

BYLAWS

Article I – Membership

There shall be nine categories of membership in the ACF-South Bend. They are:

1. Professional Culinarian

- a. Shall be a culinarians as detailed in the Constitution Article II with more than three years of full-time industry work experience.
- b. Shall be eligible to hold any elected or appointed office of the ACF.
- c. Shall have one vote in the elections of officers of the ACF and ACF-South Bend and receive the rights and privileges as established by the ACF-South Bend Board of Directors.

2. Student Culinarian

- a. Shall have a lifetime limit of 4 years.
- b. Shall be:
 1. a culinarian as detailed in the Constitution Article II with three or fewer years of full-time industry work experience. OR
 2. a student enrolled in an accredited post secondary culinary education program. OR
 3. an ACFEI registered apprentice as defined by the ACFEI Apprenticeship Training Program.
- c. Shall be eligible to serve on an ACF-South Bend committee but may not hold elected or appointed office or committee chairs except Junior Member Representative.
- d. Shall have one-half vote in the election of officers of the ACF and in the election of officers of the ACF-South Bend and receive rights and privileges as established by the ACF-South Bend Board of Directors.

3. Junior Culinarian

- a. A Junior Culinarian shall be a high school student between 16 and 18 years of age. Junior Culinarians shall have no vote.

4. Culinarian

- a. Shall be individuals including line cooks, bakers, pastry cooks or other culinarian not involved in the management or supervision of the respective property with a minimum of 6 months full time employment.
- b. Shall be pursuing on-the-job training and experience necessary to advance to the membership level of Professional Culinarian.
- c. Shall have one-half (1/2) vote in any electoral proceedings of the ACF.
- d. Shall be subject to a lifetime limit of five years.

5. Senior Professional Culinarians

- a. Any category of member who has reached the age of sixty-two (62) and has retired from gainful employment or self-employment and has been a member in good standing of an ACF chapter for ten (10) or more years and a member of ACF-South Bend for two or more years. OR
- b. Any category of member who has been declared permanently and totally disabled may apply to the ACF National Office for retired member status regardless of age, provided they were a member in good standing for two or more years.
- c. Shall receive a special due rate as approved by the ACF Board of Directors and the ACF-South Bend Board of Directors for chapter dues.
- d. Shall be eligible to hold office in accordance to the category of membership from which they retire.
- e. Shall have the vote, rights and privileges of the category of membership from which they retire.

6. Associate Members

- a. Shall be a person representing a group, company or corporation providing products and/or services to the culinary profession or a person that wishes to support and promote the culinary profession.
- b. Shall not be eligible to hold elected or appointed office but may serve on any committee as an advisor.
- c. Shall have no vote for election of officers, and shall receive the rights and privileges as established by the ACF-South Bend Board of Directors.

7. Allied Members

- a. Shall be a person employed in fields related to the culinary profession, (such as, but not limited to, dietetics, home economics, food stylist, etc.), who does not qualify as an Active, Associate or Junior Member.
- b. Shall not be eligible to hold elected or appointed office but may serve on any committee as an advisor.
- c. Shall have no vote for election of officers, and shall receive the rights and privileges as established by the ACF-South Bend Board of Directors.

8. Honorary Members

- a. Shall be a worthy person nominated by the ACF-South Bend President and unanimously approved by the Board of Directors of the ACF-South Bend.
- b. Shall not be charged any ACF-South Bend Chapter dues or fees.
- c. Shall not be eligible to hold elected or appointed office unless elected to this category or membership from the Active or Active Retires Member category.
- d. Shall have no vote for election of officers unless elected to this category from a category of membership that have a vote; and shall receive the rights and privileges as established by the ACF-South Bend Board of Directors.

9. Culinary Enthusiast Member.

- a. Shall be a person of the general non-food professional community that has a passion for the culinary arts.
- b. Shall not be eligible to hold elected or appointed office but may serve on any committee as an advisor.
- c. Shall have no vote for election of officers, and shall receive the rights and privileges as established by the ACF-South Bend Board of Directors.

There are no other categories of membership that have ACF-South Bend vote, rights or privileges.

Article II – Qualification for Office

Section 1

A member shall be an active or active retired member of ACF-South Bend for two or more years.

Section 2

A member seeking the presidency shall have held an elected office of ACF-South Bend for two or more years.

Article III – Nominations for Office

Section 1

The President will appoint an ad hoc Elections Committee at the September membership meeting. This committee shall consist of one active member who will act as chair, one junior member, and one associate member. It will oversee nominations and elections as outlined in Articles III and IV.

Section 2

Nominations will open at the September membership meeting and close at the October meeting that same year.

Section 3

Each nominee will be allowed five minutes to speak at the October meeting.

