

# THE AMERICAN CULINARY FEDERATION PROFESSIONAL CHEFS OF NEW HAMPSHIRE

## CONSTITUTION AND BY-LAWS

**Sixth Edition  
2024**



**American Culinary Federation  
Professional Chefs of New Hampshire**



# **THE AMERICAN CULINARY FEDERATION PROFESSIONAL CHEFS OF NEW HAMPSHIRE BYLAWS**

## **Article I**

### **Name and Object**

The American Culinary Federation Professional Chefs of New Hampshire is a not-for-profit corporation, organized as a non-partisan federation of chefs and other culinarians, dedicated to the promotion of excellence, education, professionalism and collegiality in the culinary profession. Non-Profit Tax ID # 02-0450435. ACF-PCNH is a 501 (c) 3 non-profit Corporation.

## **Article II**

### **Membership**

Section 1. Eligibility. ACF-PCNH membership shall be open to Culinarians and other individuals engaged in the culinary profession and allied employment who meet the requirements set forth in Section 2. Culinarians refers to professional chefs, cooks and bakers engaged in (a) food and beverage planning, preparation, service or supervision in commercial kitchens, hotels, clubs, restaurants, schools and other institutions; (b) culinary education; (c) culinary research, development or testing; or (d) other culinary employment.

Section 2. Categories of Membership. There shall be eight categories of ACF membership as follows:

(a) Junior Culinarian. A Junior Culinarian shall be a high school student between 16 and 18 years of age. Junior Culinarians shall have no voting rights.

(b) Student Culinarian: A Student Culinarian shall be a person that is involved in the culinary profession and has 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 (¼) vote in any electoral proceedings of the ACF.

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.

(c) Culinarians. 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 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 voting rights. A Culinarian membership shall be subject to a lifetime limit of five years.

(d) Professional Culinarians. A Professional Culinarian shall be a person with at least three years full-time employment in the culinary profession. A Professional Culinarian shall have voting rights.

(e) Senior Professional Culinarian

A Senior Member shall be a person retired from employment and a specific age as currently defined by the Social Security Administration (currently age 62) and who shall

have been an ACF Professional Culinarian member for a minimum of ten consecutive years at the time of retirement. 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 national officers. Senior Culinarians cannot hold elected national office.

(f) 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 voting rights and cannot hold elected national office.

(g) 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 voting rights and cannot hold elected national office.

(h) 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 national office.

Section 3. Chapter Membership. All local chapter memberships must fall into one of the membership categories listed in Section 2 of this Article II. No other membership categories shall be recognized. ACF members must maintain their chapter membership in order for their national membership to remain in good standing. However, this requirement shall not apply to National Honorary, National Life and International Members, and shall not be construed to prevent members from transferring chapters.

Section 4. National ACF Membership. All applications for ACF membership must be forwarded by the local chapter to the ACF national office for approval. Approval will be based exclusively upon conformance by the applicant with the established ACF membership criteria and procedures. In the event the ACF rejects an application, it shall also be deemed rejected for the purpose of chapter and national membership and the rejected applicant shall not be considered a member of the ACF local chapter or national for any purpose.

Section 5. Property Member. Property Members shall include all specific categories of Junior Culinarian, Student Culinarian, Culinarian or Professional Culinarian. A Property Membership shall allow a property to maintain a consistent culinary membership presence reflective upon employment within the Culinary / Food & Beverage department of said property. The individual member shall remain a Property Member as long as he or she is employed by that property. If the individual member's employment ends before the property anniversary date, they shall have the option of becoming an individual member within their respective category by paying a full year's dues. Property members who are not a member of the local or national chapter are not eligible to vote in regional or national elections nor hold regional or national office. Individual Members shall be encouraged to join the local chapter of their choice. A Property Member shall not be authorized to form its own chapter. If an individual property member is also a member of a local chapter, such individual member shall have regional and national voting rights. If such individual member chooses to join the national chapter such individual member shall have national voting rights.

Section 6. Voting Rights . Eligibility to vote is stated in Article II Section 2. Voting members may vote in the election of ACF-PCNH Officers and all other business requiring the vote of members. The Chapter President shall refrain from voting except in the occasion of a tie break vote.

