and collaboration opportunities, and implementing direction from the Executive Board. The Executive Director will serve as an AFDO spokesperson and liaison regarding food and drug safety issues, coordinate communication strategies with organizations, and serve as a liaison with industry groups to assist in identifying common priorities.

II. PROCEDURES:

1. Salary is established annually in June (during the first board meeting of the incoming AFDO administration by the Executive Committee.) The Executive Committee shall provide a recommendation.
2. Duties are determined by the Executive Committee and are as follows:
 - A. Assist the President and Executive Board in setting annual and long-term priorities and lead implementation of those priorities.
 - B. Responsible for the oversight of policies and procedures for the association.
 - C. Responsible for the review of and input for association expenditures.
 - D. Represent the Association and its members in workgroups, committees, and meetings of organizations with allied interests of the Association.
 - E. Ensure the development of Board of Directors meetings and agendas.
 - F. Ensure the development of an annual conference agenda in coordination with conference chairs and workgroups.
 - G. Ensure the development of agendas for major meetings and/or conference calls with stakeholders and groups.
 - H. Responsible for coordinating meetings with senior officials with FDA, USDA/FSIS, and consumer groups for the Fall Board meeting.
 - I. Determines needs and hires appropriate staff/contractors to accomplish objectives of cooperative agreements, contracts, and grants.
 - J. Responsible to provide regular updates on activities of the Association to the President, Executive Board, and Board of Directors.
 - K. Responsible to coordinate outreach between the association to regional AFDO affiliates.

- L. Responsible to coordinate outreach to state food program managers including welcoming new program managers, learning about program challenges/successes, and advocating for the needs of state program.
- M. Assist state regulatory programs with challenges with federal regulatory agencies.
- N. Grant writing, draft white papers, official comments, and support letters on behalf of the association for review by the Board of Directors.
- O. Serve as the Principal Investigator for AFDO Grants and Cooperative Agreements.
- P. Responsible to develop/organize association presentations and discussion panels to be presented at other organization's meetings or conferences.
- Q. Serve in the absence of the AFDO President at affiliate meetings and other organization meetings.
- R. Develop opportunities to promote the association and its members.
- S. Develop programs and ventures that can provide sustainability for the Association.
- T. Identify opportunities for AFDO to expand or enhance its overall mission in representing regulatory officials.

Policy No.: 4 Duties of the Secretary-Treasurer

I. POLICY:

In accordance with Association By-Laws, Article VII - Officers, Section 5; duties of officers, the Secretary-Treasurer shall work with the Association Manager to be the custodian of all the Association's funds and be responsible for oversight of usual and normal disbursement of all funds in accordance with the approved budget.

II. PROCEDURES:

In addition to the annual budget procedures as described in Policy No. 7, the duties shall include the following:

1. Records the minutes of each meeting of the Executive Committee and distributes copies to the Board of Directors.
2. Records the minutes of all business sessions conducted during the Annual Conference.
3. Reviews all bank statement reconciliations that are forwarded by the Association accountant.
4. Serves as signatory along with the Association Manager for checks over \$15,000.
5. Ensures an annual audit of the Association funds, reviews findings from the audit, and provides recommendations to the Board.
6. Works with the Association Manager to ensure a copy of the annual tax return (IRS Form 990) has been filed with the Internal Revenue Service by November 15.

Policy No.: 5 Board of Directors Tenure

I. POLICY:

The tenure of the Board of Directors shall be in accordance with the Association's By-Laws Article V – Board of Directors.

II. PROCEDURES:

1. In accordance with Section Three (3), newly elected directors shall be installed at the annual meeting.
2. In accordance with Section Three (3), the term of office of a new elected director, including Regional Affiliate Directors, shall commence with the close of the annual meeting although they may be elected prior to the annual conference.
3. The term of the Regional Association Affiliate Directors shall expire at the conclusion of the Annual AFDO Conference held in the year in which their term expires.
4. Vacancies will be filled in a manner consistent with the AFDO By-Laws or the By-Laws of the Regional Affiliate Association.
5. The term of office of the officers elected by the membership who are members of the Board of Directors shall commence with the close of the annual meeting.
6. To enhance orientation, all newly elected officers and Board of Directors shall be authorized to attend all board meetings held at the annual conference. Travel funding for board meetings will only be provided to the active board member.
7. Each newly elected officer and Board of Director member shall be presented with a copy of the AFDO Policy Manual at the Annual Conference.

I. POLICY:

1. Each of the Regional Affiliate Associations appoints a representative to the AFDO Board of Directors. These representatives serve as a valuable link between the national organizational and each regional association. Through this representation they are afforded a voice in all AFDO issues and are also kept informed of aspects of AFDO business. Below defines the roles and responsibilities of each AFDO Affiliate Representative.
 - A. Serve as a liaison between AFDO and affiliate members.
 - B. Provide AFDO Board with affiliate news.
 - C. Provide affiliates with AFDO news.
 - D. Encourage affiliate member participation in AFDO.

I. POLICY:

1. The primary role of an active and engaged AFDO Advisor is to provide guidance and assistance to the AFDO Board using their available resources and to find opportunities for strengthening relationships with AFDO and creating new partnerships where appropriate.

AFDO Government Agency Advisors are as follows:

- U.S. Food & Drug Administration (FDA)
 - USDA Food Safety & Inspection Service (FSIS)
 - Department of Homeland Security (DHS)
 - Centers for Disease Control (CDC)
 - Canadian Food Inspection Agency (CFIA)
 - Health Canada (HC)
2. AFDO also has Board-Appointed Advisors which represent other entities such as AFDO Associates, American Association of Feed Control Officials (AAFCO), and the International Food Protection Training Institute (IFPTI). Board-Appointed Advisors that represent AFDO drug and medical device members exist as well.
 - A. The Role of an Advisor
 - i. Attend AFDO Board meetings.
 - ii. Accompany AFDO Officials when attending select meetings, conferences, or conventions.
 - iii. Assist AFDO in strengthening relationships with the agency or group they represent.
 - iv. Resolve conflicts between members as needed.
 - v. Share knowledge and expertise in selected areas.
 - vi. Help to develop the Annual Conference and provide speakers from the agency or group they represent.
 - vii. Serve as a liaison between AFDO and the agency or group they represent in regard to policy matters.
 - viii. Work with other AFDO advisors to help resolve organization issues.

I. POLICY:

1. In accordance with Association By-Laws, Article V - Board of Directors, Section 1, Article VII - Officers, Section 5: Duties of Officers, President and the Secretary-Treasurer, fiscal responsibility rests with these officers and the Board of Directors.
2. It is the policy of AFDO to establish and conduct its operations so as to result in a balanced budget each fiscal year unless the AFDO Board determines that an unusual situation requires using the reserve fund to meet a deficit.
3. As a minimum, AFDO should maintain an annual average General Fund Reserve of \$25,000. This reserve should be placed in a readily available account drawing interest at current market rates or higher if available. Funds in excess of \$25,000 may be invested in higher interest bearing accounts to insure the highest and safest returns.
4. The AFDO Fiscal Year shall be July 1 to June 30.
5. Those unbudgeted items in excess of \$20,000, except salaries, fringe benefits, and taxes shall be subject to the approval of the Officers.
6. Cooperative agreement budgets, with the exception of indirect, shall not be automatically adopted in to the AFDO general budget. Cooperative agreement budgets shall be based upon approval by the awarding agency.

II. PROCEDURES:

1. The Association Manager, Incoming President and the Secretary-Treasurer shall present to the AFDO Board at the Annual Conference an initial proposed balanced budget for the ensuing fiscal year.
2. The budget shall be reviewed, changes proposed, and approval voted at this meeting. 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. For example, cooperative agreement periods may not follow fiscal year and additional revisions are necessary.
3. Based on monthly reports and recommendations of the Secretary-Treasurer, the President may approve changes where a deficit is pending or request AFDO Board approval electronically.
4. The AFDO Board shall review and revise the budget as necessary so as to balance, in as much as possible, revenue and expenditures.
5. If status reports show revenue will exceed expenditures, the AFDO Board may approve additional expenditures considered valuable to AFDO, as may be recommended by the President.
6. The Association operates on a cash basis fiscal policy therefore with the exception of the Annual Conference, all bills on hand as of June 30th each year shall be paid with funds budgeted for that year.

