

**The Central Atlantic States  
Association of Food and Drug Officials**

**Policy and Procedures Manual**

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### **Section A. Introduction**

1. This manual contains policies and procedures relevant to the routine operation of the Central Atlantic States Association of Food and Drug Officials (CASA). The Association will use these policies and procedures as the mechanism to address various issues in a consistent and fair manner.
2. All policies and procedures must be approved by a simple majority vote of the Board.

### **Section B. Budget**

1. An annual budget for the fiscal year (June 1-May 31) will be prepared by the Vice President in conjunction with the Treasurer and presented for review and approval at the first board meeting of the calendar year.
2. The Board will approve a budget at the last board meeting of the calendar year.
3. Expenses not covered in the approved budget must be submitted to the Board for approval. These expenses must be itemized and justified.

### **Section C. Payments and Fees**

1. All payments to CASA must be made in US dollars.
2. A \$20 fee will be charged to any person providing a check that is returned for insufficient funds.

## Section D. Expense Reimbursement

1. Requests for expense reimbursement shall be in writing to the Board and the expenses must be itemized and justified.
2. The categories of expense reimbursement (transportation, lodging, meals, and miscellaneous) will be based on the distance to the meeting site from the member's residence. The lesser of the two distances will be used to determine the reimbursable expenses. The following guidelines will be used:
  - a) Transportation, lodging, meals, and miscellaneous expenses will be reimbursed when the distance to the meeting site from the member's residence is greater than 50 miles one way.
  - b) Transportation expenses will be reimbursed when the distance to the meeting site from the member's residence or office location is less than 50 miles one way.
3. All reimbursements will be made after other reimbursement deductions are made. This includes, but not limited to, partial funding by the local, state, or Federal Government, industry, or an outside organization
4. Transportation reimbursement is limited to the least cost option when comparing the price of an airline ticket purchased 30 days before the meeting (including all local transportation costs, airport and hotel parking fees) to privately-owned vehicle mileage (including all tolls and hotel parking fees). Mileage reimbursement shall be based on the current reimbursement rate authorized by the U.S. Government.
5. When traveling in a government or company vehicle fees not covered by your agency or company will be eligible for reimbursement consideration.
6. Transportation expenses will not be reimbursed when traveling as a passenger.
7. Reimbursement for rental cars is prohibited unless prior approval is obtained from the Board.
8. Meals reimbursement is limited to the following least cost options:
  - c) actual cost (with receipt) OR
  - d) the prevailing rate set by the U.S. Government. The cost of a meal, when provided, will be deducted using the rate set by the U.S. Government.
  - e) the Executive Officer will prepare a meals reimbursement worksheet for distribution at all meetings and at the annual training and educational seminar.
9. The Association will reimburse at the following rates:
  - f) The Association's Secretary, Treasurer, Representative to AFDO, Associate Representative, and Executive Officer are eligible for 100% of reimbursable expenses.
  - g) Local conference Representatives to the Board are eligible for 60% of reimbursable expenses.
  - h) Local conference officers and local conference committee chairs are eligible for 50% of reimbursable expenses up to a maximum reimbursement of \$200.
  - i) The chair of the CASA Award Committee shall be eligible for 100% reimbursement of transportation expenses, one night hotel, and one ticket to the awards banquet at the Annual Conference. If the person is registered for the full conference they will be reimbursed an amount equal to the cost of the awards banquet.
  - j) The President of the Association will be eligible for: 100% of his/her reimbursable expenses, including the cost of registration, associated with attending the annual AFDO Conference.

- k) The President of the Association will be eligible for 100% of his/her reimbursable expenses, up to a maximum of \$1200, incurred during visits to local conferences.
10. At the Annual Conference, reimbursement to the local conferences is limited to the President, Vice President, Treasurer, and Representative to the Board. If the local conference officers are unable to attend the annual training and educational seminar, the funds shall not be allocated to other members of the local conference. The Annual Conference registration fee and special events are not reimbursable expenses.
  11. Members of local conference committees may be eligible for reimbursement if the Board has scheduled a committee meeting that requires their presence.
  12. All board members shall be eligible for reimbursement of expenses associated with attendance at scheduled board meetings. If the board member cannot attend a meeting the funds can be allocated to the member representing the conference at the meeting. The person representing the conference must present a letter to the Board and the letter must be signed by the president of the conference.
  13. If a member may leave home by 6:00 a.m. and arrive at the conference or formal meeting prior to the start, overnight expenses will not be reimbursed. If a member can return home, at or before 10:00 p.m., overnight hotel expenses will not be reimbursed. Written justification must be submitted with requests for reimbursement when lodging expenses for the night before or after the conclusion of the meeting or conference are included.

