

## **CHAPTER ONE: MEMBERSHIP**

### Article One: Membership

Membership of this Association shall consist of those who are elected to membership as hereafter provided.

### Article Two: Active Member

Active members shall be limited to men or women of good moral character who can provide satisfactory credentials that they are employed in the culinary industry for a period of more than 3 years.

### Article Three: Junior Member

A: Any registered apprentice in training who has successfully completed the probationary period as prescribed under the American Culinary Federation apprentice program. All registered apprentice must belong to chapter as prescribed by program, and follow all changes as set forth by American Culinary Federation apprenticeship program.

B: Any student currently in American Culinary Federation accredited school.

C: Any person currently employed in Culinary profession with less than 3 years documented work experience and not enrolled in any above program.

#### Privileges and restrictions

A: Receive National Culinary Review

B: Covered by American Culinary Federation insurance as applied.

C: Eligible for certification as directed by national certification guidelines.

D: Eligible to attend national convention, conference and meetings.

E: Voting privileges one half (½) vote per junior member.

F: Required to abide by these bylaws and all mandates from American Culinary Federation.

### Article Four: Associate Member

A person, company, group, or corporation providing products or services to, or promoting the culinary profession who pays the established dues or fees. These members to receive the benefits established by American Culinary Federation Inc. This level of membership carries no vote and cannot hold any national or local official office. May not share in any asset of this Association.

A: Must take oath to uphold these by-laws and abide by such.

B: May serve on advisory board for Association.

C: Report job openings so qualified member may apply.

D: Any active member leaves our Profession for other endeavors outside of food service industry shall automatically be come associate member after sixty (60) days.

### Article Five: Honorary Member

Board of Directors and may submit and recommend to general membership person to honorary membership to be conferred for solely recognition for outstanding service and interest in our association, for advice and counsel.

A: No dues, no voting privileges, may not hold any office or have any access to any assets of Association.

B: Must be approved by two-thirds (2/3) vote of members present a general meeting.

### Article Six: Allied Member

Any person occupied in preparation supervision or educational aspects of food who does not qualify as an active, junior or associate member. Allied membership carries no vote, cannot hold office or have any access to any assets of the association. Approval to follow same procedure as associate member.

Article Seven: Retired Member

A: A member who has reached 62 years of age and has retired due to age or for medical reasons and is not self-employed or a steady extra and has been member in good standing for a minimum of ten (10) years: or  
B: Members who have been declared permanently and totally disabled may apply for retired membership status regardless of age or years of membership.

C: This level of membership is entitled to rights and privileges of the membership level from which the member retires.

Article Eight: Transfer of members

A: Accept all ACF members in good standing on transfer with no transfer fee, initiation fee or pro rated chapter dues, if his or her level can be verified by the ACF national office.

Article Nine: Application

All applications must be completed in full. It shall be the duty of the Sergeant at Arms to read the names of all applicants at two consecutive meetings. The membership will be given the opportunity to voice any opposition to membership. If accepted to membership applicant will be notified, either in person or by mail. Applicant becomes a member upon payment of dues and swearing in at a regular meeting.

**CHAPTER TWO: AWARDS OF MERIT**

Article One: President Plaques

Outgoing president is to be presented a specially designed plaque. It shall consist of toque, gavel and association insignia. Inscription: Professional Chefs/Cook Association of Rochester Inc., president's name and years served as president, on plaque. Simulated gold card case with name also given for service.

Article Two: Recognition Award

A: Junior Member of the Year

The Junior member who presents themselves in a professional manor in professional culinary skill for the year may be named by Board as Junior Member of the Year. The award shall be a framed certificate presented at annual Appreciation Dinner.

B: Restaurant of the Year

C: Purveyor of the Year

D: Culinarian of the Year

That member who has shown dedication to the chapter and upheld the culinarians' code but may not be eligible for Chef of the Year.

A: Qualifications- Must have attended a minimum of 7 general meetings. Has participated in at least two (2) additional functions sponsored by the Association. Does not need to be Certified.

