

**Constitution and By-Laws  
A.C.F. New Orleans, Inc.**

**PREAMBLE**

**ARTICLE I**

Section 1.1 The Association shall be known as the A.C.F.N.O. Inc., Parish of Orleans, State of Louisiana, and was chartered the 11<sup>th</sup> day of September, 1989 under the laws of the State of Louisiana.

**ARTICLE II**

Section 2.1 It's objective: to cultivate among its membership the highest ethical, educational, moral, and professional goals. To strive for social and economic recognition as professional by the employer and by all constituted authority, and to promote, support, and contribute to educational and charitable programs as the general membership may from time to time determine.

**ARTICLE III**

**MEMBERSHIP:** The Membership of the Association will consist of the following categories;

1. Chef (Active) Members
2. Senior Members
3. Junior Members
4. Associate/Allied Members

Section 3.1 Chef Members, also referred to as active or regular members, shall be composed of persons whose primary income is from the profession of cooking. Chef members shall have a vote in the Association and share in the insurance programs of the Association. Chef members may hold elected office in this Association.

Section 3.2 Junior Membership-Any recognized and registered apprentice who is in training and has successfully completed the 500 hour probationary period as prescribed under the standards of the Apprenticeship Training Program of the A.C.F.E.I. and students enrolled in post-secondary Culinary training programs or any persons currently employed in a food preparation position with not less than three (3) years documented work experience and who does not participate in either of the above mentioned groups. They shall not hold elected office, but may serve on various committees. They shall have a ½ vote in the Association, they shall share in the insurance program of the Association.

Section 3.3 Senior Members-A member who has reached sixty-two (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 a member in good standing for a minimum of ten (10) years; or members who have been declared permanently and totally disabled may apply for retired member status regardless of age or years of membership. This level of

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

Section 3.4 Associate/Allied Members-This level of membership shall be composed of honorable persons of proven honesty and good character, engaged as dealers or purveyors supplying the food industry with goods or any person occupied in the preparation, supervision, or educational aspects of food who does not qualify as an active or junior member. They may elect one of its members to sit on the Board of Officers when asked by the President. These members shall have no vote in the Association and may not hold elected office, but will have a voice at regular monthly meetings when addressed by the chair. They can appoint any member of their staff to represent them at regular monthly meetings.

#### **ARTICLE IV**

Section 4.1 Applicants desiring to become members of this Association shall be required to fill out the proper application supplied by the Association accompanied by dues for the full year.

Section 4.2 Dues and fees will be as follows:

Dues will follow the National American Culinary Federation dues structure.

Section 4.3 Dues and fees shall be paid according to the ACF National Guidelines.

Section 4.4 Members suspended for nonpayment of dues may be reinstated by a majority vote of the Board upon written application by the suspended member, provided the suspended member pays back dues, current dues, and a reinstatement fee of \$20.00. The reinstatement fee will not be waived for any delinquent member, regardless of status.

#### **ARTICLE V**

##### **DUTIES AND PRIVILEGES OF MEMBERS**

Section 5.1 Any and all complaints of important nature substantiated with proof of facts and signed shall be addressed in writing to the President. He then will send it to the Ethics and Grievance Committee for review and a fair hearing of the facts and evidence. Their decisions and recommendations will be presented to a joint meeting of the Ethics Committee and the Board of Officers to be carried out. Members of the Board are not eligible to serve on this committee. A complainant not able to support the charges with facts can be expelled from the Association.

Section 5.2 It is the duty and privilege of all members to represent the chapter in positive and prosperous endeavors.

Section 5.3. a report of the activities, minutes and / or invitations of the Association shall be available to the members through mail or electronic means.

Section 5.4 Members changing their addresses shall notify the Secretary through mail or in person for correction of his or her address. If the mail is returned for a period of 90 days, their names shall be removed from the Association mailing list.

## **ARTICLE VI**

### **ADMINISTRATION AND DUTIES OF OFFICERS**

Section 6.1 The Board of Officers of the Association shall constitute the executive power and the administration of the Association and shall consist of the following elected officers:

- Chairman of the Board (Past President)
- President
- Vice-President
- Secretary
- Treasurer
- Sergeant-of-Arms

The following Standing Committee Chairpersons are also included in the board of Officers, but are appointed by the President:

Membership	Nominations and Elections
Public Relations	Culinary Competitions
By-Laws and Resolutions	Chef and the Child
Ethic and Grievance	Junior Membership
Newsletter	Certification

Section 6.2 **PRESIDENT**-The President shall preside at all meetings and at all Board of Officers' meetings. He shall open and adjourn the same. He shall follow the order of business and enforce the Constitution and By-Laws of the Association. He shall pronounce, in the name of the Association, the acceptance or rejection of all new members. He shall regulate all debates and recall to order members out of order on questions on the floor. He shall appoint all committee chairs. He shall fill by appointment, any vacancy occurring in all committees and Board of Officers, and also be counsel in any controversy arising in any committee. He shall have a vote in case of a tie among members of committees and have an equal vote among the Board of Officers. He must strictly adhere to Robert's "Rule of Order" in conduction meetings. He shall have at all times, a list of outstanding committees for reports. The signature of the president shall be deposited with the official bank. He shall have the authority to direct the Treasurer for operating funds not exceed \$250.00 a month. Anytime above \$250 must have the consent of the board of officers. The president shall have the authority to delegate any additional duties to the Board of Officers and shall be, an ex-office, a member of all committees.