Section 4

Nominees will be allowed to write an article of 200 words or less about themselves or a position on chapter issues for the November issue of the chapter newsletter.

Section 5

There shall be no campaigning other than asking individual members for their vote.

Section 6

The Elections Committee will verify the eligibility of each nominee and insure that the campaign rules are followed.

Article IV – Election of Officers

Section 1

The election of officers shall take place at the November membership meeting and shall be the first order of business. Balloting will open at 7 PM and close at 8 PM. Each voting member shall receive one ballot, which shall be noted on a roster.

Section 2

The Elections Committee shall count the ballots and the Chair shall announce the winners as soon as the committee verifies the count. The Chair of the committee shall hold the ballots for a period of 30 days and if there is no challenge to election shall destroy them.

Section 3

There shall be no proxies.

Section 4

Any member that is going to be out of town or is scheduled to work on the night of the election may get an absentee ballot from the Chair of the Elections Committee by contacting the Chair no more than four weeks and no less than one week before the election. The ballot must reach the Chair on or before the night of the election and be in a sealed envelope. The Chair will add the ballot to the ballot box without looking at it.

Section 6

The elected officers shall be sworn in at the December membership meeting and shall serve until replaced.

Section 7

The Student Member Representatives shall be elected solely by the student members.

Article V – Officers Duties

Section 1 – President

Shall be elected to a two year term and not serve more than two consecutive terms. The term shall begin at the time of swearing in at the membership meeting in December in odd numbered years. Duties are:

- a. Shall be the chief executive officer of the chapter.
- b. Shall preside at all the Board of Directors and Membership Meetings.
- c. Shall appoint all standing committee chairs, except the Education Chair, with the approval of the Board of Directors.
- d. Shall approve ad hoc committees as needed.
- e. Shall sign with the Treasurer all forms of payment for the chapter.
- f. Shall sign with the Secretary all contracts for the chapter.
- g. Shall appoint any eligible member to fill any elected position that becomes vacant with the approval of the Executive Committee.
- h. Shall perform other duties as directed by the Board of Directors.

Section 2 – Chair of the Board

Shall be the immediate past president who shall serve until a new person is elected president. They shall act as an advisor to the chapter officers and be a non-voting member of the Board of Directors.

Section 3 – Vice President

Shall be elected to a two year term and not serve more than two consecutive terms. The term shall begin at the time of swearing in at the membership meeting in December in even numbered years. Duties are:

- a. Shall replace, for the remainder of the term, the president in case the office becomes vacant and will be able to run for president for two consecutive terms.
- b. Shall fulfill any and all Presidential duties in the case that the president is unable to perform them.
- c. Shall serve as chair of the Education Committee.
- d. Shall perform other duties as assigned by the President.

Section 4 – Secretary

a. Reporting Secretary shall be elected to a two year term and not serve more than two consecutive terms. The term shall begin at the time of swearing in at the membership meeting in December in odd numbered years. Duties are:

1. Shall keep all records of the chapter.
2. Shall take the minutes of all Board and Membership Meetings.
3. Shall produce a monthly chapter newsletter, to be made available to the entire membership of the chapter.
4. Shall sign with the President all contracts for the chapter.
5. Shall keep an updated roster of the membership and shall keep the attendance sheets from each meeting.
6. Shall perform other duties as assigned by the President.

b. Corresponding Secretary shall be elected to a two year term and serve not serve more than two consecutive terms. The term shall begin at the time of swearing in at the membership meeting in December in even numbered years. Duties are:

1. Act as Public Relations contact for the chapter with local media.
2. Promote chapter events.
3. Publicize special events, member achievements and accolades in the life of the chapter.
4. Shall perform other duties as assigned by the President.

Section 5 – Treasurer

Shall be elected to a two year term and not serve more than two consecutive terms. The term shall begin at the time of swearing in at the membership meeting in December in even numbered years. Duties are:

- a. Shall keep the financial records of the chapter.
- b. Shall sign all checks for the chapter with the President.
- c. Shall propose a yearly budget to the Board of Directors.
- d. Shall perform other duties as assigned by the President.

Section 6 – Sergeant at Arms

Shall be elected to a two year term and not serve more than two consecutive terms. The term shall begin at the time of swearing in at the membership meeting in December in odd numbered years. Duties are:

- a. Shall keep the personal property of the chapter.
- b. Shall assist the president to keep order in meetings and shall ensure that all members and guests sign the attendance sheets for all meetings
- c. Shall perform other duties as assigned by the President.

Section 7 – Student Member Representative

Two (2) Student Members shall be elected to one year terms and not serve more than two consecutive terms. The term shall begin January 1st of each year. Duties are:

- a. Shall advocate for the interests of the Student Membership.
- b. Shall serve as members of both the Membership and Education Committees, one student member on each committee.
- c. Shall perform other duties as assigned by the President, as they relate to Student Membership.

