

AMERICAN CULINARY FEDERATION OF GREATER BUFFALO
BY-LAWS
[Effective April 26, 2021]

CHAPTER 1 (Articles 1A – F3)

1. The membership of this association, **The AMERICAN CULINARY FEDERATION OF GREATER BUFFALO**, NEW YORK, shall be limited to and consist of those that are elected to membership as hereinafter provided. (Renamed Spring 1990)

- I. **Junior Culinarian:** A Junior Culinarian shall be a high school student between sixteen (16) and eighteen (18) years of age. Junior Culinarians shall have no vote. Pay no Dues

- II. **Student Culinarian:** A Student Culinarian shall be a person that is involved in the culinary profession and have fewer than two (2) years' work experience at the time of joining.

A Student Culinarian shall be a student enrolled in a post-secondary culinary education program or a registered apprentice as defined by the ACFEF apprenticeship-training program.

A Student Culinarian shall have one-quarter ($\frac{1}{4}$) vote in any electoral proceedings of the Chapter. Pay dues set by the chapter and ACF.

A Student Culinarian membership shall be subject to a lifetime limit of four (4) years and is not available to a person who has previously been a Culinarian or Professional Culinarian.

- III. **Culinarian:** A Culinarian 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 six (6) months' full-time employment.

A Culinarian shall be pursuing on-the-job training and experience necessary to advance to the membership level of Professional Culinarian.

A Culinarian shall have one-half ($\frac{1}{2}$) vote in the election of Chapter officers.

A Culinarian membership shall be subject to a lifetime limit of five (5) years. Pay dues set by the Chapter and ACF

- IV. **Professional Culinarian:** A Professional Culinarian shall be a person with at least three (3) years' full-time employment in the culinary profession.

A Professional Culinarian shall have one (1) vote in the election of chapter officers. Pay dues set by the Chapter and the ACF

- V. **Senior Professional Culinarian:** A Senior Professional Culinarian shall be a person retired from employment and a specific age as currently defined by the Social Security Administration and who shall have been an ACF Professional Culinarian member for a minimum of ten (10) consecutive years at the time of retirement.

Regardless of age, a member with at least seven (7) years tenure in any category who is permanently and totally disabled from culinary employment shall be eligible for Life Senior Professional Culinarian membership.

Senior Professional Culinarians shall retain the rights and privileges of the membership category from which they retired, including the right (if any) to vote for officers.

~~Senior Professional Culinarians cannot hold elected office.~~ This membership category shall include all Retired Disabled and Life Senior Chef Members. Pay dues set by the Chapter and the ACF

- VI. **Associate Member:** An Associate Member shall be a representative of a group, company or corporation providing products or services to the culinary profession. Associate Members shall have the same voting rights as professional culinarians and can hold elected associate director. Pay dues set by the Chapter and the ACF
- VII. **Allied Member:** An Allied Member shall be a person employed in a field related to the culinary profession (such as dietetics, home economist, food stylist, etc.) who does not qualify at any level of professional membership of the ACF. Additionally, any person who wishes to support and promote the ACF and culinary profession may become an Allied Member. Allied Members shall have the same voting rights as associate members. Pay dues set by the Chapter and the ACF
- VIII. **Culinary Enthusiast Member:** A Culinary Enthusiast Member shall be a person of the general non-food professional community that has a passion for the culinary arts. A Culinary Enthusiast Member shall have no voting privileges. A Culinary Enthusiast Member cannot hold elected chapter office. Pay dues set by the Chapter and the ACF

CHAPTER II (Articles 1-2)

- 1) Any member is subject to expulsion or reprimand for any act which renders him/her unworthy of membership in this organization, or which tends to bring disrepute upon this Association.
- 2) Members dropped for non-payment of dues are eligible to reapply, expelled members are not. The Secretary and /or Treasurer, by order of the BOARD shall drop all members who have not remitted dues. Dues will be payable at the time specified by the BOARD when running for office. It is recommended that the drop date coincide with A.C.F. drop date, but not required. (Amended 5/88)

CHAPTER III (Articles 1-6)

- 1) **SPECIAL MEETINGS** of the Association will be called by the President of his/her own volition or by the President by written request of at least seven Active Members.

Notice of Special Meetings shall set forth the purpose for which the meeting has been called and no other subject shall be discussed or acted upon at such a special meeting.

Written notice of the day, place and hour of Special Meeting shall be given to each member entitled to vote there at. Such notice shall be given by the Secretary to the members either personally, by mail or other means of written communication, Addressed to such members at their address appearing on the books of the Association or given by them to the Association for

the purpose of notice. Such notice shall be given or sent to each member entitled there to not less than five days before the time fixed for the meeting.