B: Consideration given for following:

1. Participating as Committee Chairperson.
2. Service on Board of Directors

3. Participating in culinary functions and public relations work.
4. Participating in Culinary shows.
5. Certification
6. Academy of Chefs

C: May not receive award twice within a five (5) year period."

These awards are at discretion of the Board at annual Appreciation Dinner.

#### Article Three: Chef of the Year

A. This may be an annual award for outstanding achievement in this association and the culinary profession, to an active, certified member in good standing, at an awards banquet for ACF Rochester Members and the public. This honor shall be shared by all former Chefs of the Year in respect for service to our Association. Nominations and election shall follow format set forth in CHAPTER TWO Article Four

#### B: Qualifications:

· At least two (2) years in ACF Rochester chapter. Eligibility starting in April of the third year

Must have completed ten (10) of the following:

1. An ACF Rochester chapter elected officer
2. Chef d cuisine at a chapter event
3. Attended a regional conference, National Convention or a regional forum prior to nomination
4. Documented evidence that the candidate attended a minimum of Seven (7) local chapter meetings during the current year (October 1st to September 30th)
5. Have an article, about food or our industry, personally authored by the member published outside the chapter newsletter. A copy of the article to be submitted to the COTY Committee
6. Be an appointed member of a national committee
7. Hosted an ACF Rochester chapter event
8. Do a documented One (1) hour demonstration for the members at a chapter meeting
9. Have competed in an ACF sanctioned culinary competition
10. Sign up five (5) new paid active of junior members
11. Have performed documented public service out side the work place.
12. Has had or currently has a documented ACF Apprentice enrolled with the ACF headquarters, or mentored an ACF Rochester junior member. (Not an enrolled student in a culinary program at which member is a paid instructor)
13. Be ACF certified at CEC or higher
14. Do a documented Career day presentation
15. Participate at an ACF Rochester chapter event in a non culinary capacity
16. Participate at a chapter event in a culinary capacity other than chef
17. Serve as a member of an ACF Rochester standing or ad hoc committee that fufills its mission
18. Receive a Documented major award from an allied association outside your place of employment

The candidate will be required to complete a job appropriate 'mystery basket' at the April chapter meeting. These criteria will be in effect for elections held after August 2006.

C: Former Chefs of the Year may not be renominated for five (5) years. No one on the nominating committee may be nominated.

D: D: Award may be giving each year at a dinner in honor of all candidates and especially the prevailing Chef of the Year.

E: The Chef of the year shall receive an ACF Ribbon and Medallion signifying their achievement as a gift from the Chapter

F. The name of the Chef of the Year to be engraved on traveling trophy and may be displayed by employer's establishment until one (1) month before the next dinner.

Article Four A. There shall be formal nominations for the Chef of the Year received in February & March by the COTY Committee Chair as appointed by the Chapter President during the January planning meeting. Nominations will close upon adjournment of the March Chapter meeting. The same COTY committee will verify the credentials of each candidate and publicly announce eligible candidates in the Chapter newsletter.

B. The validated candidates will perform a "mystery basket" cook off during the regular April Chapter meeting to demonstrate their ability to plan, write and execute a recipe/menu of three (3) plates/platters one to be displayed for member review and the others to be presented for attending member tasting. Every element of competitive demonstration must be addressed by the candidate to include, but not limited to, sanitation practices, portion control, health and nutrition aspects, color, design and presentation.