Article VII – Removal of Officers

Section 1

If an elected officer of ACF-South Bend is accused of ethical misconduct then the accuser must notify both the Secretary and the Chair of the Ethics Committee in writing of the misconduct. The Ethics Committee will investigate the claim and report its findings and a recommended course of action to the Board of Directors. The Board of Directors will vote by a simple majority to determine if the accusations are such to warrant a recall election. If a recall is passed, the accuser and the defending officer will be given time to speak on their issue at the next Membership meeting.

Section 2

A quorum of 66.6% of the combined Active and Active Retired Membership must be present to hold a recall vote. The members present will vote “Yes” to recall, “No” to keep in office. A 2/3 majority is necessary for the recall to pass.

Section 3

Appointed officers may be removed by the body that appointed them.

Article VI – Standing Committees

Section 1 – Membership Committee

Shall consist of five members, including one Student Member Representative and one Associate Member. The president shall appoint the Chair and the Chair shall select the committee members. The Chair shall serve on the Board of Directors with a vote. The committee is responsible for retention of current members, signing up new members, providing an orientation program for new members and development of member relations program.

Section 2 – Education Committee

Shall consist of five members, including one culinary educator and one sponsoring chef running an apprentice program. The Vice-President shall serve as the Chair and shall select the committee members. The committee is responsible for having four one-hour long educational programs per year and to work with the apprentice program as well as the students in all culinary programs.

Section 3 – Ethics Committee

Shall consist of three members. The president shall appoint the chair and the chair shall select the committee members. The committee is responsible for investigating all claims of ethical misconduct by members of the chapter. It shall report its findings and a recommended course of action to the Board of Directors.

Section 4 – Ad Hoc Committees

The president may from time to time appoint an ad hoc Committee. The chair shall not serve nor have a vote on the Board of Directors.

Section 5 – Special Program Committees

These committees and their chair will be appointed by standing committee chairs to run the different programs in their committee's area of responsibility. The chapter president may over rule the appointment of a Special Committee Chair. The chair shall not serve nor have a vote on the Board of Directors.

Article VIII – Meetings

Section 1

The membership shall meet on the second Monday of each month at a place and time determined by the president.

Section 2

The Board of Directors shall meet once a month at a place, time and date determined by the Board.

Section 3

Committees shall meet as needed.

Section 4

Notice for all meetings of the ACF-South Bend shall be made available to the membership no less than 10 days before the meeting containing date, time and place.

Article IX – Dues and Fees

Section 1

All new members shall receive a copy of the chapter constitution, bylaws, and any membership materials deemed necessary by the Board.

Section 2

A portion of the National dues is returned to the chapter in the form of a rebate. These rebates shall be:

Professional	\$50.00
Senior	none
Student	\$5.00
Junior Culinarian	\$5.00
Associate	\$90.00
Allied	\$50.00
Enthusiast	

Section 3

The ACF National office will bill all dues.

Section 4

Stricken

Section 5

Any member more than 30 days past due on paying their dues shall not have any rights of membership, shall resign from any office they hold, and may not vote on any business of the chapter.

Article X – Dissolution

Section 1

The Board of Directors may call for a vote to dissolve the ACF-South Bend. Written notice must be sent to all paid members of the chapter 30 days prior to the vote stating that a “Vote to Dissolve the Chapter” Will be taken.

Section 2

The chapter may be dissolved by a vote of 75% of members present.

Section 3

In the case of dissolution, all funds remaining after all obligations of the chapter are paid shall be given to the ACF Foundation, Inc.

Article XI – Amendments

Section 1

Any Active or Retired Active Member may suggest an amendment to these Bylaws. The Board of Directors will research the proposed change and will develop a formal proposal to be voted on by the voting membership of the ACF-South Bend.

Section 2

Written notice shall be sent to all members of ACF-South Bend not less than 30 days and not more than 90 days before the proposed amendment is to be voted.

Section 3

The proposed amendment requires a 2/3rd vote of the members present to pass.

Article XII – Awards and Recognitions

Section 1: Qualifications:

Shall be a paid member in good standing. Chef of the Year and Student Chef of the Year awards are available.

Section 2: Nominations

Nominations shall be open at the October meeting of each year and close at the end of the October meeting.

Section 3: Voting

Voting shall be during the November meeting of each year. Professional and Senior members will have one vote for each of the categories, Chef of the Year and Student Chef of the Year. Student members shall have ½ vote for chef of the Year, and a full vote for Student Chef of the Year.

Section 4: Award

The Chef of the Year awards shall be presented during the December meeting.