### **Section E. Jurisdiction**

1. A local conference shall not sponsor any organized activity, including but not limited to training and the collection of money, in another conference's jurisdiction without the approval of the conference whose jurisdiction the activity takes place in.
2. The sponsor of an activity in another conference's jurisdiction shall submit a written request to the other conference's president and representative to the executive board and to the President of CASA a minimum of 60 days prior to the commencement of the event. The request will include a detailed explanation of the activity, including dates and times, and a justification for operating outside of the conference's jurisdiction.  
The conference receiving the request will reply in writing to the president and representative to the executive board of the other conference and the President of CASA no later than 5 business days after receiving the request. The local conference in that geographical jurisdiction can decide to sponsor the activity themselves, co-sponsor the activity, allow the other conference to sponsor the activity, or deny the activity on the dates and times requested.  
If the conference denies the activity, a written explanation will be provided to the president and representative to the executive board of the other conference and to the President of CASA.  
The conference requesting the approval can ask the Executive Board of CASA to review the decision of the local conference by submitting a written request to the President and Executive Officer of CASA. The Executive Board of CASA will review the information presented and render a final decision by a majority vote of all board members, excluding the members from the two conferences involved.
3. Local conference jurisdictions:  
**NFC:**  
NY counties-Niagara, Erie, Chautauqua, Cattaraugus, Allegany, Wyoming, Genesee, Orleans, Monroe, Livingston, Steuben, Ontario, Wayne, Seneca, Schuyler, Yates

Chemung, Tioga, Tompkins, Cayuga, Jefferson, Oswego, Onondaga, Cortland, Broome  
Canada-Ontario

**NENY:**

NY counties-St. Lawrence, Franklin, Clinton, Lewis, Herkimer, Hamilton, Essex, Warren,  
Schenectady, Washington, Saratoga, Fulton, Oneida, Montgomery, Madison, Chenango, Otsego,  
Shoharie, Albany, Rensselaer, Columbia, Greene, Delaware, Sullivan, Ulster, Dutchess, Putnam,  
Orange  
Canada-Quebec

**NY:**

NY counties-Rockland, Westchester, Bronx, Manhattan, Queens, Brooklyn, Staten Island,  
Nassau, Suffolk  
NJ counties-NJ-Monmouth, Mercer, Middlesex, Somerset, Hunterdon, Warren, Morris, Union,  
Essex, Hudson, Bergen, Passaic, Sussex

**Pittsburgh:**

PA counties-Erie, Crawford, Mercer, Lawrence, Venango, Warren, Forest, Clarion, Jefferson,  
McKean, Elk, Cameron, Clearfield, Beaver, Washington, Greene, Butler, Allegheny, Armstrong,  
Westmoreland, Fayette, Indiana, Cambria, Somerset  
Ohio  
West Virginia

**Susquehanna:**

PA counties-Potter, Clinton, Centre, Tioga, Lycoming, Union, Snyder, Bradford, Sullivan,  
Columbia, Montour, Northumberland, Blair, Bedford, Huntingdon, Fulton, Mifflin, Juniata, Perry,  
Cumberland, Franklin, Adams, York, Dauphin, Lebanon, Schuylkill, Berks, Lancaster, Carbon,  
Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Susquehanna, Wayne, Wyoming

**Philadelphia:**

PA counties-Bucks, Chester, Montgomery, Delaware, Philadelphia  
NJ counties-Burlington, Ocean, Camden, Gloucester, Atlantic, Salem, Cumberland, Cape May  
DE counties-New Castle, Kent

**Virginia:**

All counties in Virginia

**Baltimore:**

All counties in Maryland  
DE county-Sussex  
Washington, DC

## **Section F. Annual Training and Educational Seminar**

1. Educational Blocks - The annual training and educational seminar will be broken down into 5 educational blocks. A board member will be responsible for each block according to the following schedule:
  - Day 1-morning—President
  - Day 1-afternoon—Past President
  - Day 2-morning—Vice President
  - Day 2-afternoon—Year 4 Board Member
  - Day 3-morning—Year 3 Board Member

Responsibilities include collecting speaker confirmation sheets, reviewing speaker expenditure requests with the Junior Vice President, notifying the Executive Board if a speaker drops out or is unconfirmed and filling openings by contacting speakers from ranked stand-by list.

2. Resolutions – Resolutions not submitted in the correct format will not be considered for presentation to the membership at the annual training and educational seminar. Resolutions will be posted on the CASA website at least 30 days prior to the commencement of the annual training and educational seminar.