C. An election by secret ballot will be held at the conclusion of the April Chapter meeting. Votes, to be cast by eligible former COTY recipients, will be formally initiated by the COTY Nominations Committee and placed, into an appropriate envelope, sealed and handed over the COTY Committee Chair and Chapter President for tabulation. The results will remain "secret." Those members in good standing eligible to cast a vote will be defined as follows:

1. Must be an ACF Rochester former COTY
2. Must have attended 5 of the last ten Chapter meetings
3. Must attend and observe the April Cook off, and
4. Must be present to cast their vote for Chef of the Year at the close of the April Chapter Meeting

D. Each candidate will be announced before the formal dinner/Gala, in the future called "THE PRESIDENT'S BALL" (and not the COTY dinner.) All nominated individual's names will appear on the formal invitation and program with a short bio describing their culinary history. Each successful nominee will be presented to the dinner guests as they are each called forward, one at a time, accompanied by spouse, partner or an individual of their choosing, to be recognized and lauded by the Chapter President and guests. The podium will then be turned over to the COTY Committee Chair at which time all former COTY recipients will be announced and called forward. Special attention will be given to the out-going Chef of the Year who will remain with the Chair and Chapter President to present the ribbon and medallion to the newly elected individual.

E. The winner of the election will now be announced and be presented their Ribbon and Medallion. Upon accepting the award and delivering an acceptance speech, the employer will be asked to accept the COTY Trophy to have on display during the ensuing year. The recipient of the trophy will allow time for remarks.

F. Podium will then be returned to the Chapter President.

### **CHAPTER THREE: DISCIPLINARY ACTION**

Article One: Loss of membership

Any member of this association, in addition to loss of membership for nonpayment of dues as hereafter in this chapter described, shall be subject to disciplinary action by way of reprimand and or expulsion from the association for unprofessional conduct. All reprimands and/or expulsions shall be at the discretion of the board.

A: Any act detrimental to welfare of this Association, found guilty of crime involving moral turpitude.

B: Any act which renders him or her unworthy of membership in this Association which tends to bring disrepute upon any other member of this Association.

Article Two: Grievance Committee

A: Grievance committee appointed ad hoc by President to review all issues of all above charges and nature of any disciplinary action.

B: Committee to consist of three (3) members.

C: Committee shall report findings to the Board and make recommended action. All reprimands and/or expulsions shall be at discretion of the Board.

### **CHAPTER FOUR: FINANCES, DUES, APPLICATION FEES**

Article One: Dues shall be the amount assessed by national ACF office plus an amount due to the chapter of:

Active member \$30.00

Jr. member \$10.00

Associate member \$50.00

Allied member \$50.00

Retired member \$ 00.00

Article Two: Changes to Dues

Any dues changes must be made in accordance with a by-law amendment or American Culinary Federation Inc. assessment.

Article Three: Death

Upon the death of a member of this Association the president or welfare chair shall send a floral tribute or monetary gift as designated by the family not to exceed sixty (\$60) dollars. They shall arrange for group of at least two board members and at least four members to show respect as a group at the appropriate wake or service. At next regular meeting a minute of silence shall be observed for the departed member.

Association charter shall be draped for thirty (30) days with a black ribbon.

Article Four: Dissolution

In case of dissolution of this Association funds and all assets shall be donated equally as follows: Monroe Community College scholarship for Culinary, American Culinary Federation scholarship, Chef and Child Association of American Culinary Federation. Association may not be dissolved as long as there are twelve (12) members in good standing willing to carry on.

## **CHAPTER FIVE: MEETING OF MEMBERS**

### Article One: Special Meeting

Special meetings of Association may be called by the President by written request of at least seven (7) members in good standing. Notice of special meeting shall set purpose and reason; no other business shall be discussed or acted on at this meeting. Written notice of time and place of this meeting shall be announced by Corresponding Secretary to all members, at last known address in corporation address file, at least five days prior to meeting.

### Article Two: Quorum

No business may be conducted without a quorum present at all meetings of Association. A Quorum shall consist of the President or Vice President, Secretary or Treasurer and one (1) Trustee or director and five (5) members in good standing.

### Article Three: Order of Business

#### Order of Business:

- A: Call to Order
- B: Check quorum & officer roll
- C: Pledge of Allegiance to flag
- D: Culinarians' Code
- E: Minutes of last meeting
- F: Treasurer's report
- G: Correspondence
- H: President's report
- I: Committee reports
- J: Old Business
- K: New Business
- L: Program (may be prior to meeting)
- M: Adjournment

### Article Four: Attendance

No one but members and invited guests may attend meetings. Voting shall be show of hands or standing as required by chair. Secret ballot may be requested by two-third (2/3) vote of members present.