Policy No.: 8 Employee Compensation and Benefits

I. POLICY:

1. The Executive Director shall annually provide recommendations for employee compensation to the Board Officers prior. The Board Officers shall review and make final determinations prior to the presentation of the initial budget.
2. Individual employee compensation will be determined by the supervisor within the approved scale based upon performance review.
3. Employees are considered full time when working 40 hours per week.
4. Employees will be determined at time of hire if they are exempt (salaried) or non-exempt (hourly.)
5. Overtime will be paid at time and a half for non-exempt employees who work over 40 hours per week.
6. Permanent part time employees will be given annual leave, sick leave, and holidays at a prorated rate, and may participate in the 401k plan.
7. The Executive Director and Association Manager will be responsible for annual review of employee benefits.
8. The Association shall pay 80% of health insurance costs.
9. The Association shall make available a 401k plan with a safe harbor contribution matching 100% of deferrals up to 3% and 50% of deferrals greater than 3% up to 5%.
10. The Association will provide 12 paid holidays, including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. If a holiday falls on a weekend, a holiday calendar will be established at the beginning of the calendar year, which may result in fewer than 12 paid holidays.
11. Annual leave rate for full time employees shall accrue at a rate of 3.08 hours per pay period up to the following maximum, unless otherwise specified in the employee contract.

1-5 years	2 weeks
5-10 years	3 weeks
10-15 years	4 weeks
15-20 years	5 weeks

If employees have 160 hours or more of annual leave accrued, employee may request up to 40 hours of leave to be paid out on the first pay period of December.

12. Sick leave for full time employees shall accrue at the rate of 3.68 hours per pay and may accumulate from year to year. In the event of termination of employment, accumulated sick time will not be paid.

13. Full time employees are permitted three (3) paid days off for bereavement time for the loss of an immediate family member.

II. PROCEDURES:

1. The Association Manager will be responsible for issuing all payroll checks on a bi-weekly basis.
2. Federal, state, and local taxes, FICA and any others pertinent taxes shall be withheld.

I. POLICY:

1. The Committee system employed by the Association of Food and Drug Officials is the heart and soul of the organization's activities. The committees serve to suggest policy, procedures and positions to the AFDO Board and the general membership of AFDO.
2. Types of Committees: There are two separate types of committees within AFDO. They are:
 - A. Standing Committees: These are committees that are established by the AFDO Board and remain active until a subsequent Board removes their status.
 - B. 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 AFDO Board.
3. Committee Charges: The number of charges assigned shall be at the discretion of the President, but kept to a realistic and manageable level.
4. Committee Purpose: The purpose and function of existing AFDO committees are as follows:

Administration Committee: The Administration Committee reviews the Association's Constitution, By-laws, Procedures, and Policies; proposed recommended changes, additions, or deletions in an annual report; and identifies potential impacts to the Association. The committee may use interviews, surveys, workshops, or whatever necessary tools will deliver useful supporting data.

Alumni Committee: Purpose: To assist the AFDO Board and the President of AFDO in identifying and implementing meaningful opportunities for alumni to participate in the life and business of AFDO.

Body Art Committee: The AFDO Body Art Committee will identify current issues in body art material manufacturing, labeling and use. Through a process of collaboration, discussion and sharing the Body Art Committee will create documents that are useful to regulated industries, regulatory agencies and academic institutions, worldwide.

Cannabis Committee: A forum for discussion of issues associated with cannabis products and the associated activities of state regulatory agencies who deal with these products.

Drugs, Devices & Cosmetics Committee: This committee exists to assist AFDO membership in establishing policies, posture and opinions related to Drugs, Devices and Cosmetics Safety Issues. The Committee serves AFDO by drafting positions, providing technical assistance to the Laws and Regulations Committee, advising membership on current issues and representing AFDO at selected meetings.

Food Committee: This committee exists to assist AFDO membership in establishing policies, postures, and opinions related to food safety issues. The committee serves AFDO by drafting positions, providing technical assistance to the Laws & Regulations Committee, advising membership of current issues, and representing AFDO at selected meetings.

Food Protection & Defense: A forum for discussion on food security issues, and to coordinate member food security activities, as well as find a proactive role for the committee in protecting the food and agricultural sector critical infrastructure.

Food Recovery Committee: The AFDO Food Recovery Committee unites government regulators, industry officials, and other interested individuals to provide a forum to discuss and identify strategies that can be taken to prevent and divert wasted food.

Foodborne Outbreak & Emergency Response Committee: A forum for discussion on foodborne outbreak and emergency response issues, and to coordinate Health officials' member activities, as well as find a proactive role for the committee on CIFOR, NoroCORE, and other food illness response efforts.

Industry Associate Membership Committee: This committee serves AFDO membership by providing a link between regulatory and industry members. Associates provide input to the President through serving as associate advisors to committees and assist in identifying topics and speakers for the Annual Conference.

International & Government Relations Committee: The purpose of the International & Government Relations Committee is to achieve a mutual working relationship between the Association and federal, state, and local governments in accomplishing the goals and objectives of AFDO in relation to consumer protection in the food, drug, and product safety fields. Its main objectives are defined below.

- A. To serve as a focal point for the committees of AFDO, and the federal, state, and local governments in matters where intergovernmental activities are crucial to accomplishing AFDO's national objectives.
- B. Promote the establishment and implementation of uniform procedures, codes, agreements, etc. among various units of government within food, drug, and product safety agencies.
- C. Recommend to the AFDO Board new programs and activities where intergovernmental relations can be utilized to accomplish the goals and objectives of the Association.
- D. To serve as an advisory to the Board on implementation of national strategies and programs of the Association.

Laboratory, Science & Technology Committee: The Laboratory, Science & Technology Committee provides the resources to AFDO of laboratory and research scientists and has the following mandates:

- A. Determine needs of laboratories supporting regulatory function and recommend the means of meeting those needs.
- B. Provide information to regulatory and enforcement personnel to enhance their knowledge and understanding of the changing and frequently complex scientific nature involved in regulatory work.
- C. Promote communications, coordination, and the mutual assistance of federal, state, and local government laboratories and industrial laboratories.
- D. Provide consulting and special project services to AFDO and regulatory agencies.

Laws & Regulations Committee: The Laws & Regulations Committee is responsible for the continuous review, up-dating, and development of model laws and regulations so that the AFDO goal of uniform food, drug and other consumer protection laws is achieved.

Produce Committee: This committee focuses on issues related specifically to produce and assists AFDO with developing produce related policies and positions and the development and delivery of produce safety programs.

Retail Food Committee: This committee exists to assist the AFDO membership in fully including the retail food sector into the National Integrated Food Safety System by:

- serving as a forum to explore emerging food protection issues that impact the retail food sector;
- serving as a venue to exchange ideas about policies and opinions that impact the retail food sector; and
- serving as a central location to share resources to assist with integration activities.

The committee serves AFDO by drafting positions, providing technical assistance to the other AFDO Committees, advising membership of current retail food issues, and representing AFDO at selected meetings.

Seafood Committee: This committee focuses on issues related specifically to seafood and assists AFDO with developing seafood related policies and positions and the development and delivery of seafood training programs. The committee provides technical expertise with respect to seafood issues, advises the Board of Directors on current seafood issues, and represents AFDO at selected meetings. The committee also maintains cooperative working relationships with the Retail Food Committee, the Food Committee, the Laws and Regulations Committee and the Education and Training Committee. Additionally, the committee is responsible for continuing review and update of AFDO's model Cured, Salted and Smoked Fish code and communication of recommended modifications to the Laws and Regulations Committee.

I. POLICY:

1. All AFDO committees, chairs, and charges will be appointed for a one-year period commencing at the close of the Annual Conference. Committee membership is open to interested participants, membership in AFDO is not required.
2. Each committee will be assigned a committee liaison. The committee liaison is responsible for assisting committee chairs as needed in order to complete assigned charges and submit reports.
3. The incoming President reviews and determines charges for committees for the upcoming year.

II. PROCEDURES:

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

AFDO Timeline for Committee Reports

June (Annual Conference):

- Committee receives new charges for the upcoming year and reviews them during their committee meeting at the AFDO Annual Conference.

August 30:

- Committee chairs hold conference call to discuss charges, form plan, and set first meeting date

By September 30:

- Hold first conference call with committee, divide into workgroups (if applicable)

By October 15:

- First Progress Report Due to AFDO to provide an update at the Fall Board of Directors Meeting

September 15 – December 31:

- Workgroups meet and prepare draft deliverables
- Committee begins to determine presentations for its time during the AFDO Conference

By January 1:

- Committee finalizes agenda for AFDO Conference Presentations

January – March:

- Committee works to complete deliverables and working with work groups
- Committee begins considering potential charges for next year

By March 1:

- Second Progress Report Due to AFDO to provide and update at the AFDO Spring Board of Director's Meeting.

April – May:

- Finalize work products, submit to AFDO and other committees as appropriate for review

May 1:

- Final committee report Due to AFDO

June (Annual Conference)

Final Committee reports will be accepted or rejected by General Membership.

Policy No.: 12 Annual Conference Business Meeting

I. POLICY:

1. There shall be a business meeting conducted during the Annual Conference of the Association.
2. The meeting shall be conducted by the President of the Association.
3. The Annual Conference program available to the conference participants shall specify the date, time, and location of the business session.