- 2) **ADJOURNED MEETINGS.** Any meeting of the member, regular or special, whether or not a quorum is present, may be adjourned from time to time by the majority vote of the members present in person, but in the absence of a quorum, no other business may be transacted.
- 3) **QUORUM.** *The presence of the President or Vice President and either the Secretary or one Director, together with at least 1/3 of the Active membership, or 25 members (whichever is greater) in attendance. Members from all or any membership group, shall constitute a quorum for the holding of regular, or special meeting of this Association. In case of emergency the President will call a Special Board Meeting by notifying each Board Member at least four days before such meeting*
- 4) **ORDER OF BUSINESS.** The President and/or his or her designate will set agenda for all meetings.
- 5) **Any member** of the American Culinary Federation is welcome to all meetings of the association. Voting on all propositions shall be by the showing of hands or by standing at the request of the chair, except on motion made and carried that voting shall be by secret ballot on a stated motion.
- 6) In case of a question of **order at meetings**, any matter not covered or provided for in these By-Laws will be resolved using Robert's Rule of Order.

CHAPTER IV (Article 1)

- 1) In the event of the dissolution of the AMERICAN CULINARY FEDERATION OF GREATER BUFFALO, NEW YORK, all funds remaining after the payment of all debts and obligations shall be disposed of in such a manner as is directed by the Board of Directors or charitable or educational purpose.

CHAPTER V (Articles 1-2)

- 1) The Association shall have a President, Vice President, Secretary, Treasurer. The named Officers, three Directors and two Allied and / or Associate and a Student culinarian member.
- 2) The Board of Directors shall consist 10 members, the president has no vote.
 - A) **Officers:** President, Vice President, Secretary, Treasurer
 - a. **President and Vice Presidents elected in even year, Secretary and Treasurer elected in odd years.**
 - B) Three Directors-at-Large (Active Members).
 - a. **One elected in even years, two elected in odd years.**
 - C) Two Allied or Associate Directors holding a vote on all Board decisions.

a. One elected in even years, one elected in odd years

D) Immediate Past President with Vote

- a. Immediate past president will serve as a voting member of the Board during the current presidents tenure or in case of resignation or removal serve as acting president until a successor can be elected**

E) Student culinarian holding a vote on all Board decisions.

- a. Voting in Odd years, student culinarian can hold office for two terms or until they move up in the membership.**

All other committee chairs are invited to attend Board of Directors' Meetings but hold no vote there-at.

I. Term of Office:

The officers shall be elected by the majority vote of the membership.

Each office shall be elected to a full two-year (2) term and may run for one (1) term for the same office serving another two-year (2) term.

The terms of office shall begin with installation at the December or January meeting following the election

An officer appointed to fill a vacancy shall serve until a successor is elected and installed in office.

CHAPTER VI (Articles 1-7)

1. Duties of the President:

- i. The President presides at General Meetings and Board Meetings, appoints chairmen of all standing and special committees, and selects replacements for any vacated posts. The President shall be an ex-officio member of all committees; except Chef of the Year (COTY), unless a past COTY, and American Academy of Chefs (AAC) unless a member of such.
- ii. He or She shall be authorized to sign all orders and documents and must co-sign all checks and drafts on bank accounts of the Association.
- iii. He or She shall maintain decorum at meetings and may adjourn meetings in case of disturbances or order from the meeting anyone whose conduct is disorderly.
- iv. In case of a tie, the President shall cast the deciding vote, and may participate in debate by temporarily assigning the chair to the Vice President.
- v. The President shall represent the Association in all its official acts.

2. The Vice President shall assume the duties of the President in his/her absence.

3. **The Secretary** shall keep an accurate classifieds file of the names, addresses, and activities of all members

- i. In addition, the Secretary will conduct all necessary correspondence for the Officers and Board of Directors.
- ii. The Secretary shall notify members who are delinquent in the payment of their dues
- iii. The Secretary shall also prepare a list of those names for the Board of Directors monthly of members in the arrears.
- iv. Secretary shall keep full records of all proceedings and minutes of all Special, Board and General Meetings.

5. **The Treasurer** shall keep an itemized account of all receipts and disbursements and shall render a written statement of the condition of the finances of the Association at all Regular Meetings of the Board and the Association. All checks and expenditures require the approval written or in email form of both Treasurer and President and/or Acting President.

All officers and appointees of the Association shall deliver to the Board of Directors all accounts, records, papers and other property belonging to the Association within two weeks following their retirement or termination of services.

COMMITTEES

- 1) Special Committees: The ACF of Greater Buffalo shall maintain the following Special Committees: Nominations & Elections, Finance, Certification, Membership, Culinary and Ethics.
 - i. All committee members serve a two-year (2) term. And may serve another at the discretion of the President.
 - ii. All committees shall follow policies and procedures that have been approved by the Board of Directors.
 - iii. The Committees shall each have up to four (4) members, one from each membership category as well as a chairperson.

