



# **ACFLHC Constitution And By-Laws**

**Revised – January 2010**

**American Culinary Federation**  
**Laurel Highlands Chapter**

**Preface to Constitution and By-Laws**

The American Culinary Federation Laurel Highlands Chapter is a chartered member of the American Culinary Federation, Inc. (ACF, Inc.) and, therefore, is organized and operates under the direction of its (ACF, Inc.) Constitution and By-Laws.

Robert's Rules of Order, Newly Revised, which replaces Robert's Rules of Order, Revised, is the parliamentary authority which the American Culinary Federation chose in Convention, Chicago, Illinois, 1957, and therefore, provides the parliamentary authority for the Laurel Highlands Chapter.

**3. Definitions:**

Culinary – “of or relating to the kitchen or cookery.”

Culinarian – a chef, a cook, a culinary educator, a person occupied in the preparation of food or teaching of food preparation.

Chef – “The chief of the kitchen skilled in food preparation, who has charge of the kitchen skilled in food preparation, who has charge of the kitchen personnel in an establishment, planning menus, ordering food stuffs, directing and assisting cooks, preparing special dishes; also a cook.”

Member in Good Standing – Verification of attendance of 50% of the general meetings during the year.

**SECTION I**

This constitution of the Laurel Highlands Chapter is adopted pursuant to the provisions of the Constitution of the American Culinary Federation, Inc.

The Laurel Highlands Chapter was founded in 1972 by a group of Chefs de Cuisine who, through their dedication to the profession, found it necessary to organize and establish a newly chartered chapter of the American Culinary Federation, Inc. in Western Pennsylvania. For the purposes of brevity in writing, it shall hereinafter be referred to as the “ACFLHC”.

**SECTION II**

The purposes for which the ACFLHC was formed is set forth in the following:

To promote, generally, the interests and the welfare of those engaged in culinary, catering and allied employments, and to that end do all of the purposes, the accomplishment of any of the objects, or the furtherance of any of the powers herein above set

and forth, and to have, enjoy and exercise any and all rights, powers and privileges and exemptions which are now or which may hereinafter be conferred upon by the ACF, Inc.

In furtherance of the objects set forth above, the ACFLHC shall group culinarians in a designated region of Western Pennsylvania, as an ACF, Inc. chapter, thereby being an organization of chefs, cooks, and culinary educators who have devoted a lifetime of endeavor to the science of cookery; to foster the best interests of the culinary professions and particularly the interests of its members in that profession by cooperation with members and others in any and all matters involving the art and practice of cookery; to foster good will toward the culinary profession; to advance ways and means beneficial to the culinary profession.

### **SECTION III**

The ACFLHC is a chartered chapter of the ACF, Inc. The ACF, Inc., is a Federation of non-profit, non-partisan and non-sectarian culinary association of professional chefs, cooks, and culinary educators engaged in the planning, preparation, service and supervision of foods and beverages in commercial kitchens, hotels, clubs, restaurants, institutions, schools and other establishments, as well as serving as research and development consultants, experimental chefs and food directors. There shall be no discrimination with regard to race, color, sex\*, religion or politics.

\*For purposes of clarity, all uses of the words “him” or “he” include “her” or “she”.

### **MEMBERSHIP**

- A. Regular Members – one vote (every 25 regular or retired members or part thereof equals one national vote)
- B. Honorary Members – no vote
- C. Junior Members – ½ vote
- D. Retired Members – one vote
- E. Associate Members - no vote

## **ADMINISTRATION**

### **SECTION I**

The ACFLHC President is the governing officer for the ACFLHC and the president officer of the Board of Directors.

### **SECTION II**

The Board of Directors shall consist of the chairman of the Board and three (3) Directors elected at-large. The term of office of these three (3) Directors shall be 2 years. Two new members shall be elected every two

(2) years and the past Chairman of the Board shall become the third member.

## **OFFICERS**

A.

There shall be chapter officers as follows: Chairman of the Board, President, Vice President, Treasurer, Recording Secretary, \*Corresponding Secretary, see "D", Sergeant-at-Arms and three (3) Directors.

B.