### Article Five: Plenary Meeting

The annual planning meeting shall be called by the Chair of Board, on or about the first Monday of January. All committee reports of year shall be in the hands of Treasurer on or before this meeting.

## **CHAPTER SIX: ELECTIONS**

### Article One: Election of Officers

Election of officers shall be in even numbered years, for a two-year term. No officer shall hold at an office more than two terms in succession of any elected office. A Term shall be two years. All officers of Association must be active members at least one year prior to being nominated or elected to any office.

Voting of officer shall be by secret ballot only.

An annual election shall be held to determine one Trustee for a three-year term and one Chef of the Year for a one-year term, these are to be by

Secret ballot decided by majority vote.

Officers are President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, and Sergeant at Arms. Three trustees, One chapter trustee will be elected each year to a three year term.

#### Article Two: Resignations

If an elected officer, Trustee, Director or Chef of the Year resigns, moves, or passes away or is unable to fulfill their office a new person will be appointed by the president. At next general meeting nominating committee shall call for special election and ask for nominations from the floor. Office to be filled by election.

#### Articles Three: Nominations

Nominations chair shall be appointed at annual planning meeting. The chairperson shall choose two (2) active members to serve with him/her. Slate of officers to be presented by committee at September Board Meeting, no prior discussion or publication shall be allowed. Board shall then develop official slate by October Board Meeting, and it shall be published in "newsletter". Nominations shall be taken from floor at October regular meeting after which nominations are to be officially closed. Official slate of Officers shall be published in November "newsletter". Election shall be held, by secret ballot with majority vote, at chapter November regular meeting. Ballots are to be ready prior to the November meeting and shall be handed out by committee to all members in good standing as written in last updated roster from ACF. Ballots to be counted by committee with Chairperson of Board in observation. Results to be announced by chair after which ballots are sealed in an envelope and turned over to Treasurer. In case anyone contests the election chairperson shall get envelope from Treasurer. Committee chairperson, Chairperson of Board, and member in secret open and recounts the ballot. Resealed ballots are returned to Treasurer and announcement made as 'in error' or 'upheld' as counted.

#### Article Four: Oath of Office

Oath of office shall be given at January planning meeting by Chairperson of the Board. All elected officers are asked to stand, place right hand on heart, raise left hand and repeat " I (name) do solemnly swear upon my honor that I will faithfully perform to the best of my ability all duties of the office to which I was elected. At the expiration of term of office I shall return all assets of this Association to the Board" At three raps of the gavel all assembled shall rise as Chairperson introduces each officer as his or her office.

### **CHAPTER SEVEN: DUTIES OF OFFICERS**

#### Article One: Chairperson of the Board

Shall support, advise the president and Board in all manners of procedure pertaining to the Association. Shall conduct Annual Planning Meeting, make sure all annual reports are into Treasurer and attorney by February meeting. These must be at attorney so we have report for Annual Corporation meeting. Any officer not fulfilling these duties may be reprimanded and replaced by the Board.

#### Article Two: President

A: Preside at all meetings of the Association except annual planning and nomination and elections. Shall be ex-officio member of all committees exact nomination and election.

B: Shall maintain decorum of all meetings and may adjourn meeting for any disturbance, have Sergeant at Arms remove anyone whose conduct is

disorderly or unruly.

C: Shall be authorized to sign all orders and documents jointly with the officers set forward by Board. All documents must have at least two (2) signatures. All bank drafts over Fifty Dollars (\$50) must pass his or her office for approval and have two (2) signatures.

D: In case of tie vote must cast deciding vote.

E: Chair may never enter into debate unless temporarily turning Chair to Vice-President to enter debate.

F: President shall represent Association at all official acts or functions.

#### Article Three: Vice-President

In order of rank shall assume duties of president in their absence. Should a vacancy arise in the office of President Vice president shall assume the President's duties till the next election. Shall be program director, will arrange a program for each meeting.