II. PROCEDURES:

1. Only those eligible classes of membership with voting privileges in accordance with the Association By-Laws shall be authorized to vote on an issue. However, members of non-voting classes of membership may provide comments during discussions if recognized by the President.
2. The Association's Secretary-Treasurer or designate representative shall record all actions as appropriate.
3. The business session agenda shall include the following and any other items deemed appropriate by the President.
 - A. Announcement of election results
 - B. Recognition of new officers and members elected to the Board of Directors.
 - C. Honorary membership announcement
 - D. Resolution review and action – resolutions are posted during the Annual Conference for review
 - E. Old business
 - F. New business (actions reviewed, considered at conference)

I. POLICY:

AFDO has established six (6) awards which are conferred on an individual basis - either annually, or when there is a recipient deemed to have qualified for the award. These awards include:

- Harvey W. Wiley Award
- Distinguished Service Award
- Industry Associate Member Award
- Jacob Joseph Corby Achievement Award
- Past President Award
- Elliot O. Grosvenor Food Safety Award
- Continuing Education Tuition Reimbursement Award

Five of these awards are administered by the AFDO Awards Committee appointed annually by the President, with a Wiley Award subcommittee. The Industry Associate Member Award is handled by the Associate Membership Committee. The Continuing Education Award is handled by the Professional Development Committee.

II. PROCEDURES:

1. Harvey W. Wiley Award

This award is administered by a Wiley Award subcommittee. It is presented to a regular or honorary member for exceptional service to the state or nation in the performance of duties and responsibilities in the administration and enforcement of food and drug law and/or consumer protection laws and demonstrated promotion of the objectives of the Association.

- A. The last seven recipients of the award who are regular, honorary, or associate members constitute the core subcommittee. The most recent recipient acts as chairperson. All recipients exceeding seven years shall be contacted annually to determine if s/he desires to remain on the committee. Such individuals must reply in writing to the subcommittee chairperson prior to January 1 indicating their desire to remain on the committee. After January 1, the chairperson shall alert and advise the committee of the upcoming solicitation and identify the committee members for that year.
- B. The subcommittee chairperson solicits the nominees from the committee and the regular and honorary members of the Association through personal notification prior to January 15, and notice in the January and February issue of AFDO eNEWS.
- C. Nominations must be received by the chairperson by the 15th of February accompanied by a resume of the nominee, accomplishments and a biography, not to exceed three (3) pages.
- D. The chairperson reproduces the material on each nominee and provides a ballot listing all nominees to the committee. Committee members are asked to select three nominees in order of preference. When tallying, first preference would receive three points, second preference would receive two points, and third preference would receive one point. This ballot and the accompanying material shall be mailed no later than March 15 and are to be returned/responded to by April 15. Upon receipt of the ballots, the chairperson shall add up

all the points and the nominee receiving the most points would be the award recipient. In the case of a tie, a second ballot shall be sought with consideration of only the two highest vote recipients. The chairperson shall retain ballots for a period of twelve months following the award.

- E. After determining the winning nominee, the chairperson notifies the AFDO Association Manager, who will have the award prepared, framed and available at the AFDO Conference for the chairperson.
- F. The chairperson prepares a biographical citation, etc. which is presented along with the award at the Harvey W. Wiley Award Banquet. The presentation biography may be published in the Proceedings Issue of the Journal of the Association of Food & Drug Officials and an original copy presented to the award recipient.
- G. The chairperson transfers all files on the award to the current recipient at the conclusion of the Annual AFDO Conference.

2. Distinguished Service Award

- A. It is awarded to a regular or honorary member selected by the Executive Committee for exceptional and meritorious service to the Association. Criteria include committee service, prior service in elective or appointed office and voluntary efforts which have been of great benefit to the Association.
- B. Selection is accomplished at the spring meeting of the AFDO Executive Committee.
- C. The award is prepared by the AFDO Association Manager.
- D. Biographical and supporting data is prepared by the sponsor of the awardee. The President makes the presentation at the Harvey W. Wiley Award Banquet.
- E. The biographical material may be published in the Proceedings Issue of the Journal of the Association of Food & Drug Officials. An original copy of this data is presented to the recipient.
- F. Current members of the Board of Directors and the Executive Committee shall not be eligible.
- G. It is not necessarily intended that there shall be an annual recipient for this award.

3. Industry Associate Member Award

- A. It is to be awarded to an Associate Member. The Industry Associate Award Sub-Committee shall consist of the immediate past recipient(s) as Chairperson(s), along with the last four recipients. This committee shall solicit worthy candidates for this award from the Associate Membership Committee. It is acknowledged that there will not always be a suitable nominee in keeping with the intent and substance of this award. In times when this is the case it is possible that no award is presented. The Industry Associate Membership Committee shall select the recipient.
- B. Qualification for the award is based upon long term active membership in the Association, active involvement in committee work, development of model codes and demonstrated promotion of the objectives of the Association.

- C. Nominations shall be made using the Nomination for Associate Member Award Form and submitted to the AFDO office by March 15.
 - D. The award is prepared and secured by the AFDO Association Manager.
 - E. The Industry Associate Membership Committee chairperson shall prepare a biography of the recommended recipient and furnish support data for the award.
 - F. The Past Recipient(s) presents the award(s) and the biographical material during the Harvey W. Wiley Award Banquet.
 - G. An original copy of the biography is presented to the recipient and is published in the AFDO eNEWS.
4. Jacob Joseph Corby Achievement Award
Refer to Policy No. 15 for complete information on procedure.
5. Past President Award
- A. This is a citation to the out-going president for service in the office during his/her tenure.
 - B. The award is prepared by the AFDO Association Manager.
 - C. The President-Elect prepares the presentation address and makes the presentation of the award at the Harvey W. Wiley Award Banquet after receiving the gavel from the out-going president.
6. Elliot O. Grosvenor Food Safety Award
Refer to Policy No. 16 for complete information on procedure.
7. Continuing Education Tuition Reimbursement Award
- In 2017, the Association established a non-traditional continuing education tuition reimbursement fund to be awarded annually to worthy candidates who are currently employed at a state, local, tribal, or territorial government agency and are currently enrolled in college to continue their education to seek better career and work opportunities.
- A. The AFDO Continuing Education Tuition Reimbursement Award is administered by the Professional Development Committee.
 - B. The Board of Directors may approve up to \$6,000 annually for a total of no more than four (4) \$1500 tuition reimbursement awards.
 - C. To apply, in addition to completing an application, a transcript, a letter of recommendation from the applicants' supervisor, a letter of recommendation from a School Professor/Advisor, a headshot for the AFDO newsletter and annual conference, and a copy of their Student ID must accompany the application.
 - D. The applicant will need to include a brief essay describing their current work, field of study, and how they plan to use the scholarship to enhance their future work.
 - E. The award is not renewable, however recipients may re-apply each year.

- F. The application process is completed online via survey monkey managed by the AFDO office staff.
- G. The details of the application must be reviewed and updated each year as needed.
- H. The announcement of the award should be sent out by January 31 of each year and also included in the AFDO newsletter. Send reminder notifications each week and close the application by February 28.
- I. The committee will develop a template email to be forwarded to program managers in the DSLO which can be forwarded to their employees announcing the award.
- J. The AFDO office staff will forward the application spreadsheet once the application period has closed. A sub-committee of the Professional Development Committee will review the applicants to determine those who meet the requirements for the award:
 - i. Were all required fields completed?
 - ii. Is applicant currently employed?
 - iii. Is applicant currently enrolled in school?
 - iv. AFDO and Affiliate membership is not required
 - v. Did applicant complete an essay?
 - vi. Did applicant upload all required documents?
- K. The applicants who met the initial review of criteria will have their essays pulled and all components which may identify the person or agency will be removed.
- L. The Professional Development Committee will have an independent selection team of 3 or 4 persons (previously used retired alumni) to review the essays and number them in order of recommended recipients based on how they plan to use the scholarship to enhance their future work.
- M. Once the essays have been scored, review for the top 4.
- N. Notify Association Manager of results and award letters will be sent to the recipients.
- O. The recipients will be announced by the Professional Development Committee Chair at the AFDO annual meeting banquet.

Policy No.: 15 Jacob Joseph Corby Achievement Award

I. POLICY:

In 1990 the Association established an annual award to be known as the “Jacob Joseph Corby Achievement Award”. This award was underwritten by a gift for this purpose from Kenneth A. Silver. In 2019, the AFDO board changed the name of this award to the Jacob Joseph Corby Achievement Award to honor Joseph Corby.

II. PURPOSE:

1. To stimulate professional competence by identifying individuals in the field forces of regulatory agencies whose accomplishments have been exceptional. It is expected that, by giving them recognition and visibility, they may serve as role models for their peers.
2. To bring the Association to the attention of non-AFDO members, thereby stimulating interest in AFDO and increasing its membership.