There shall be Committee Chairmen of undetermined count appointed by the president and confirmed by the Board of Directors. Among these shall be: Chairperson, Academy of Chefs Committee; Chairperson, Financial Committee; Chairperson, Program Committee; Chairperson, Chef and Child Committee; Chairperson, Fundraising/Advertising Committee; Chairperson, Ethics Committee; Chairperson, Public Relations Committee; Chairperson, Nominations Committee; Chairperson, Certification Committee; Chairperson, Membership Committee; By-Laws Committee; Apprenticeship Committee shall serve in an advisory capacity to the WCCC apprenticeship program. The President shall appoint three regular members of the Chapter and two full-time faculty members from Westmoreland County Community College who will serve on the committee. Faculty members shall maintain regular membership within the chapter. The Chair of this committee is the college apprenticeship coordinator.

C.

The officers shall be elected by secret ballot every two (2) years.

D.

There shall be a Corresponding Secretary that may or may not be a member. If a member, they will be considered an officer and have a vote. If a non-member, they will not have a vote.

## **BY-LAWS OF THE AMERICAN CULINARY FEDERATION LAUREL HIGHLANDS CHAPTER**

### **ARTICLE I**

There shall be five (9) categories of membership:

- A. Professional Culinarian
- B. Culinarian
- C. Student Culinarian
- D. Junior Culinarian
- E. Associate

- F. Allied
- G. Property Membership
- H. Culinary Enthusiast
- I. Military

### **CATEGORY A – PROFESSIONAL CULINARIAN**

A Culinarian with a minimum of three years full-time employment in the culinary profession.

### **CATEGORY B – CULINARIAN**

A Culinarian is an individual not involved in the management or supervision of staff, with a minimum of 6 months full time employment. A Culinarian should be pursuing on-the-job training and experience necessary to advance to the membership level of Professional Culinarian. A culinarian membership is subject to a limit of five years.

### **CATEGORY C – STUDENT CULINARIAN**

A Student Culinarian is a student or apprentice with less than two years full-time employment, a student enrolled in an accredited postsecondary culinary education program, or a registered apprentice as defined by the ACF apprenticeship training program. A student membership is subject to a limit of four years.

### **CATEGORY D – JUNIOR CULINARIAN**

A Junior Culinarian is a high-school student between 16 and 18 years of age who is enrolled in a vocational program.

### **CATEGORY E – ASSOCIATE**

An Associate member is a representative of a group, company or corporation providing products or services to the culinary profession.

### **CATEGORY F – ALLIED**

An Allied Member is an individual employed in a field related to the culinary profession (such as dietitians, nutritionists, and restaurant managers or owners).

### **CATEGORY G – PROPERTY MEMBERSHIP**

A Property Membership is an affordable option for companies who wish to enroll their employees. A minimum of 6 chefs must be enrolled to receive a discount. Each employee may join a local chapter or ACF National Chapter.

### **CATEGORY H – CULINARY ENTHUSIAST**

A Culinary Enthusiast Member is an individual that is not employed in a culinary field, but has a passion for the culinary arts. Individuals who enjoy cooking, baking, dining at independent restaurants, or who may have their favorite chef on speed dial should join as an Enthusiast.

## **CATEGORY I – MILITARY**

ACF offers military personnel the benefits of a membership at a reduced price.

### **ARTICLE II Chapter Officers:**

#### **Section I**

With the exception of the President, all other officers and Board members may be nominated and elected to unlimited consecutive terms. The President may hold office for two (2) consecutive two (2) year terms.

#### **Chairman of the Board**

##### **Section II**

Every President, upon the expiration of his term of office, and upon the election and installation of a new president, shall automatically become Chairman of the Board of Directors of the ACFLHC. He shall act as an advisor to the President. His term of office shall be concurrent with the term of office of the President succeeding him. The Chairman of the Board shall have all rights and privileges as a member of such Board of Directors, including the right to cast his vote on all matters pertaining to the ACFLHC.

#### **Chapter President**

##### **Section III**

The Chapter President shall preside at all meetings of the membership, and the Board of Directors. He shall sign all written contracts. He shall be required to countersign all checks, together with the Chapter Treasurer. He shall have the authority to appoint all committees and ad hoc committees and appoint/dismiss appointive officers (subject to approval of the Board of Directors). Upon completing his term of office he shall call for the resignation of all appointive officers and committees, thus leaving the way clear for his successor to reappoint them. In the absence of the President, or in his inability to further function in his office as President, the Vice President shall assume the duties of the President.