Section 7. Membership Obligations. As a condition of membership, all ACF-PCNH members shall be bound and abide by the ACF and ACF-PCNH Bylaws, policies and procedures, as amended from time to time, including without limitation, the Culinarians Code and the ACF rules governing Unethical Conduct, the procedure for joining the ACF, and termination and suspension of membership.

### **Article III**

#### **The Board of Directors**

Section 1. Board of Directors. The membership of the Board of Directors shall be comprised of the following: President, Chairman of the Board, Vice President, Secretary, Treasurer, Sergeant-at-Arms.

The Special Committee Chair(s) shall serve as non-voting member(s).

Section 2. Powers and Duties. The Board of Directors shall be the representative body of the membership. The Board of Directors shall have the following powers and duties:

- (a) The Board of Directors shall be vested with full voting rights as to any and all matters requiring action or approval of the membership.
- (b) The Board of Directors shall have the authority to amend the Bylaws as provided in these Bylaws.
- (c) The Board of Directors shall approve the annual budget.
- (d) The Board of Directors shall set local dues.
- (e) The Board of Directors may adopt resolutions on matters of planning, procedure and policy for the consideration and guidance of the membership. However, such resolutions shall be advisory. The Board of Directors shall exercise its independent judgment and discretion in determining whether or not to follow such resolutions, consistent with the Board's fiduciary obligations.

Section 3. Special Meetings. Special meetings of the Board of Directors shall be called by the President or a majority of the Board. The Secretary shall give the Board members notice of a special meeting not less than 14 days before the meeting. The notice shall include the time, place and agenda for the meeting.

Section 4. Quorum and Voting. The presence of 51% of the eligible voting members of the Board of Directors shall constitute a quorum for transaction of business. Any action taken shall be approved by a majority of the eligible voting members present at a duly called meeting.

## Article IV

### The Chapter Officers

Section 1. General. The officers of ACF-PCNH shall be the Chairman of the Board, President, Vice President, Secretary, Treasurer and Sergeant-at-Arms. Except for the Chairman of the Board, they shall be elected by the membership in accordance with these Bylaws. No compensation other than that listed in each job description will be allowed.

Section 2. Term of Office. The officers shall be elected by the majority vote of the ACF-PCNH membership. Each officer shall be elected to a full two-year term with the option of running for one additional (second) term for the same office. The terms of office shall begin with installation at the January meeting following the election and continuing until a successor is duly elected and qualified. An officer appointed to fill a vacancy (by vote of the Board of Directors) shall serve until a successor is elected and installed in office. If there are no members willing to volunteer to be nominated for a board position, and a board member has fulfilled their second two year term, if willing, that member could retain that respective position for an additional term (or terms). If this were to occur, paid membership would be notified via email.

Section 3. Qualifications. One must have been Professional Culinarian, Associate Member or Senior Professional Culinarian in ACF-PCNH for a period of not less than one year.

Section 4. Powers and Duties. In addition to the powers and duties conferred by the Bylaws, the officers shall have the customary powers and duties of their office, subject to such terms, conditions and limitations as may be imposed by the Bylaws or Board of Directors.

Section 5. President. The President shall preside at all meetings. By virtue of the office, is an ex-officio member of all committees, shall sign all orders and documents issued by the Secretary, and is empowered to adjourn all meetings in case of interruption. The President shall have the power to have anyone who is conducting themselves in a manner unbecoming a professional removed by the Sergeant-at-Arms. In the case of a tie, shall cast the deciding vote, except in the election of officers. In case of death, resignation, or inability to discharge the duties, the Vice-President shall fill the unexpired term until the time of regular election of officers. The President is encouraged to attend Regional and National Conventions of the ACF, whenever possible, to represent the Chapter. The expenses shall be covered by the Chapter as available in the Chapter approved budget. Travel expenses shall be limited to Conference Registration, Travel (including to and from hotel), Hotel, Meals Allowance for travel days utilizing IRS guidelines, and preapproved miscellaneous costs.