III. ACTIVITIES FOR WHICH IT IS AWARDED:

The Jacob Joseph Corby Achievement Award will be given for one or more specific achievements, or for a documented sustained high level of performance. The scope of what counts as an “achievement” is very wide. A few examples of achievements that would be considered are: developing evidence in a difficult case that results in an indictment, conviction, or administration action; bringing about a measurable improvement in general conditions, e.g., raising test scores on dairy farms or average scores in a group of food establishments; teaching courses that result in more food manager certifications; removing dangerous consumer products from the marketplace; or developing new techniques such as more effective use of computers.

IV. ELIGIBILITY:

To be eligible for the award, one must be in his or her first ten years of service as a sanitarian, inspector, investigator, milk specialist, food specialist, radiological health inspector, consumer product safety inspector, laboratory analyst or similar regulatory position. Except for a laboratory analyst position, he or she must be a field person; that is, one who goes out of the office to make inspections a significant portion of his or her working time. The winner may not be a supervisor unless the work for which he or she were nominated was done as a field person or laboratory analyst and it played a role in the promotion to supervisor. The winner must be employed by a federal, state, county, or municipal regulatory agency, which has at least one employee as a member of AFDO. However, the candidate for the award need not be a member of AFDO.

V. NATURE OF THE AWARD:

The award winner receives four things:

1. a framed certificate of achievement;
2. a cash award of \$500 OR Travel and Registration to the AFDO Annual Educational Conference to receive the award;
3. an invitation to attend the Wiley Award Banquet as the Association’s guest and receive his or her certificate; and

4. recognition as the winner of the award in the form of a notice published in The Journal of the Association of Food & Drug Officials, together with biographical information. A similar news item may also appear in AFDO eNEWS, and a press release will be prepared. The winner may also be asked to furnish a portrait photograph suitable for publicity purposes.

Runners-up for the award will receive letters from the Association recognizing and congratulating them on their strong candidacy.

VI. TIME PERIOD COVERED:

The award covers the previous calendar year, January 1 through December 31.

VII. SELECTION COMMITTEE:

1. The winner and runners-up will be chosen by the AFDO Awards Committee, which is appointed by the President.
2. As an equal opportunity organization, the AFDO Award will be given strictly on the basis of merit without consideration of geographical location, agency, gender, race, religion, age, or sexual preference.
3. Since each year's competition for the award is completely separate from other competitions, the geographical location or agency of previous winners will have no effect on the selection of the current year's winner.
4. The number of runners-up will be determined each year by the Committee. It is permissible to have no runners-up. If qualified nominees permit, two runners-up would be an acceptable number.

VIII. WHO MAY APPLY:

Anyone, including the nominee, may nominate a person for this award. Ideally, however, the nomination should come from the candidate's first-line supervisor. The name of an AFDO member from that agency/organization shall be indicated on the nomination form, but he or she is not asked to approve the nomination.

IX. HOW TO APPLY:

1. Notice of the award's availability shall be made in AFDO's eNEWS and shall be circulated to all regional affiliate associations. Other avenues for announcing the award may be used as desired by the committee.
2. Nominations shall be made using a special form entitled "Nomination for the Jacob Joseph Corby Achievement Award of the Association of Food and Drug Officials". The narrative describing the sustained high level of performance, act, acts, or situations that give rise to the nomination is to be furnished on the back of the nomination form, or on an attached sheet.
3. Whether the narrative is on a separate sheet or put on the back of the AFDO form, it should not exceed one page.

X. DEADLINE:

The application for the award must reach the AFDO Awards Committee Chair by April 1. All applications will then be forwarded to the Awards Committee chairperson.

XI. ADMINISTRATIVE DUTIES:

1. The Association Manager will:
 - A. Publicize availability of the award in AFDO's eNEWS and the AFDO Website.
 - B. Prepare, and furnish on request, nomination forms for the award.
 - C. Distribute link to nomination forms via eNEWS and make nomination forms available on the AFDO Website.
 - D. Prepare a framed "Certificate of Achievement" for the winner.
 - E. In the name of the President, inform the winner(s) of their selection and invite them to attend the next AFDO Annual Conference and receive his or her award at the Wiley Award Banquet.
2. The President will appoint the members of the Awards Committee.
3. The Chair of the Awards Committee will
 - A. Arrange for all committee members to receive identical packets of nomination forms.
 - B. Receive all completed nomination forms and distribute to the Awards Committee Members.
 - C. Draft letter(s) for the President's signature to the award recipient and runner(s)-up congratulating them on their strong candidature and expressing the hope that they will again be a contender in the following year.
 - D. Advise the AFDO Association Manager of the recipient so that a check and the award can be prepared.
 - E. Prepare an article on the winner for inclusion in eNEWS.

XII. FORM OF THE CERTIFICATE:

1. The certificate, suitably framed, shall bear the winner's full name, and read as follows:

THE ASSOCIATION OF FOOD AND DRUG OFFICIALS

Presents this

CERTIFICATE OF ACHIEVEMENT

to

[full name of winner]

In recognition of superior performance and
exceptional professional achievements

For the year []

Given at [city and state]

[signature]

President

On [date]

XIII. NOMINATION FORM:

The official AFDO nomination form for this award will be provided with the announcement and be available on the AFDO website.

I. POLICY:

In 2010 the Association established an annual award to be known as the “Elliot O. Grosvenor Food Safety Award”.

II. PURPOSE:

The Elliot O. Grosvenor Food Safety Award is given to recognize outstanding achievements made by food safety programs within State Departments of Agriculture, Natural Resource Agencies, Public Health Departments or Environmental Conservation Departments in the United States or Canada. The award will go to the program that best showcases improvement, innovation or sustained high performance within a food safety program. A food safety program could include responsibility for: food safety, food protection, defense or sanitation.

III. ACHIEVEMENT CATEGORIES:

The Elliot O. Grosvenor Food Safety Award will recognize organizations for one or more specific achievements, or for a documented sustained high level of performance. The scope of what counts as an “achievement” is very wide. Examples of proven achievements that further food safety can be food safety breakthroughs, systems improvements, education and training and community outreach.

IV. ELIGIBILITY:

To be eligible for the award the food safety program must be within State Departments of Agriculture, Natural Resource Agencies, Public Health Departments or Environmental Conservation Departments in the United States or Canada.

V. NATURE OF THE AWARD:

The winner of this award will designate one individual to represent them at the annual AFDO Conference held yearly in June in order to publicly receive recognition (which will include a custom engraved plaque). Time will be allocated on the program agenda to comment on the award. The winner will be invited to attend the annual AFDO Awards Banquet held during the Annual AFDO Educational Conference. Travel arrangements and reimbursement will be consistent with AFDO’s Travel Policy.

Nominees other than the winner for the award will receive letters from the Association recognizing and congratulating them on their strong candidacy.

VI. TIME PERIOD COVERED:

The award covers the previous calendar year, January 1 through December 31.

VII. SELECTION COMMITTEE:

The AFDO President will appoint a panel of 7 jurists at the Fall Board of Directors meeting from a pool of the following:

- Representatives from the AFDO Board
- AFDO Awards Committee
- AFDO Affiliate Presidents

- Health Canada
- Canadian Food Inspection Agency
- Subject matter experts invited by the Board
- Past winners of the award
- Academia
- FDA
- USDA
- DHS
- CDC

Any AFDO Board members, Committee members or Affiliate Presidents that represent applying jurisdictions shall exclude themselves from the award jury panel.

AFDO is an equal opportunity organization; therefore, the Elliot O. Grosvenor Food Safety Award will be given strictly on the basis of merit without consideration of geographical location or agency.

Since each year's competition for the award is completely separate from other competitions, the geographical location or agency of previous winners will have no effect or bearing on the selection of the current year's winner.

VIII. WHO MAY NOMINATE:

Anyone may nominate an eligible program for this award. Ideally the nomination should come from someone that is familiar with the Agency's food safety program. The name of an AFDO member from the nominated agency/organization shall be indicated on the nomination form, but he or she is not asked to approve the nomination.

IX. HOW TO APPLY:

Notice of the award's availability shall be made in AFDO's eNEWS and on the association's Website and shall be circulated to all regional affiliate associations. Other avenues for announcing the award may be used as desired by the committee and AFDO President.

Nominations shall be made using a special form entitled "Nomination for the Elliot O. Grosvenor Food Safety Award of the Association of Food and Drug Officials". The form will be available on the AFDO website.

X. DEADLINE:

The application for the award must reach the AFDO Awards Committee Chair by April 1. All applications will then be forwarded to the Elliot O. Grosvenor Food Safety Awards Committee.

XI. FINANCING:

During each budget cycle, it will be reviewed and determined if travel funding will be available for the award winner's designee to participate in the AFDO conference. This information will be available each year prior to the call for nominations for the award. All efforts will be made to continue funding of this award yearly.

