

The American Culinary Federation-Middle Tennessee Chapter BYLAWS

As of: 7/27/18

ARTICLE I - NAME AND OBJECT

The American Culinary Federation - Middle Tennessee Chapter is a not-for-profit corporation, organized as a nonpartisan federation of chefs and other culinarians, dedicated to the promotion of excellence, education, professionalism and collegiality in the culinary profession.

ACF-MTC Mission Statement:

We are committed to the advancement of future culinarians as well as constantly striving to educate ourselves through our monthly meetings and self-education. To encourage all culinarian members to become certified through the American Culinary Federation. To provide the tools and support needed to obtain certification. To support apprenticeship within our city. To foster a strong feeling of brotherhood and fellowship amongst all our members making everyone feel welcome. To welcome any guests to our organization as well as to encourage all opinions and input from our membership. To network with all members through communication, meetings, newsletters and association gatherings. To support the local community through charities, chef and child and all other opportunities that present themselves to us.

ARTICLE II - QUALIFICATION FOR OFFICE

Section 1: A member shall be an active or active retired member in good standing of the American Culinary Federation for two or more years and a member of the ACF-MTC when nominated.

Section 2: A member shall have attended 80% ACF-MTC functions or meetings.

Section 3: A member shall have served on one standing committee as chairperson

ARTICLE III - NOMINATION FOR OFFICE

Section 1: Nominations will open at the March Membership Meeting in even numbered years and close at the May meeting that same year and vote at June meeting.

Section 2: Each nominee will be allowed five minutes to speak at the May meeting.

Section 3: Nominees will be allowed to write a 200 word or fewer article about themselves or a position on chapter issues for the December issue of the ACF-MTC newsletter.

Section 4: There shall be no other campaigning other than asking individual members for their vote.

Section 5: The Nominations and Elections Committee will verify the eligibility of each nominee and insure that the campaign rules are followed.

Section 6: Nominations can be from Active, Senior, or Junior Members.

ARTICLE IV - ELECTION OF OFFICERS

Section 1: The election of officers shall take place at the regular membership meeting in June in even numbered years and shall be the first order of business. Balloting will open at 6pm and close by 7pm.

Section 2: The Nominations and Elections Committee shall count the ballots and the Chair shall announce the winners as soon as the count is verified by the committee members present. The Chair of the committee shall hold the ballots for a period of 90 days and if there is no challenge to the election shall destroy them.

Section 3: There shall be no proxies.

Section 4: Any member that is going to be absent or is scheduled to work on the night of the election may get an absentee ballot from the Chair of the Nominations and Election 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 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 5: The winner shall be the candidate with the most votes. In case of a tie, the Chair shall give each member present a new ballot and voting shall continue until the tie is broken.

Section 6: The elected officers shall take office at the September regular membership meeting in even numbered years and shall serve a two year term not to exceed two consecutive terms.

ARTICLE V - OFFICERS DUTIES

Section 1

President

Shall be elected to a two year term and not serve more than two consecutive terms. The installation shall begin at the membership meeting in September in even numbered years. Duties are: Shall be the chief executive officer of the chapter. Shall preside at all Board of Directors and Membership Meetings. Shall appoint all standing committee chairs with the approval of the Executive Committee. Shall approve ad hoc committees as needed. Shall sign with the Treasurer all forms of payment for the chapter. Shall sign with the Secretary all contracts for the chapter. Shall appoint any eligible member to fill any elected position that becomes vacant with the approval of the Executive Committee. Shall perform other duties as directed by the Board of Directors.

Section 2

Chairman of the Board

Shall be the immediate past president who shall serve until a new person is elected president. Duties are: Shall preside at meetings the President and Vice President are unable to attend. Shall perform the duties of an office that becomes vacant until a replacement is appointed. Shall install all newly elected or appointed officers. Shall perform other duties as assigned by the President.

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 installation meeting in September in even numbered years. Duties are: Shall replace 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. Shall oversee all fund raising committees of the chapter. Shall

perform other duties as assigned by the President. Shall organize and orchestrate monthly meeting with cooperation educational chair.