Section 6. Vice President. The Vice President shall be elected from the active membership by eligible members every two years and in the absence of the President, the Vice President shall carry out the duties of the office. If the President is unable to complete his/her term for any reason, the Vice President shall immediately discharge the duties of President until a new President can be elected. The Vice President can expect the same travel expenses as listed for the President in the event that the President does not attend either Regional or National Convention.

Section 7. Secretary. The Secretary shall be elected from the active membership by eligible members every two years. The Secretary shall attend all meetings of the Chapter, to include general meetings and Board meetings, and shall be responsible for recording all minutes. The Secretary shall retain all official paperwork pertaining to the Chapter ie. Insurance Binders, Letters of Incorporation, Membership Roster. The Secretary shall send out all ballots and official notices.

Section 8. Treasurer. The treasurer shall be the financial officer of the ACF-PCNH Chapter and shall submit oral and written reports at both the Board of Directors' meetings and the general membership meetings. Reports to include account balances, checks written and deposits to be included into the meeting minutes. The treasurer shall insure all Chapter bills are correct and accurate and shall sign all chapter checks. The Treasurer shall maintain current financial information with the IRS and prepare an annual budget to propose to the Board of Directors.

Section 9. Chairman of the Board. The outgoing President shall serve as Chairman of the Board for a term to be concurrent with the newly elected President. The Chairman of the Board shall perform the duties of any chapter officer, except President, in case of a vacancy until the vacancy can be filled in accordance with the Bylaws. He/She shall also serve as an advisor to the President.

Section 10. Sergeant-At-Arms. The Sergeant-at-Arms shall be responsible for keeping order at all times at any gathering of the Chapter.. The Sergeant-at-Arms shall be in charge of keeping current attendance records and shall reserve locations and demonstrations for all general meetings.

## **Article V**

### **Meetings**

Section 1. Regular Meetings. Regular meetings of the chapter will be held the first Monday of each month unless otherwise announced at the previous month's meeting. It will be preceded by the Board of Directors meeting.

Section 2. Location. Members shall be notified of time and place of all meetings via newsletter/ website or announcement at previous months meeting.

## **Article VI**

### **Removal of Officers**

Section 1. Dismissal from office. Should at any time an officer be found derelict in their duties, or should be absent for three meetings without furnishing a valid excuse, their office may be declared vacant.

## **Article VII**

### **Dissolution of Chapter**

**Section 1. Dissolution of Chapter.** In the event the ACF-PCNH are no longer able to function and meet its stated purpose, the Board of Directors shall dissolve the chapter and donate any monies as they see fit to culinary education institutions.

## **Article VIII**

### **Nomination and Elections**

**Section 2. Nominations.** The election of officers shall be as follows:

September Meeting

November Meeting

December Meeting

January Meeting

Designate Election Chair (non-board member). Begin Nominations. Nominations closed, Vote by closed ballot and/or absentee ballot postmarked 7 days prior. Ballots tallied by election chair and designee. Installation of New Officers (effective at end of meeting).

## **Article IX**

### **Committees**

**Section 1. Committees.** The Board of Directors may appoint such committees as are deemed necessary and may delegate to such committees the power necessary to accomplish their purposes. The chairperson of each committee shall report directly to the Board of Directors.

**Section 2. General Rules.** The Board of Directors shall establish rules and procedures for all committees.

## **Article X**

### **Order of Business**

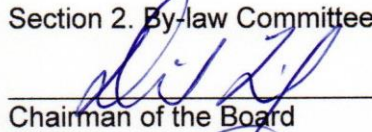
**Section 1. Chapter Meetings.** Chapter meetings shall proceed in the following manner:

1. Call meeting to order
2. Minutes of previous meeting
3. Report of the Treasure
4. Committee Report
5. Old Business
6. New Business( to include demo and/or education forum)
7. Adjourn

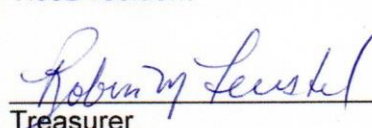
## Article XI

Section 1. All By-laws, rules, procedures and requirements which have been previously adopted are hereby to be not in effect, and from this day forward, these By-laws, together with the Charter of this Chapter, shall be in effect.