XII. ADMINISTRATIVE DUTIES:

1. The Association Manager will:

- A. Prepare, and furnish on request, nomination forms for the award
 - B. Make available nomination forms at the annual conferences
 - C. Prepare a plaque for the winning program.
 - D. In the name of the President, inform the winner(s) of their selection and invite them to attend the next AFDO Annual Conference and receive his or her award at the Wiley Award Banquet
2. The Chair of the AFDO Awards Committee will direct activities to:
- A. Publicize availability of the award as previously noted.
 - B. Take necessary steps to see that the Committee reaches their decision on the winner and runner(s)-up prior to the Spring Board of Directors meeting.
 - C. Receive all completed nomination forms and distribute to the Elliot O. Grosvenor Food Safety Awards Committee Members.
 - D. Provide the results of the Committee’s work to the Board of Directors. Results of their determinations shall be kept confidential until the Annual Conference.
 - E. Draft letter(s) for the President’s signature to the award recipient and runner(s)-up congratulating them on their strong candidature and expressing the hope that they will again be a contender in the following year.
 - F. Advise the AFDO Association Manager of the recipient so that the award can be prepared.
 - G. Prepare an article on the award winner for inclusion in eNEWS.

XIII. PLAQUE AWARD

1. The plaque shall bear the winner’s full program name, and read as follows:

THE ASSOCIATION OF FOOD AND DRUG OFFICIALS
recognizes
[full name of program winner]
For outstanding achievements made by food safety programs within State Departments of
Agriculture,
Natural Resource Agencies, Public Health Departments or Environmental Conservation Departments
in the United States or Canada.

The [full name of winner] program best showcases improvement, innovation
or sustained high performance within a food safety program.

For the year [2XXX]
Given at [city and state]
[signature]
President
On [date]

XIV. NOMINATION FORM:

The official AFDO nomination form for this award will be provided in the announcement and available on the AFDO website.

Policy No.: 17 AFDO Scholarship

I. POLICY:

1. In 1981, the Association established an annual Scholarship Fund with the excess funds from the 75th Anniversary of the Food, Drug and Cosmetic Act celebration. The purpose of the scholarship is to carry on the legacy of excellence set forth by Harvey W. Wiley and his associates by assisting students desiring a career in an area related to some aspect of food, drugs or consumer product safety with their education.
2. It is the policy of the Association to award AFDO scholarships annually to cover the third and/or fourth years of college. The "George M. Burditt Scholarship" and the "Betsy B. Woodward Scholarship" both in the amount of \$2,500 each, will be paid from interest accrued on a special fund and donations made from various sources. A third scholarship, also worth \$2,500, was created in June, 2008 - the "Denise C. Rooney Scholarship" will also be awarded annually. The fund shall be an open fund, accepting additional donations at any time from any donor.
3. The AFDO Scholarships will be administered by the AFDO Awards Committee. The Awards Committee will be appointed by the President.
4. The following qualifications and conditions have been established for the award recipients:

The recipients should have demonstrated a desire to serve in a career of research, regulatory work, quality control, or teaching in an area related to some aspect of food, drugs, or consumer product safety; should have demonstrated leadership capabilities; and must have at least a 3.0 grade average during the first two years of undergraduate study on a scale of 4.0.
5. To apply, in addition to completing an application, an official and complete college transcript must be submitted along with letters of recommendation from two faculty members. Applications are available on the AFDO website and must be submitted by March 1 to be considered for the current year's award.

II. PROCEDURES:

1. After the annual conference, the Awards Committee chairperson shall immediately comply with the charges from the Administrative Committee.
2. The chairperson shall recruit at least five (5) members to be on the Awards Committee.
3. The chairperson shall contact the Regional Affiliate Presidents requesting that a key regulatory official in each state of each affiliate be identified and furnish them with information about the scholarship process.
4. The chairperson shall contact the universities that offer a curriculum in food technology or other criteria programs and provide via email background information and applications for the scholarship to the contact person.
5. The chairperson shall identify websites for scholarship information and add the AFDO scholarships as deemed appropriate.
6. All applications for the awards shall be submitted in accordance with the announcement guidelines.

7. The chairperson shall notify the AFDO staff awards POC of the award recipients no later than April 1.

I. POLICY:

1. The Association Manager approves the travel of the Association's officers, special committees, the Executive Director, and other designated representatives as appropriate. This includes travel to Board meetings, hearings, special appearances, related Association meetings, etc.
2. Funds are also budgeted by the Board of Directors to defray the travel costs of the Regional Affiliate Directors to the board meetings. Refer to Policy No. 13 for procedures.

II. PROCEDURES:

1. Travel expenses, except for mileage and meals (see Per Diem Meals), require a dated paid clear, legible receipt.
2. Receipt images submitted via email must be clear, complete, and legible.
3. Mileage is calculated at the current GSA standard mileage rate.
4. If the traveler chooses to add additional days to a stay for personal reasons, per diem, hotel expenses and other expenses associated with the additional days are not reimbursable.
 - A. A cost comparison at the time of purchase between travel cost (air, rail, personal vehicle, rental vehicle, etc.) for the AFDO purpose and the actual travel expenses is required.
 - B. AFDO will only reimburse the cost of the travel for AFDO purpose(s). Any additional expense is the responsibility of the traveler.
5. **Expense reports must be received at the AFDO office within fifteen (15) business days of the end of travel.**
6. Failure to submit Expense Reports in the designated time-frame may result in forfeiture of reimbursement.

AFDO will reimburse the following AFDO related travel expenses:

1. Air Travel

Airfare shall be by the most economical changeable coach fare available, within reasonable departure and arrival times on the traveler's preferred airline (unless there is significant cost differential – then the carrier with the lower cost should be used).

- A. AFDO encourages the early purchase of tickets in an effort to obtain a reasonable fare.
- B. Ticket purchase at least 21 days prior to travel is recommended.
 - i. Domestic round-trip airfare is limited to \$750.00
 - a. If airfare will exceed the \$750.00 cap, written approval from the AFDO Association Manager must be obtained before ticket purchase.
 - b. Rationale and a cost comparison for the ticket (carrier, time/date, and location of departure) may be required.
 - c. Written approval to purchase **must be submitted** with the Expense Report.
 - ii. The airfare receipt and itinerary must clearly indicate the date of purchase.
 - iii. Round trip baggage fee for one personal checked bag will be reimbursed.

- iv. Overweight baggage fees for personal baggage and travel insurance are **not** reimbursable.
- v. Preferred seating or other upgrade is generally **not** reimbursable.
 - a. Upgrading to next class above coach may be possible if the flight has a scheduled in-air flying time greater than 6 hours, with prior written approval by AFDO.

2. Use of Train (Rail) in Lieu of Air Travel

Reimbursement for use of rail in lieu of air travel is limited to the lesser of the actual cost or the round-trip airfare.

- A. A cost comparison, at least 21 days prior to travel, within reasonable departure and arrival times and on the traveler's preferred airline, **is required**.
- B. A rail reservation cannot exceed \$500 without written approval from AFDO Association Manager.
- C. The rail receipt (showing purchase date), itinerary, and any approval must be submitted together with the Expense Report.

3. Use of Private Automobile In lieu of Air Travel

Reimbursement for the use of a private automobile in lieu of air travel is limited to the lesser of the actual mileage calculated using the Federal Per Diem Mileage rate or the round-trip airfare.

- A. A cost comparison, at least 21 days prior to travel, within reasonable departure and arrival times and on the traveler's preferred airline, **is required**.
- B. For tolls, documentation must be submitted for reimbursement.

4. Use of Private Automobile to/from Originating Airport

Reimbursement shall be at the current GSA standard mileage rate between home address and originating airport.

- A. For tolls, documentations must be submitted for reimbursement.

5. Rental Vehicles

All car rentals require prior written approval by AFDO Association Manager or Executive Director.

- A. A rental vehicle proposal must be submitted to AFDO for review and approval, prior to renting a vehicle.
- B. AFDO encourages the use of ground transportation (taxis, public transportation, etc.) in lieu of rental vehicle whenever possible.
- C. Full coverage insurance offered by the rental agency will be reimbursed in addition to the car rental charges.
- D. Written proof of rental vehicle approval, and the dated paid vehicle rental receipt must be submitted with Expense Report.
- E. Rental vehicle fuel is reimbursable, with clear legible receipt.
- F. AFDO recommends using the "return vehicle full" option.

6. Lodging

AFDO will reimburse a reasonable lodging rate for the event location for contracted work related travel. Please refer to the GSA schedule for guidance concerning reasonable rates for the location.

- A. If AFDO secures a room block, lodging will be reimbursed at the contracted room block cost.
- B. Suites require prior written approval by AFDO Association Manager or Executive Director.
- C. Itemized legible receipt required.