CHAPTER VII (Articles 1-4)

- 1) The Directors are charged with the responsibility of effectively conducting the Association according to its Constitution and these By-Laws.
- 2) The Board of Directors shall:
 - i. Transact the general business of the Association in the interim between the meetings.
 - ii. Report to the Association at each regular meeting the business transacted in the interim between meetings.

- iii. Draft and conduct the policy of the Association, subject to the approval of the regular meeting, except that a motion to annul or reverse a decision of the Board of Directors shall require a majority vote of the Active Members present at a regular meeting of the members in order to pass.
 - iv. Provide a depository for funds and securities of the Association.
 - v. Have the power to investigate or overrule the action of any committee, except the Nominations Committee, COTY and AAC
 - vi. Authorize the Appointment of special committees as the need for them arises.
 - vii. Act as a Court of Appeals in all matters not otherwise provided for herein, in which case its decision shall be final except that an appeal may be taken there from to the next General or Special Meeting of the Association. Appeals of this nature will be approved by a majority vote of the Active Membership in attendance.
- 3) Seven voting members of the Board of Directors shall constitute a quorum. This must include the President or Vice President and either the Secretary or Treasurer.
 - 4) 4 members , 2 active members including one past president , 1 student culinarian member and one associate or allied member in good standing shall be appointed by the President to act as Finance Committee and order an inspection of all books and records of the Association whenever it is deemed advisable, or upon the request of the President, Secretary, Treasurer, or the Board of Directors. **The treasurer shall be an ex-officio member of this committee.**

CHAPTER VIII (Articles 1-8)

- 1) In each EVEN numbered year the membership will elect the president and Vice president. One Director at Large, and One Associate and/or Allied Director to serve a two-year (2) term,
 - i. In each ODD numbered year, the membership will elect the Secretary and the Treasurer; Two Directors at Large, and One Associate and/or Allied Director to serve a two-year (2) term. A Student Culinarian to serve a two-year term.
- 2) The Nomination Committee will open nominations at the September meeting; nominations can be made by any paid ACTIVE member.
 - a. Nominations can be made by mail to the committee before the October issue of the EPICUREAN.
 - b. Candidates need not be present at time of nomination but must be present at the October meeting to be “placed on the ballot”.
 - c. Nominees will be screened thoroughly before the October EPICUREAN is issued. Deadline for nominations will be the October EPICUREAN deadline. The candidates will be given time at the October meeting to express their views and platforms.
 - d. Any member wishing to withdraw his nomination must do so by letter to the Chairperson of the Nominating Committee prior to the issuing of the ballots
- 3) The COTY committee will conduct the Nomination, Election and selection of the Chef of the Year using the adopted policy herein written.

- 4) The members of the American Academy of Chefs shall select a Chairman and such Chairman will act as AAC spokesman for membership and activities of the Academy.
- 5) Voting shall be by, electronic ballot and will be conducted by the Nominating Committee.
 - a. Each vote cast by an active/professional member equals 1.
 - b. Culinarian $\frac{1}{2}$
 - c. student culinarians $\frac{1}{4}$
 - d. Associate and Allied have the same rights as active or professional members
 - e. Culinary enthusiast have no voting rights.
 - f. All of the membership categories can vote for all offices including Associate/Allied Director.
- 6) The Nomination Committee tabulate the ballots and will make known the results of the election to the presiding Officer before the November meeting.
- 7) The presiding President will make the announcement of winners and inform the Association that they will be installed to their new posts at the December or January meeting.
- 8) Each elected Officer, Director including the student Culinarian will serve a two-year term and may serve another two year term but may only hold that office for 4 years total.

By-Law Updates

- 1) The old and new by-laws are to be printed with changes in yellow and deletions in red
- 2) Discussion of changes. Without permission of the assembly, no one can speak longer than 3 minutes per speech. Any member has the right to speak twice on the same issue; however, a member cannot speak a second time on the same question the same day until every member who desires to speak on it has had an opportunity to do so once. A member who speaks twice on a particular issue on the same day exhausts their right to speak on the subject.

Committees

- 1) Nominations and Election – the committee will consist of Chairman, 2 Professional Members and 1 Associate or Allied members. They will follow the above rules as stated in Article (whatever) concerning our nominations and elections.
- 2) Certification – The Certification Committee Chair shall be appointed by the President upon taking office.
 - a. Chair must be CEC<CEPC or CCE or higher
 - b. Registered and approved Certification test administrator
 - c. Registered and approved Certification Evaluator
- 3) Editor – the Editor will work with the President and our contracted printer to print, edit, and produce a monthly newsletter, and any other required chapter correspondence.
- 4) The COTY committee will conduct the Nomination, Election and selection of the Chef of the Year using the adopted policy herein written.

- 5) Culinary Committee – the committee will consist of professional members who actively and continually conduct and participate in Culinary Salon, Culinary Competitions, Coach and mentor culinarians interested in competing.