### Section 2. By-law Committee


  
Chairman of the Board

  
Vice President

  
Treasurer

  
President

  
Secretary

  
Sergeant-At-Arms

Approved by General Membership on March 4, 2024

## Appendix I

### Investment Fund

The purpose and functions of the investment fund is for it to remain sufficient for future members. The purpose of the brokerage account held at Raymond James for the American Culinary Federation, Professional Chefs of New Hampshire is for the funds that are deposited to remain within the account and any interest, dividends, or appreciation in value is to be used solely for scholarships for student culinarians.

## Appendix II

### Financial Accounting

Chapter Accountant. The Chapter has retained an accountant that will review and audit revenues and expenses each year. The accountant would also file proper tax documentation as needed.



## Appendix III

### Chapter Awards

1. Chef of the Year. The Chef of the Year Award was established to pay tribute to that member whose culinary expertise and exemplary dedication have enhanced the image of the chef and this professional association, a person who commands the respect of this organization because of their character and performance. Please remember that this is not a popularity contest, but a High Honor. Recognize an outstanding individual who is employed as a Chef by a Foodservice facility or company for the past three years. This person has demonstrated the highest standard of culinary skills.  
This may be an annual award for outstanding achievement in this association and the culinary profession, presented at a fund-raising dinner. This honor shall be shared by all former Chefs of the Year in respect for service to our Association. Nominations would be open to paid Chapter members (includes all categories of membership)

Nominations. Nominators must submit a written nomination form on his or her reasons for nominating the candidate and follow the set criteria.

- 1) Nomination may only be made by an Active Member in good standing for at least three years.
- 2) Candidate must be an ACF member in good standing for at least three years and must hold or have held the position of Executive Chef, Sous Chef, Chef Instructor or Pastry Chef.
- 3) Candidate must meet **Five** of the following in order to be considered for nomination:
  - a. Attendance at 75% of general meetings
  - b. Participation on a committee or appointed task on the national level of ACF
  - c. Participation in activities on local level as officer or committee chair
  - d. Participation in charitable, civic and educational affairs of the chapter
  - e. Involvement in promoting the culinary profession through apprenticeship training or have mentored a junior/student culinarian.
  - f. Public relations work such as radio, television, panel discussion, writing for publications, teaching, etc.
  - g. Participation in culinary competition
  - h. Attended a regional conference, national convention or regional forum
  - i. Hosted a chapter event
  - j. Do a documented demonstration for the members
  - k. Participate at a chapter event in a culinary or non-culinary capacity
- 4) A former Chef of the Year may not be nominated again for a period of Five (5) years.
- 5) If but one (1) candidate is nominated, after approval of past chefs of the year, motion shall be made for acceptance by acclamation.

- 6) In the event of more than one (1) candidate is nominated, the majority will determine the award winner. Voting will be by closed ballot, (1 vote per Active Member, ½ vote per Junior/Student Culinarian).
- 7) All nominations must be submitted to the Chapter President who will then share with the past paid chefs of the year. The past chefs of the year will approve or deny nominations.
- 8) Upon approval of the nomination, the nominees must provide the Chapter with a brief bio.

2. Junior Member of the Year. Award presented to either Junior or Student Culinarians that contribute to the Chapter with fundraising events, presenting demonstrations and attendance at meetings. This may be an annual award for outstanding achievement in this association and the culinary profession, presented at a fund-raising dinner.

3. Purveyor of the Year. Award presented to either Associate or Allied members that contribute to the Chapter with fundraising events, presenting demonstrations and attendance at meetings. This may be an annual award for outstanding achievement in this association and the culinary profession, presented at a fund-raising dinner.

4. Lifetime Achievement Award Criteria.

- a. Be an ACF member in good standing for at least 15 years.
- b. Hold or have held the position or positions of executive chef, working chef, chef instructor, pastry chef, research and development chef or corporate chef for at least 30 years.
- c. Currently hold or have held an elected local chapter office in one of the following positions: president, vice president, secretary or treasurer, or served as chair for chapter membership or certification committee —documentation required.
- d. Hold or have held certification at the certified sous chef or certified working pastry chef level or higher.
- e. Enhance the local chapter's professional image in the community by involvement with local charities, schools, businesses, and other community organizations.