7. Per Diem Meals

A meal paid for or provided by AFDO (such as through a registration fee for a conference), or provided as part of a meeting or event, must be deducted from the expense report.

- A. Meals and Incidentals (M&IE) are reimbursed using the GSA schedule at <https://www.gsa.gov/travel/plan-book/per-diem-rates> for the event location.
- B. Per diem rates for Alaska, Hawaii and the U.S. Territories are set by the Department of Defense at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.
- C. The incidental expense is included in the full day per diem.
- D. A meal provided by a common carrier or a complimentary meal provided by a hotel/motel does not affect per diem.

8. Parking

When parking at a departure point, hotel or event location, AFDO encourages the use of a reasonable parking rate. However, the traveler may take into consideration walking distance, weather conditions, weight of luggage, environmental safety concerns, etc. to not be subjected to undue inconvenience or possible injury.

9. Ground Transportation Fares

AFDO will reimburse reasonable ground transportation expenses. Ride sharing and use of public transportation is encouraged.

- A. Transportation expenses, including tips, must have a dated, complete, and legible paid receipt to be reimbursed.
- B. Tips in excess of 20% will not be reimbursed.

10. Cancellation of Airfare or Train Tickets

If AFDO has reimbursed for future travel arrangement, and event is cancelled, or the traveler cannot attend the traveler can either:

- A. Reimburse AFDO and use the ticket for personal travel.
- B. Use the ticket for a future trip approved by AFDO – AFDO will cover the change fee and any cost differential.

Related Documents: AFDO Expense Report

Policy No.: 21 Position Papers

I. POLICY:

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

II. PROCEDURES:

1. The committee chairperson shall immediately advise the Executive Director and President of any request for an AFDO position on any issue.
2. The committee upon notification of the Executive Director and President shall proceed to prepare a paper recommending AFDO's position.
3. Upon completion of the paper, a copy shall be transmitted to the Executive Director and President with sufficient lead-time to circulate to the Board prior to submission or presentation, as appropriate.
4. These procedures shall also be applicable, should interest develop from within an AFDO Committee in which AFDO should go on record with a position of support or opposition.
5. These procedures shall not apply provided any AFDO member or committee clearly states the position is personal and does not reflect the Association's position.
6. A copy of the approved position shall be forwarded to the Executive Director and Association Manager for inclusion in the Association's archives.

Policy No.: 22 AFDO Policies & Procedures Manual

I. POLICY:

It shall be the responsibility of the AFDO Executive Director in cooperation with the AFDO Association Manager to review and update the Association's Operations and Procedures Policy Manual every two years.

II. PROCEDURES:

1. Every two years, the AFDO Executive Director and Association Manager will present any updates to the Board of Directors.

I. POLICY

To establish protocols for the receipt and consideration of Resolutions submitted through the AFDO Executive Director that involves time frames, format, and detailed procedures.

II. PROCEDURES:

1. In January of each year, the Executive Director shall call for resolutions by contacting the Regional Affiliate Presidents, Regional Affiliate AFDO Board Members, and AFDO Committee Chairs.
2. Proposed resolutions will be accepted only if they come from an AFDO member or affiliate association. If needed for explanatory purposes, a resolution should be accompanied by a statement (not to exceed one page) summarizing the purpose of and the justification for the proposed resolution.
3. The Executive Director shall review all proposed resolutions as to clarity and form and may modify language if deemed advisable, as long as the intent is not changed and is in consultant with the sponsor. The Executive Director may consolidate resolutions that are similar in content and intent and so indicate when presenting the revised resolution to the Board.
4. The Executive Director shall also prepare and present those additional resolutions which by tradition are of a memorial or recognition nature or in good etiquette and are appropriate for the Association at the time and place of its annual meeting.
5. All proposed resolutions reviewed and approved by the Executive Director shall be submitted to the Board of Directors no later than 10 days prior to their meeting just prior to the annual meeting for review and recommendations. Board members are expected to have reviewed each proposed resolution prior to the meeting to expedite the review process by the Board.
6. The Executive Director shall be responsible for the posting of the proposed resolutions which are to be presented for membership approval. A copy of each shall be made available for review by the membership at least one day prior to the annual business meeting.
7. All resolutions reviewed and approved by the Board of Directors shall be presented to the membership during the annual business meeting by the Executive Director, with the Board of Director's recommendations of approval or disapproval.
8. Resolutions may be offered for voting individually or in a group of resolutions identified as a "consent calendar". Consent calendar resolutions are those assembled as a single voting item by the Board of Directors prior to the voting session on the assumption that they are non-controversial. All proposed resolutions must be publicized and posted in a designated area, clearly identified as individual or consent calendar items, at least one day prior to the annual business meeting. Prior to the vote, upon a member request or otherwise, the presiding chair may move any individual resolution from the consent calendar to be voted upon individually. Any resolution publicized as outlined in this procedure prior to the meeting may be voted upon "as published" versus reading the resolution.
9. Floor action on resolutions shall be by majority vote of the members present and constituting a quorum.

10. If the provisions of paragraphs 1-6 cannot be met, resolutions may be presented from the floor during the annual business meeting provided:
 - A. The purpose/intent as to form and clarity has been approved in advance by the AFDO Board of Directors,
 - B. Such resolutions shall be considered after all other resolutions have been acted upon.
11. Following the annual business meeting, a copy of all resolutions approved by the members shall be supplied to all regional associations.
12. The AFDO Board of Directors shall initiate all action required by the approved resolutions and will attempt to achieve the resolutions intent during the ensuing year.

I. POLICY:

AFDO will allow presentations during the annual AFDO Educational Conference to provide for “new science” and/or “new technology.”

AFDO will not review products or services for the purpose of endorsement and AFDO will not endorse specific products or services. AFDO will not allow the “AFDO” name to be used for marketing or promotion of a product or service.

II. PROCEDURES:

1. The AFDO Past President may solicit presentations from industry on “new science” and/or “new technology” or industry may submit a request directly to the AFDO Past President.
2. The AFDO Past President will request a one-page summary from the industry representative of the “new science” and/or “new technology.”
3. The AFDO Past President will determine if the “new science” and/or “new technology” presentation is appropriate for the conference program theme.
4. If the AFDO Past President determines that the topic is appropriate, the information described in #2 above will be distributed to the AFDO Board of Directors for review and a majority vote of the Board of Directors will determine if the presentation will be approved.
5. The primary focus of the presentation must be informational rather than promotional, however, AFDO will allow the speaker to name the company, which s/he is representing and the speaker can respond to direct questions from the audience relative to cost and availability of the product and/or service described.
6. The industry representative will be allowed to distribute printed promotional materials.
7. If the presenter requests to display the product and/or demonstrate the service at any other time during the conference, the AFDO Past President must evaluate whether this request is appropriate for the conference program. If the AFDO Past President determines that the display and/or demonstration is appropriate, the information will be distributed to the AFDO Board of Directors for review and a majority vote of the Board of Directors will determine if the display of the product and/or demonstration will be approved.

I. POLICY:

A Conference Program Planning Committee will assist the Past President (and conference program chairperson) with the planning and coordination of the Annual Conference. This committee will serve the chairperson with insight, ideas and suggestions for the conference program.

II. PROCEDURES

1. Permanent members of the workgroup are: the AFDO Vice President, AFDO President-Elect, AFDO Past President, AFDO Executive Director, AFDO Association Manager, USDA/FSIS representative, FDA representative, Health Canada representative, CFIA representative, CDC representative, DHS representative, Associate Committee Chair and Co-chair, Drugs, Devices & Cosmetics Committee Chair and Co-chair, and a representative from Local Arrangements.
2. The AFDO Past President will serve as the chair of this workgroup.
3. The President may appoint additional members to this committee if deemed necessary.
4. Workgroup meetings will be conducted via conference calls.
5. The role of workgroup members is to assist in reviewing suggested topics, refining issues, and identifying and contacting speakers. Additional roles may apply as deemed necessary by the AFDO President.
6. The Program Chair will coordinate with the Drugs, Devices & Cosmetics Committee on their sessions.
7. The Program Chair will coordinate with individuals planning pre or post conference workshops.

I. POLICY:

1. As identified in AFDO's Bylaws, "Article IX – Meetings of the Membership", the Board of Directors shall set the dates and locations of the Annual Conference.
2. It is the policy of the Association to identify key cities where the annual meetings will be held within each regional affiliate. Criteria for selected cities shall be based on:
 - A. Ease of air access and average airfare costs.
 - B. Cities/locations that will enhance attendance and participate by all members/attendees and conference speakers.
 - C. Reasonable per diem rates.
 - D. Affordable associated meeting costs that include: food and beverage, meeting room rental, etc.
3. The Annual Conference will be rotated through each of AFDO's six (6) regional affiliates on an established schedule and in those cities as identified by the Board of Directors.
4. A listing of selected cities within each Regional Affiliate can be obtained by contacting the AFDO office. This listing will be updated as the need arises.