## **Section G. Executive Board Business Functions and Responsibilities**

1. Executive Board business functions and responsibilities:

- Year 1 – Ex-Officio of Scholarship Committee/ Oversee collection of silent auction monies and completed donor sheets. Delivers bid sheets and money from silent auction to the Treasurer and donor sheets to the Year 4 Representative
- Year 2 – CASA Directory
- Year 3 - Annual Training and Educational Seminar speaker thank you letters
- Year 4 – Thank you letters to silent auction donors
- Year 5 - Junior Vice President/Program Committee Chair/Follow Education Committee Time-Line
- Year 6 - Vice President
  1. Committee Whip
  2. Work with President to update committee charges for new directory
  3. Member of the Awards Committee
  4. Present President’s Award at banquet
  5. Preparation of budget
- Year 7 – President
  1. Chair Executive Board meetings
  2. Store awards plaque and CASA banner and transport back from annual training and educational seminar

3. Work with local arrangements committee to plan annual training and educational seminar
  4. AFDO Membership Committee
  5. Welcome attendees to annual training and educational seminar and moderate opening session
  6. Moderate proceedings at awards banquet
  7. Chair business meeting at the end of the annual training and educational seminar
  8. Turn over gavel to new President
  9. Member of the Awards Committee
  10. Appoints one member to the Scholarship Committee
- Year 8 – Past President
    1. Member of Advisory Committee
    2. Chair of Resolutions Committee
    3. Manage Policy and Procedure Manual
  - Secretary
  - Treasurer
  - Executive Officer
    1. Prepares expense reimbursement worksheets for distribution at all meetings
  - Federal/State Relations Representative
2. Meetings of the Executive Board-The Executive Board will hold three meetings per year. One meeting will be held at the annual conference and one meeting will be held in August/September at the proposed location of the next annual conference. A third meeting will be held in a location that is central and easily accessible. The location of the third meeting will be decided by a simple majority of board members present at the August/September meeting. Additional meetings can be scheduled at the discretion of the board.

## **Section H. Awards**

### 1. CASA Award

- a) The CASA Award Nomination Form is available in the Forms section of the Policy and Procedure Manual and on the website. The Nomination Form will not be mailed to the local conferences.
- b) The CASA Award Letter with the mailing address of the CASA Award Chairperson will be e-mailed to the president and representative to the Executive Board from each local conference by the Secretary of the Association no later than January 7<sup>th</sup>.
- c) Refer to Constitution and By-Laws for additional information.

### 2. Scholarship

- a) The award, if given, will be announced at the CASA Awards Banquet during CASA's annual training and educational seminar. Expenses incurred by attendance of the winner at the banquet, excluding the cost of the banquet, will not be reimbursed by CASA.
- b) The application for the H. Thompson Price, Jr. Scholarship is available in the Forms section of the Policy and Procedure Manual and on the website. Applications must be submitted to

the Scholarship Chairperson no later than March 1. Applications received after this date will not be eligible for consideration.

- c) Committee consists of three voting members. Members serve for three years and are appointed by the President of CASA. The current President of CASA will appoint one member, from the conference hosting the annual conference in 3 years, to fill the vacancy that occurs each year. If a member resigns, the President will appoint a person to serve the remaining time on the committee.
- d) The committee member serving in the third year of their three year term will be the chairman of the committee.
- e) The year 1 executive board member will serve as an ex officio member of the committee.
- f) A committee member must resign from the position if a family member is an applicant for the award.
- g) Eligibility
  - 1. The applicant must be a CASA member (includes all classes of membership and includes deceased CASA members) or in the immediate family of a CASA member (spouse, child or dependent). The CASA member must be a member in good standing for the current year and the previous two consecutive years.
  - 2. The applicant must be a full time or part time undergraduate student or accepted as a full time or part time undergraduate student planning to attend college the next semester.
  - 3. The same individual can win the award a maximum of two times.
- h) Criteria for selection-Points will be given in the following areas: academic achievement (maximum 25 points), scholastic awards (maximum 15 points), financial need (maximum 20 points), extra-curricular or volunteer work (maximum 20 points), personal narrative (maximum 20 points). Length of membership in CASA will be used to break a tie.

3. Incentive Award-Total maximum available for each conference-\$500

- a) Calculation-Based on calendar year (January-December) and calculated by the Executive Officer from information contained on the CASA website. Information must be posted by May 1 to be eligible for reimbursement.

1. Membership

- 75-150 members \$30
- 151-250 members \$50
- 251 + members \$70
- increase over previous year \$50

Maximum \$120

2. Training

- \$10 for each hour of CASA sponsored or co-sponsored training

Maximum \$300

3. Newsletters

- \$20 for each local conference newsletter, minimum of 4 printed pages

Maximum                      \$80

b) Awards are made at the awards banquet at the Annual Training and Educational Seminar in conjunction with the Dues Reimbursement.

4. Dues Reimbursement

Local conferences will be reimbursed for membership dues according to the following schedule:

- Associate Members-\$20
- Regulatory Members-\$9
- Retired/Academic/Student Members-\$6.40

5. AFDO Endowment Fund – A minimum contribution of \$250 will be made to the AFDO Endowment Fund annually. Each year, at the August/September meeting, the Executive Board shall review the donation and determine the appropriate contribution.

**Section I. Invocation**

An invocation or other reference to any religious practice will not be permitted at any CASA sponsored or co-sponsored function.

**Section J. Committees**

**Section K. Forms**

1. CASA Award Nomination Form
2. H. Thompson Price, Jr. Scholarship Application