## **Appendix IV**

### **Scholarships and Educational Reimbursement**

**Scholarships.** The Chapter has funds available each year through its investment fund to award scholarships to students enrolled in the Culinary field. Applications must be submitted to the Board of directors by a predetermined date (usually in February) to be considered for scholarship funds.

Applications with transcripts and letters of recommendation need to be submitted by the candidate by the determined date.

Applications will be reviewed by the ACF-PCNH Board of Directors utilizing the scholarship application scorecard.

The amount of scholarship money awarded will be pre-determined by the ACF-PCNH Board of Directors and awarded at the annual Epicurean dinner.

For The funds to be distributed:

1.The recipient must first be enrolled and attending a culinary college/university within 2 years of high school graduation. If the recipient is unable to attend a culinary college/university within the allotted time, they must submit to the ACF-PCNH Board of Directors a request in writing to extend the period with a valid reason. Failure to submit request would result in the scholarship being forfeited. The request will be reviewed and will be decided by the ACF-PCNH Board of Directors on whether to approve or deny the request.

2.The recipient must successfully complete 1 semester with passing grades (the recipient will have to submit transcripts when they are ready for the funds to be distributed). After the recipient completes this, the ACF-Professional Chefs of NH will issue a check to the school the recipient is attending, in the allotted amount that was awarded.

**Educational Reimbursement.** The ACF-PCNH would like to assist its members with continuing education. Each year the Board of Directors will assess funds available and will designate an amount towards educational reimbursement for its members. The reimbursement must be applied for each year. The amount will be determined by the number of points accumulated by each member. Eligible activities will include Epicurean Evening, Holiday stroll, and other events as approved by the Board. Any member in good standing may apply for reimbursement at the January or February meeting to be part of the program for that calendar year. Any funds not used by the member during that calendar year cannot be rolled over into the following year. The funds will return to the educational budget to be re-allocated for the following year.

A twelve-point minimum is required to qualify (see point system).

The amount will be determined as follows:

*Available funds divided by aggregate points = value per share. Individual points x value per share = individual reimbursement amount*

**Point System:**

Meeting Attendance- 1pt each meeting

Meetings Hosted – 1 pt each

Demo Presentation- 2 pts each

Committee or Board Position- 2 pts each

Chapter Activities- 2 pts each

## **Appendix V**

### **Chapter Oaths**

#### **New Member Pledge:**

"Please repeat after me. I, (give full name), do hereby pledge myself to obey all and each of the provisions laid down in the bylaws of this chapter and the American Culinary Federation. I will, to the best of my ability, support and preserve the good name of the organization."

#### **Board Member Pledge:**

Administered by the past president:

"Members of this federation have honored each of you by electing you as their leaders, for the ensuing term, in your respective office. You have accepted the responsibility to fulfill the duties of the offices to which you have been elected and, therefore, before you assume those duties. I ask each of you to take the following pledge. Please repeat after me:

I, (give full name), having been duly elected an officer of this federation, pledge myself to conduct the business of this chefs association to the best of my ability and understanding. I will abide by and enforce the bylaws of this chapter and of the American Culinary Federation, and devote all the time I can to the welfare and objectives of this federation.

## **Appendix VI**

### **Chairperson Responsibilities**

Chairperson term of 2 years and must be re-nominated for additional term

Committee Chair(s) shall serve as non-voting board member

Should at any time a chairperson be found derelict in their duties or should be absent for three meetings without furnishing a valid excuse, their position may be terminated by a vote of the Board of Directors.

#### **Certification Chairperson**

1. Function as an advisor to the Board of Directors for developing members towards certification
2. Function as an advisor for members wishing to become certified.
3. Assisting with scheduling and testing for certification candidates both written and practical.
4. Have CEH certificates available at each meeting
5. Provide a brief monthly message from our certification chair for each newsletter
6. Provide the board a yearly progress report on accomplishments.

**Membership Chairperson**

1. Function as an advisor to the Board of Directors for increasing new membership in all categories
2. Provide potential new members with information about the ACF and the PCNH and what we have to offer.
3. Provide the board a yearly progress report on the size of our membership. Retention and new members should also be part