Policy No.: 28 Annual Conference Speaker Expenses

I. POLICY:

1. The Past President and the Association Manager approve the travel of the speakers for the Association of Food and Drug Officials' Annual Conference.
2. Funds are budgeted for a total of \$10,000 for speaker expenses.

II. PROCEDURES

1. Speakers approved for travel must follow the AFDO Travel Policy. Refer to Policy No. 18 for complete information on procedure.

I. POLICY

This conflict of interest policy is designed to help directors, officers, contractors and employees of the Association of Food and Drug Officials (AFDO) identify situations that present potential conflicts of interest and to provide AFDO with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director, officer, or employee has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and the procedures prescribed herein and those in federal or state law, the law shall control. All capitalized terms are defined in Part 2 below.

1. Conflict of Interest Defined.

For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

A. Outside Interests.

- i. A Contract or Transaction between AFDO and a Responsible Person or Family Member.
- ii. A Contract or Transaction between AFDO and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.

B. Outside Activities.

- i. A Responsible Person competing with AFDO in the rendering of services or in any other Contract or Transaction with a third party.
- ii. A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with AFDO in the provision of services or in any other Contract or Transaction with a third party.

C. Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:

- i. does or is seeking business with, or is a competitor of AFDO; or
- ii. has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from AFDO;
- iii. is a charitable organization; under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of AFDO.

2. Definitions.

- A. A *Conflict of Interest* is any circumstance described in Part 1 of this Policy.
- B. A *Responsible Person* is any person serving as an officer, employee or member of the board of directors of AFDO.
- C. A *Family Member* is a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.

- D. A *Material Financial Interest* in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.
- E. A *Contract or Transaction* is any agreement or relationship involving the sale of purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship or review of a charitable organization by AFDO. The making of a gift to AFDO is not a Contract or Transaction.

II. PROCEDURES

1. Before board action on a Contract or Transaction involving a Conflict of Interest, a director having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
2. A director who plans not to attend a meeting at which he or she has reason to believe that the board will act on a matter in which the person has a Conflict of Interest shall disclose to the President of AFDO all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
3. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
4. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the board of directors of AFDO has a Conflict of Interest when he or she stands for election as an officer or for re-election as member of the board of directors.
5. Responsible Persons who are not members of the board of directors of AFDO or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of board or committee action, shall disclose to the Association Manager or if the Responsible Person is the Association Manager the Executive Director any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect AFDO's participation in such Contract or Transaction.
6. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the appropriate, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

III. CONFIDENTIALITY

1. Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of AFDO. Furthermore, a Responsible Person shall not disclose or use information relating to the business of AFDO for the personal profit or advantage of the Responsible Person or a Family Member.

IV. REVIEW OF POLICY

1. Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.
2. Each new Responsible Person shall annually complete a disclosure from identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstance might include service as a director of or consultant to a not-for-profit organization, or ownership of a business that might provide goods or services to AFDO. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the President, the Executive Director, and Association Manager, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
3. This policy shall be reviewed annually by each Responsible Person. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Conflict of Interest Information Form

Name: _____ Date: _____

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in AFDO's Policy on Conflicts of Interest) arising.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Association of Food and Drug Officials that is currently in effect.

Signature: _____ Date: _____

Printed Name: _____

I. POLICY

AFDO will avoid acquisition of unnecessary or duplicate items. When feasible consideration will be given to consolidating, or breaking out procurements to obtain a more economical purchase. Where appropriate, analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

Where appropriate for procurement or use of common or shared goods and services, AFDO promotes the cost-effective use of shared services across the Federally funded program.

AFDO acknowledges the requirement for compliance with procurement related to property, engineering or construction purchases. AFDO's mission and programs do not include the purchase of property, engineering or construction and are therefore exempt from these compliance expectations.

AFDO will ensure each contractor possesses the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. AFDO will verify through SAM.gov that the contractor is not suspended or debarred. Verification will be documented with procurement transaction.

AFDO will maintain records supporting the history of each procurement. Our records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, verification of contractor integrity through SAM.gov, contractor selection or rejection, and the basis for the contract price.

Should a dispute arise out of a procurement, AFDO will exercise good administrative practice and sound business judgment to settle the dispute. A dispute does not relieve AFDO or the contractor from responsibilities under its contracts. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

AFDO may elect to use a time and materials contract only after determining no other contract is suitable, the contract includes a maximum cost, and contractor exceeds maximum at its own risk. Time and materials contracts include the sum of actual cost of materials and direct labor hours charged at fixed hourly rate which includes wages, all administrative costs including indirect. AFDO agrees to exercise a high degree of oversight to ensure contractor uses efficient methods and effective cost controls.

All procurement transactions must be conducted in a manner providing full and open competition consistent with AFDO's procurement policies and procedures. To eliminate unfair competitive advantage, contractors that develop statements of work, invitations for bids, or requests for proposals must be excluded from competing for such procurements. Geographic location of contractor will not impose limitations during the competitive process.

All procurement solicitations will include a description of the technical requirements for the material, product, or service to be procured. Specifications should be written clearly and with sufficient detail to solicit an adequate number of bids, and evaluate bids fairly and consistently, without limiting competition.

No AFDO member, employee, consultant, elected official, appointed official or designated agent of AFDO will take part or have an interest in the award of any procurement transaction if a conflict of interest, real or apparent, exists. A conflict of interest occurs when the official, employee or designated agent, partners of such individuals, immediate family members, or an organization which employs or intends to employ any of the above has a financial or other interest in any of the competing firms.

II. PROCEDURES

Procurements made by AFDO will comply with one of the five procurement methods. Each procurement will document the applicable method and subsequent documentation for each process will be retained and kept with AFDO's fiscal or grant records as applicable. The following process shall be used for all procurements using federal cooperative agreement funds. The Association Manager may waive this process for procurement funds not involving federal funds.

1. Micro-purchase procurement Purchases for supplies, materials or services under \$3,000 can be made without competition.
 - A. Micro-purchases not under contract must be initiated with a request to purchase except for shipping costs.
 - B. Requests for purchase for micro-purchases should be emailed to the association manager. Email should include Item/Service Description and price.
 - C. Upon receipt of the item/service the packing slip/work order listing items received should be endorsed by the recipient.
2. Small purchase procurement Small purchases between \$3,000 and \$150,000 (Simplified Acquisition Threshold) for services, supplies, materials, or other property must include a price or rate quotation from an adequate number of qualified sources (two or more).
 - A. Small purchases not under contract must be initiated with email request to purchase to the association manager. Email should include Item/Service Description and price.
 - B. Requests for purchase for small purchases must be approved as follows:
 - i. \$1-\$10,000 by the requestor and the association manager
 - ii. \$10,001-\$50,000 by the requestor, association manager and executive director
 - iii. \$50,001 and above are required to be approved by the association manager, executive director, and president.
 - C. All documentation, including the two or more quotations obtained, is then submitted to accounting upon completion.
 - D. Upon receipt of the item/service the packing slip/work order listing items received should be endorsed by the recipient. This documentation is then submitted for payment with all items.
3. Competitive Procurement Competitive procurements are applicable when AFDO needs a fixed price or cost-reimbursement contract, more than one source is available and the use of sealed bids is not appropriate. Prior to development of a Request for Proposals, the Association Manager and Executive Director shall approve the development of the RFP along with the final RFP prepared. AFDO's competitive procurements will include:
 - A. Requests for proposals (RFP) will be publicized and allow for a minimum of 15-day response period.
 - B. Include all evaluation factors and their relative importance.
 - C. All responses to the RFP will be considered to the maximum extent possible.
 - D. Proposals will be solicited from an adequate number of qualified sources.
 - E. The method for evaluating and selecting proposals will be established in writing.