Section 6.3 **CHAIRPERSON OF THE BOARD**- Every President, upon the expiration of his or her term of office, and upon election and installation of a new President, shall automatically become Chairperson of the board of Officer of the ACFNO, Inc. The Chairperson of the Board shall act as an adviser to the President and will serve a term of office concurrent with the term of office of the new President.

Section 6.4 VICE-PRESIDENT- In the absence of the President, the Vice-President shall assume the duties for the President at all meetings. He shall assist the President in the discharge of his duties in such a matter as the President may designate. In the event that the office of President should become vacant during a term, he will automatically fill it, in which event he will appoint a new Vice-President protem, not exceed ninety (90) days, at which time election by general membership will take place.

Section 6.5 SECRETARY-The Secretary, upon the order of the presiding officer, shall call the roll of Officers and record their attendance or absence. He shall read and take the minutes of all proceedings in the record book and keep it in order at all times. He shall sign all the minutes when approved, and shall report at the yearly meeting the attendance or absence of all Officers.

Section 6.6 TREASURER – The Treasurer shall read at all regular monthly meetings, the financial status of the Association and shall be able to answer all inquiries pertaining to the same. The Treasurer shall be responsible for all the monies, bank deposits, securities and other accounts. His signature shall be deposited with the official bank designated by the Board of Officers. He shall see that all cash and checks received be deposited promptly in such bank and that no money be paid out, except by checks drawn against the funds of the Association, signed by any two board officers. He shall sign payments rendered with check for payment. He shall maintain and update the Associations books for the direct control of receipts and disbursements and shall present a complete financial report at every general membership meeting.

Section 6.7 SERGEANT-AT-ARMS – The Sergeant-at-Arms shall see that no one gain admission to the meetings unless duly qualified. He shall assist the presiding officer in preserving order at the meetings and perform such other duties as the presiding officer may direct. He shall have charge of the meeting room.

Section 6.8 BOARD OF DIRECTORS-The Board of Directors shall consist of the current elected officers and all standing committee chairs. Each to have an equal vote in all matters brought before the Board of Officers, related to the affairs of the Association and must see that they live up to the Constitution and By-Laws of the Association on all occasions. The administration is hereby charged with the duty of calling and setting the date of all meetings. Four members of the board of officers shall constitute a quorum at monthly meetings.

Section 6.9 CERTIFIED PUBLIC ACCOUNTANT- a certified public accountant shall be retained to assist the Treasurer in the maintenance of the Association's books and financial records and to file yearly tax returns. Oversight of the CPA will be the responsibility of the Board of Officers.

## **ARTICLE VII**

### **ELECTION PROCEDURES**

Section 7.1 At the June Meeting of an election year, an election committee shall be appointed by the President. The Chairperson will start at this time to solicit from the Chef membership names for consideration for the offices that will be open. By September 1<sup>st</sup>, all candidates must sign a letter of intent and send it to the Chairperson stating that they are interested in the candidacy for that office.

The letter of intent will state;

1. The person must have a desire to accept the elective office.
2. That they have the time to devote to the demands of the office.
3. That they are able to travel if so required by their President.
4. That they have, at their disposal, the resources to execute their particular assignments.
5. A brief bio with qualifications not to exceed 75 words.

The Chairperson will advise the Secretary no later than October 1<sup>st</sup> of the list of all candidate with the letter of intent attached. The Secretary will then advise the full membership at least 30 days before the December meeting of the list of nominees for office. The committee shall prepare an election ballot sheet, copy of said ballot sheet to be mailed three (3) weeks before the December meeting to each Chef member in good standing, together with a stamped and self-addressed envelope. The CPA will affix a seal on all ballots to insure the validity of all returned ballots. The returned envelopes shall be opened by the CPA. The results will be recorded and announced at the December Meeting. The installation of new officers will take place at the January meeting and shall be the first order of business.

Section 7.2 The length of all elected offices shall be for a two (2) year term. Officers may be re-elected for the same office(s) previously held after a two year waiting period.. Elected officers shall serve without financial compensation and shall serve at the pleasure of the general membership.

Section 7.3 Candidates for the office of President must have served a minimum of two (2) years as an elected officer of the board or a Chairperson of a standing committee. Candidates for all other offices must be an active Chef member of any ACF Association for a minimum of two (2) years.