Swear in all new members after checking with Treasurer to be sure dues are paid. Ask candidate for membership to step up front facing membership, have them place right hand on heart, left hand up. Repeat after you "I (name) do here by pledge my self to obey all and each provision laid down in constitution and by-laws of this Association. I will do the best of my ability to uphold the good name of this Association and uphold the Culinary Code as given me this day." Ask Member to rise "I take great pleasure in extending the hand of welcome and good fellowship into Professional chefs/ cooks Association of Rochester and the American Culinary Federation. (be sure to have by-laws w/ Culinary code, pin and patch for each member.)

#### Article Four: Treasurer

Maintain all records of income and disbursements, make all deposits of all moneys received by this Association. Must sign all checks, drafts or vouchers. Must maintain updated set of books with double entry form with check and balance. Keep updated inventory of safe deposit box. Pickup mail / work with president.

B: Receive all moneys of this Association, deposit in accounts as set forth by Board. Committees with extensive income and expenses must make arrangements to pay within thirty days of event. No moneys may be distributed except by Treasurer. All checks over Fifty Dollars (\$50) must have two (2) signatures, Treasurer's and one (1) other authorized signature. All legal documents are same format. All must have either President's or Treasurer's signature. Must pass president.

C: All returned checks or drafts shall be charged fifteen dollars (\$15) and this fee can not be waived.

D: Must have printed report for board. All outstanding bills must go to membership for approval before payment or be in budget.

#### Article Five: Recording Secretary

Shall record all minutes of Association and Corporation. All committees shall have you record meetings so they are on file. These must be at board meeting so changes can be made and so noted made and turned to President for signature then put in file for year-end records. These are all legal documents and must be properly recorded.

#### Article Six: Corresponding Secretary

Shall take care of all Association correspondence and keep on file copies of such. Make sure "Newsletter" has all upcoming events. Work with editor or committee on "Newsletter". Proofread all possible

correspondence going out of Association.

Article Seven: Sergeant at Arms

Shall maintain order at all meetings or gatherings of Association. Keep proper attendance record of all functions, have President sign and file. Chairperson of investigation committee, must have two members in good standing work with chairperson at all times.

All officers and appointees of this Association shall deliver to Board all records, accounts, books, papers, and all other property of Association within two (2) weeks following their retirement or termination of service. Failure to do so may prompt disciplinary action from the Board.

**CHAPTER EIGHT: BOARD OF DIRECTORS**

Article One: Membership

The Board of directors shall consist of all elected officers, three (3) Trustees, and Directors, past Presidents of our Association as long as they remain active, attend meetings and not miss more than three (3) consecutive Board or regular meetings or be excused by President. All the above board plus the Chair of Education, Certification, Apprenticeship, and Public Relations shall make up board of Directors. All must follow same notice as past Presidents to stay on Board. Chairperson of Board must call Annual Planning meeting for first Monday of January, or as close as possible. Order annual meeting of membership at board decision but must be by May 15 each year. Annual report must be read and approved by two-thirds (2/3) of members attending meeting.

Article Two: Special Meetings of Board

The Board of Directors are charged with duties and responsibility of collectively conducting business of this Association in accordance with these by-laws and constitution. President may call emergency meeting by notifying corresponding secretary at least six (6) days in advance so he/ she may send card or phone each Director for reason of meeting at least four (4) days in advance, no other business may be discussed.

Article Three: Duties of Board of Directors

A: Transact general business of Association in interim of general meetings. President to conduct such meeting and present Order of Business for General Meeting.

B: Report all business to floor for all expenditures except those presented in annual budget. If any of these are out of line Treasurers is to report this to Board and have such amended to stop the further payment till explained why.

C: Draft and conduct policy of Association subject to approval of membership. A motion to annul or reverse the decision of Board shall require two-thirds (2/3) majority vote of the numbers in good standing present at regular meeting.

D: Provide depository for all funds and security of Association.