- F. AFDO will perform a cost or price analysis; at minimum, independent estimates will be made before receiving bids or proposals. AFDO will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed.
 - G. Contract will be awarded to the entity whose proposal is most advantageous to the program, with price and other factors considered.
 - H. The final signed contract along with all the RFPs submitted will be submitted to Accounting for retention.
4. Procurement by sealed bid In the instances when AFDO's procurement needs result in a fixed price contract (lump sum or unit price) that exceeds \$150,000, a sealed bid process will be considered. Sealed bids require public advertising, and the awards given to the responsible, lowest price bidder who conforms with all terms and conditions of the solicitation. The sealed bid method is the preferred for procuring construction.
- A. Considerations for determining if a sealed bid process is feasible:
 - i. A complete, adequate, and realistic specification or purchase description is available;
 - ii. Two or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made primarily on price.
 - B. If sealed bids are used, the following requirements apply:
 - i. Bids must be publicly advertised with sufficient response time prior to date of opening the bid.
 - ii. Solicited to an adequate number of known suppliers.
 - iii. Bid specifications will adequately and fairly define the items or services in order for the bidder to properly respond.
 - iv. All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
 - v. AFDO will perform a cost or price analysis; at minimum, independent estimates will be made before receiving bids or proposals. AFDO will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed.
 - vi. A firm fixed price contract will be established in writing to the lowest priced and most responsible bidder.
5. Procurement by noncompetitive proposals (sole source) AFDO may consider sole source procurements only when one or more of the following circumstances apply:
- A. The item or service is only available from a single source;
 - B. The public emergency for the requirement will not permit a delay resulting from competitive solicitation.
 - C. The Federal awarding agency or pass-through entity has given AFDO written permission to engage in noncompetitive proposals (sole source); or
 - D. After solicitation of a number of sources, competition is determined inadequate.
 - E. Any or all bids may be rejected if there is a sound documented reason.

6. NOTE: Federal agency preapproval is required when the procurement is expected to exceed \$150,000 (simplified acquisition threshold) and is to be awarded without competition, or only one bid or proposal is received in response to a solicitation.
7. AFDO will take the necessary affirmative action steps to assure minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
 - A. AFDO's affirmative steps will:
 - i. Place qualified small and minority businesses and women's business enterprises on solicitation lists and engage in solicitations whenever they are potential sources;
 - ii. Adjust bid specifications and delivery expectations when feasible, into smaller tasks to permit maximum participation by small and minority businesses, and women's business enterprises;
 - iii. As appropriate, AFDO will use the services of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
 - iv. Ensure contracts, if subcontracts are to be let, to take the affirmative steps listed in this section.
8. Record Retention and Audit
 - A. All steps of the procurement process will be recorded and retained with the applicable grant or AFDO fiscal year records. Expiration of each record will follow the retention period assigned to each grant award or AFDO's fiscal year.
9. Contract and Subcontract Provisions
 - A. When applicable, AFDO, will include in contracts and subcontracts the procurement practices outlined in the prime grant award or contract. To limit liability if continued funding is not forthcoming, AFDO will insert a clause into all contracts stipulating that payment beyond the end of the current budget period is contingent on continued Federal funding.
 - B. All contracts above \$10,000 which use federal funds must contain or incorporate the requirements from 2 CFR 200, Appendix II.

Equipment purchased with federal funds should be noted in the AFDO inventory. Federal disposition rules must be followed to allow for disposition. Equipment for federal fund purposes is nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Examples of equipment include laboratory instruments, audio visual equipment, and computer systems.

I. POLICY:

The Association has established a written record retention policy to ensure that staff and officers follow consistent guidance about maintaining and documenting the storage and destruction of the organization's documents and records.

II. PROCEDURES:

1. The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following record retentions:

The table below indicates types of documents (paper or electronic) the Association must retain and for how long. The Association will also adhere to the requirements of 361 CFR 75.361 Retention requirements for records.

- A. Paper documents not listed on the table will be destroyed after their usefulness has been completed.
- B. All electronic documents not listed on the table will be deleted from all individual computers, databases, networks, and back-up storage after one year.
- C. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation. All records should be kept until the statute of limitations is up.
- D. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act). In addition, federal awards and other government grants may provide for a longer period than is required by other statutory requirements.
- E. Document retention policies apply equally to documents saved in the cloud, on a server, or in a filing cabinet.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Articles of Incorporation	Permanently
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks and ACH (for important payments and purchases)	7 Years
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general – including emails)	2 years
Correspondence (legal and important matters)	Permanently

Type of Document	Minimum Requirement
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Determination Letter from the IRS (and correspondence)	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	7 Years
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Meeting minutes, bylaws, and constitution	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Resolutions	Permanently
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

I. POLICY:

Publications may be written by AFDO committees to provide guidance to regulators, industry and consumers on food and medical products safety topics. These Publications would be published by AFDO and made available on the AFDO website.

II. PROCEDURE:

1. A recommendation for a Publication to provide guidance should be formalized in writing and provided to the President and Executive Director for review.
2. The written recommendation will include the topic, reason the guidance is needed, an overview of components of the document and a recommendation of which committee may be best to take on the project.
3. The President and Executive Director will determine the need for the document and assign it to the appropriate committee as a new charge.
4. The committee chair(s) will form a sub-group, provide the details of the charge, and set a timeline for the Publication.
5. After the committee has completed the draft written publication, the draft copy will be provided to AFDO's Director of Communication and the Executive Director for review. If changes are needed, the draft document will be sent back to the committee.
6. AFDO's Director of Communication will format the publication using the AFDO brand standards.
7. After formatting is complete, it will be sent to an outside editor for grammatical review.
8. The draft formatted document will be presented to the Board of Directors for review and approval.
9. The final approved publication will be added to the AFDO website, announced to the membership and sent to a printer, if needed.

I. POLICY:

1. For federal taxes:

For capital expenditures and depreciation purposes, no less than \$2,500 to be capitalized. This is a change from \$500 and will be effective July 1, 2019.

Since AFDO is a non-profit organization, Sec. 179 may not be utilized.

I. POLICY:

AFDO will typically seek reimbursement for disbursements on a monthly basis for the previous months grant related activity. In rare circumstances where there are significant expenditures in a month, an additional drawdown may be requested on a reimbursement basis.

AFDO will ensure that prior to obligation or expenditure of funds that the amount is allowable under the current notice of grant award approved budget or variance allowed in the notice of grant award. This will be accomplished through monthly fiscal reports to grant managers, project directors, project investigators and seeking approval from the above positions prior to obligation or expenditure of funds. If the above are not available, the signatory official shall be responsible for ensuring that the expenditure amounts are within budget.

When possible, AFDO will utilize electronic funds transfer to disburse and reimburse funds.

In the rare circumstance when an advance must be used no additional drawdowns will be requested until the draw down advance has been fully disbursed.

AFDO will deposit all advanced payments using an insured interest bearing account in a bank or institution. If there is an advance requested, funds shall be deposited into an interest bearing savings account until disbursement.

At the end of each fiscal year, the Association Manager will be responsible to remit any interest in excess of \$500 on Federal advance payments deposited in an interest bearing account to the Department of Health and Human Services Payment Management System (PMS) using Automated Clearing House (ACH) or a Fedwire Funds Service as required in 45 CFR 75.305 – Payment.

All funds will be safeguarded and transactions will be audited to ensure there are effective controls and accountability.

All financial records and supporting documents will be retained as required in 361 CFR 75.361 Retention requirements for records or the AFDO Policy No.: 31 Record Retention, whichever is greater.

I. POLICY:

AFDO requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the AFDO, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. PROCEDURE:

1. Reporting Responsibility This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that AFDO can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of AFDO's code of ethics or suspected violations of law or regulations that govern AFDO's operations.
2. No Retaliation It is contrary to the values of AFDO for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complain of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of AFDO. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.
3. Reporting Procedure AFDO has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director or current Board of Director's President. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the AFDO's Association Manager, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or the organization's Association Manager.
4. Association Manager The AFDO's Association Manager is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Association Manager will advise the Executive Director of all complaints and their resolution and will report at least annually to the Board of Directors compliance activity relating to accounting or alleged financial improprieties.
5. Accounting and Auditing Matters The AFDO's Association Manager shall immediately notify the Audit Committee/Finance Committee of any concerns or compliant regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.
6. Acting in Good Faith Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
7. Confidentiality Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
8. Handling of Reported Violations The AFDO's Association Manager will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

I. POLICY:

AFDO functions, including conferences, board, committee meetings, or AFDO sponsored events, by their very nature, bring competitors together. To avoid antitrust allegations, it is necessary to avoid discussions of sensitive topics including agreements to engage in product boycotts, restrictive market allocations, refusal to deal with third parties, and price restraining activities which are automatically illegal under antitrust laws.

An antitrust violation does not require proof of a formal agreement. Conversations regarding any of these sensitive areas may be construed as implicit violations. As a result, anyone involved in an AFDO sponsored function should remember the importance of avoiding not only unlawful activities but even the appearance of unlawful activity.

The antitrust laws - the Sherman Act, Clayton Act and the Federal Trade Commission Act - are intended to ensure free and open competition. Violations of these laws can have serious consequences for AFDO and its members. Violations are felonies that can result in severe penalties and significant litigation expenses for AFDO and its members. Even if a government or private suit is successfully defended, the cost and disruption of the litigation can be overwhelming. Taking antitrust precautions, therefore, is not only advisable but imperative.

II. PROCEDURE:

AFDO directors, officers, employees, and members should voice your objection and disassociate yourself from any conversation or activity which includes discussions of boycotts, restrictive market allocations, refusal to deal with third parties, and price restraining activities.