## **ARTICLE VII COMMITTEES**

Section 8.1 All committees shall report their findings at the general membership meeting. All committee Chairpersons shall be appointed by the President. They shall be instructed as to their duties by the President.

Section 8.2 ETHICS AND GRIEVANCE COMMITTEE- This committee shall consist of the Board of Trustees and the Sergeant-of-Arms and shall be charged with the review of all written facts and evidence presented to the committee in regards to all charges brought against members of this Association or charges against the Association. Their decisions will be rendered only after a fair and impartial hearing. Their decision may be appealed to the ACF Central Region Vice-President.

Section 8.3 GOOD AND WELFARE COMMITTEE- This committee shall consist of the Sergeant-of Arms and three active members. The members appointed to this committee shall visit the sick and do so as many times as possible and report their findings at each regular membership meeting.

Section 8.4 MEMBERSHIP COMMITTEE – This committee shall investigate all applicants for membership as to their qualifications, character, and integrity, reporting the results to the Board of Directors.

Section 8.5 BY-LAWS COMMITTEE- This Chairperson shall be charges with interpretation of the By-Laws and shall act as Parliamentarian at all meetings. He shall be available to answer any questions pertaining to the By-Laws.

Section 8.6 CERTIFICATION COMMITTEE- Certification Chairperson must be a Certified Executive Chef, must be able to spend time and effort to set up seminars and/ or programs in which to help can be given to candidates for certification and recertification.

Section 8.7 JUNIOR MEMBER COMMITTEE- Apprentice Chairperson shall be a certifiable chef. He must be able to spend time and effort to help the apprentices advance into the culinary profession. Chairperson will appoint this committee.

Section 8.8 EDUCATIONAL COMMITTEE – The Vice-President of the Association shall be the Chairperson of the Educational Committee. His purpose will be to arrange educational programs and seminars for the membership. He will appoint his own committee members.

Section 8.9 CHEF OF THE YEAR COMMITTEE- The committee chairperson shall be the previous year’s Chef of the Year. This committee will develop criteria and review nominations.

## **ARTICLE IX**

Section 9.1 This Association shall morally, and may financially, support and cooperate with other National and International Culinary Associations for the general welfare of the Culinary Arts and Profession.

## **ARTICLE X**

Section 11.1 “Robert’s Rule of Order-Revised” shall be the basis for handling any matter of Procedures not otherwise covered in these By-Laws. All Special and regular meetings shall be conducted under these rules. The Secretary shall be responsible for providing a copy of “Robert’s Rule of Order- Revised” at all meetings.

Section 11.2 GENERAL ORDER OF BUSINESS

1. Opening of meeting by the President

2. Pledge of Allegiance
3. Culinarian Code
4. Roll call of Officers
5. Reading of the minutes of previous meeting
6. Report of the President
7. Report of the Secretary
8. Report of the Treasurer
9. Report of the Committees
10. Unfinished Business
11. New Business
12. Good and Welfare of the Association
13. Adjournment of meeting

## **ARTICLE XI**

### **AMENDMENTS TO THE BY-LAWS**

Section 12.1 Amendments to the By-Laws may be made by any active member to the Board of Officers and the By-Laws Committee under the following conditions:

1. Copies of the proposed amendment must be published and distributed to the general membership by the Secretary not less than 30 days before the next general membership meeting.
2. The amendment must be properly presented to the membership and voted upon during the meeting. Two-thirds of the attending membership, in this instance, is required to constitute a majority.

Accepted amendments will become effective on approval and must be recorded by the Secretary and published for the general membership in the next ensuing Newsletter.

This Constitution and By-Laws and amendments supersede all previous Constitution and By-Laws and amendments on date of approval.

## **ARTICLE XII**

### **DISSOLUTION**

Section 13.1 This Association cannot be dissolved as long as there are fifteen (15) members in good standing willing to carry on the business as an Association set forth in this Constitution and By-Laws. When above members realize it is impossible to carry on, they shall authorize legal steps for dissolution of the ACFNO, Inc., but this action must be approved by two-thirds majority of such members. Upon dissolution of the Association, all funds remaining after the payment of debts and obligations shall be disposed of in such a manner as may be directed by the Board of Officers, for Charitable or Educational purposes.

This new and revised Constitution and By-Laws of this Association will take effect on the following conditions:

1. A notice of not less than 30 days mailed to each Active Member informing them of the Active Member only meeting for the Purpose of accepting the new By-Laws.

2. 2. An averment vote of two-thirds Active Members present will constitute acceptance.

Date of Approval \_\_\_\_\_

By-Laws Committee Chairperson \_\_\_\_\_

**Amendments to By-Laws:**

9/19/97 – I propose to change the election of our officers (President, Vice-President, Secretary, and Treasurer) from the current status of June in every even numbered year, to a December Election in every odd numbered year. This proposition is to help us coincide with national ACF Elections and to give us a new fiscal year starting January 1<sup>st</sup> and ending December 31<sup>st</sup>. Sponsor: Phillip A. Schirle