E: Determine what officers shall be bonded fix minimum and approve.

F: Have power to investigate or overrule actions of all committees except nominations.

G: Approve or disapprove all applications of membership to Association as recommended from investigation committee.

H: Have the power to expel members as accorded in these bylaws.

I: Act as Court of Appeals in all matters not otherwise provided herein, which case decisions shall be final except an appeal may be taken to be next regular meeting and must be passed by two-thirds (2/3) members attending in good standing.

J: Authorize appointment of special committees as needed.

#### Article Four: Quorum

The Quorum shall consist of seven (7) members of Board. Constitute of Chairperson of Board, President or Vice President and six (6) members of board.

#### Article Five: Audit Committee

President shall appoint one (1) Board member, past Treasurer and Chairperson of the Board as audit committee to conduct annual audits each December and demand inspection of books and records when demanded necessary. A Semi-annual audit and meeting are to be conducted approximately every six months.

#### Articles Six: Removal from Board

Any member missing more than three (3) successive Board or regular meetings shall be notified by certified mail by Corresponding Secretary to report to Board or he or she may be removed from office that next Board meeting

### **CHAPTER NINE: AMENDMENTS**

#### Article One: Proposed Amendments:

A proposed amendment to these bylaws may be introduced by Board or petition by twelve (12) members in good standing. Must be presented to Board and to membership for discussion.

The Board shall include proposed amendments into minutes to be read at the next meeting. The amendment may be open to discussion and changes made for finalization. The members present shall vote yea or nay on the proposed change and any amendments. At the next scheduled general meeting the proposed change will be read by the by laws committee chairperson and voted upon a second time. If approved the By-laws are to be changed immediately. If any further amendments are proposed and passed by vote the amendment must be vote upon again at the next general meeting. passage shall require a majority vote."

#### Article Two: Adoption of the Bylaws

The procedure for adoption of Bylaws shall the same as Article One: new by laws shall be available at Board and regular meeting all ballots must be kept on file for two years in sealed envelope with safety tag. These Bylaws shall not follow above procedure as have been without any for so long but shall be mailed to last known member's address to all members in good standing as of June 30th 1993. Return address card to vote approval or rejection majority vote sketch of the final decision.

#### Articles Three: Order of Business

The order of business shall follow same as determined in Chapter Five for Association.

#### Article Four: Rules of Order

Rules contained in newly revise Robert's rules shall govern this Association in all cases which they are applicable and consistent with these Bylaws and Constitution of this Association.

#### **CHAPTER TEN: ACADEMY OF CHEFS**

##### Article One: Purpose

Shall be honor society within our Association. Members must follow guidelines is set forth by National Academy of the American Culinary Federation Inc. All bylaws that govern them also govern local membership.

A: Requirements are: Utmost integrity and respect to all times for all members of Association. Willing and ready at all times to aid and hand down all known skills for betterment of Association. Abide and uphold the Culinary code at all times. Lead with honor at all times.

##### Article Two: Officers of Academy

Shall elect Chairperson and Secretary to run and follow same guidelines as Association every two (2) years.

Upon ratification of these bylaws they shall supersede any and all past or former By-laws and Constitution of Professional Chefs /Cooks Association of Rochester Inc.

Dated July 1993.

These By-laws last were amended June 27, 2005.

#### **THE CULINARIAN'S CODE**

I pledge my professional knowledge and skill to the advancement of our profession and to pass it on to those who are to follow.

I shall foster a spirit of courteous consideration and fraternal cooperation within our profession.

I shall place honor and the standing of our profession before personal advancement.

I shall not use unfair means to affect my professional advancement or to injure the chances of another colleague to secure and hold employment.

I shall be fair, courteous and considerate in my dealing with fellow colleagues.

I shall conduct any necessary comment on, or criticism of, the work of a fellow colleague with careful regard of the good name and dignity of the culinary profession, and will scrupulously refrain from criticism to gain personal advantage.

I shall never expect anyone to subject themselves to risks which I would not be willing to assume myself.