#### **Vice President**

##### **Section IV**

The Vice President shall perform such duties as may be designated by the Chapter President. In the case of death, resignation or removal from office of the President, the Vice President shall perform the duties of the President. The Vice President shall succeed to the office for the remainder of the President's term of office. The vacancy occurring in the rank of vice presidency shall be filled by a member of the Board by closed ballot election of the Board of Directors. The Vice President will direct the operations of all committees in conjunction with the committee chairpersons.

## **Treasurer**

### **Section V**

The National Office will provide the Treasurer with the unpaid-up members of ACF. The Treasurer shall make financial reports at both The Board of Directors meeting and at the General Membership meetings. A financial audit by an appointed Financial Committee shall be conducted at least every two (2) years during the change of administration or whenever deemed necessary by the board.

## **Recording Secretary**

### **Section VI**

The Recording Secretary shall take the accurate minutes of all membership and Board of Directors meetings. He shall keep records of membership attendance at the regular monthly meetings and at the Board of Directors meetings by distributing an attendance record book for members to sign. He shall make note and keep records of any By-Law revisions approved by the membership and be responsible for the distribution of said revisions to all members.

## **Sergeant-at-Arms**

### **Section VII**

The Sergeant-at-Arms will preserve order at the ACFLHC meetings and will assist the President in the maintenance of acceptable membership conduct throughout the meetings.

## **Directors**

### **Section VIII**

The Directors shall, from time to time, call special meetings to review and discuss situations and/or problems that may arise in the administration of ACFLHC business. They shall conduct a quarterly financial review of the Treasurer's records and, if necessary, provide recommendations to assist the chapter officers in the performance of their duties as prescribed by these By-Laws.

## **ARTICLE III**

### **SECTION I**

All outgoing officers must relinquish their existing records to the respective newly-elected officials and shall assist in the orderly transition of administrations. All committee Chairpersons must submit their resignation to the outgoing President before the conclusion of the election meeting; thus allowing the newly elected President an opportunity to make appointments.

## **SECTION II**

ACFLHC treasury expenditures in excess of three hundred dollars (\$300.00) will require the approval of the Executive Board.

## **SECTION III**

From time to time, the President may request an ACFLHC officer to perform additional duties that may not be described in these By-Laws.

## **SECTION IV**

The Executive Board will consist of the Chairman of the Board, President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Sergeant-at-Arms and three (3) Directors. At least one (1) Board meeting shall be held each month except for the months of December, June, July and August and any and all administrative decisions made by the Board shall be reported to the membership at the next regular membership meeting.

## **SECTION V**

Committee members are to attend Board meetings and will have a vote.

## **SECTION VI**

All ACFLHC members, regardless of membership category, shall foster a fraternal spirit among the membership and shall refrain from destructive criticism of another member. Any member accused of violations of the Culinarian's Code of Ethics, and/or these By-Laws, shall be expelled from membership upon review and majority vote of the Executive Board.

## **SECTION VII**

Any Officer or Board Member with unexcused absence from three (3) membership and/or Board meeting in one (1) calendar year may be subject to a record review by the other Board Members. A two-thirds majority vote of the Board can remove an elected official from office before the expiration of the term.

## **ARTICLE IV – Nominations and Elections**

### **SECTION I**

All candidates for elected office must be an ACFLHC member in good standing for a minimum of one (1) year.

Elected Officers are:

One President

One Vice President

One Treasurer

One Recording Secretary

One Sergeant-at-Arms

Three Directors

One Chairman of the Board (This office is automatically assumed by the out-going President)

### **SECTION II**

The President will appoint a Nominations Committee which will consist of three (3) regular members in good standing; one will serve as Chairman, the Nominations Committee will be appointed no later than the July membership meeting of an election year. Members of this committee cannot be candidates for office.

### **SECTION III**

Elections will take place in October of every odd numbered year.

### **SECTION IV**

Nominees for elected office will be identified by the regular members at this meeting.

### **SECTION V**

All voting ballots will be appropriately prepared by the Nominations committee and distributed to members in good standing at the October meeting. Junior member ballots will be separately designated in order to avoid vote counting error (one-half vote per Junior Member).

### **SECTION VI**

All voting will be by secret ballot. All ballots will be collected and counted by the Nominations Committee. The Committee Chairman will announce the results of the vote. All ballots will be made available to the membership for inspection after the elections have been completed.

### **SECTION VII**

All newly elected officers will be officially installed at the November meeting.