Section 4

Secretary

Shall be elected to a two year term and not serve more than two consecutive terms. The term shall begin at the installation meeting in September in even numbered years. Duties are: Shall keep the records of the chapter Shall take the minutes of all Board, Executive Committee and Membership meetings. Shall sign with the President all contracts for the chapter. 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 installation shall began meeting in September in even numbered years. Duties are: Shall keep all the financial records of the chapter. Shall sign all checks for the chapter with the President's approval. 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 installation meeting in September in even numbered years. Duties are: Shall keep the personal property of the chapter. Shall assist the President to keep order in meetings and shall ensure that all members and guest sign the attendance sheets for all meetings. Shall perform other duties as assigned by the President.

ARTICLE VI - REMOVAL OF OFFICERS

Section 1

If an elected officer of ACF-MTC is accused of misconduct then the accuser must notify the secretary in writing of the misconduct. The officer will be able at the next Board of Directors meeting to defend themselves. The Board of Directors will vote if the accusations are such to warrant a recall election (majority vote). If a recall is called at the next Membership meeting, the accuser and the defending officer will be allowed time to speak on their issue. The members present will vote Yes to recall, No to keep in office. The majority rules.

Section 2

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

ARTICLE VII - STANDING COMMITTEES (WITH POLICY AND PROCEDURES)

Section 1

Executive Committee

Shall consist of the elected officers of ACF-MTC; they shall approve all appointments by the president; and shall prepare the budget for presentation to the membership.

Section 2

The chairs of the standing committees listed in Section 3 below shall serve, with the elected officers, on the Board of Directors and each shall have one vote

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Section 3

Standing Committees

Membership, Education, Newsletter, Certification, Bylaws, Community, Fund Raising, Community Chapter Fund Raising, Awards, Culinary, Apprentice, Parliamentarian, Web Master, Special Events, Chef and Child, Public Relations, Laws and Constitution, Ambassador at Large.

Section 4

There shall be a Junior and an Associate committee and the Chair shall serve on the Board of Directors and each shall have 1/2 vote.

Section 5

The committees shall abide by the By Laws and Constitution approved by the Board of Directors and shall prepare an ACF Program Folder for their committee and shall assist their "Special Committee Chairs" to prepare one for their programs.

Section 6

Ad Hoc Committees

The President may from time to time appoint an ad hoc Committee, the chair shall not serve and shall not have a vote on the Board of Directors.

Section 7

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 overrule the appointment of a Special Committee Chair. The chair shall not serve and shall not have a vote on the Board of Directors.

ARTICLE VIII - MEETINGS

Section 1

The Vice President shall determine the date, place and time of all ACF-MTC Chapter meetings.

Section 2

The Board of Directors shall meet no less than 6 times during a calendar year at a place, time and date determined by the ACF-MTC President.

Section 3

Committees shall meet as needed.

Section 4

Meeting notice for all meetings of ACF-MTC shall be mailed and/or e-mailed no less than 10 days before the meeting containing date, time and place.

ARTICLE IX- NATIONAL AND REGIONAL MEETING EXPENSES

ACF-MTC shall pay normal expenses for the President and or Vice President, Treasurer to attend the ACF

ACF-MTC shall pay normal expenses for the President and or Vice President, Treasurer to attend the ACF, Inc. Annual Convention and annual regional conference if possible. Normal expenses are limited to hotel, meals, registration fee, plus lowest cost air fare or mileage (at the standard mileage rate of the IRS) for travel by personal auto. Guest and or spouse expenses are to be considered a personal expense.

ARTICLE X - DUES AND FEES

Section 1

Added to the ACF national dues the chapter dues shall be:

Active \$ 25.00

Retired: None

Junior \$ 75.00

Associate \$300.00

Allied \$300.00

Honorary and National Life: None

Local Member \$100.00

Section 2

ACF national office will bill dues for chapter and ACF and Chapter Treasure will bill dues for local members on anniversary due date.

Section 3

The Chapter Treasurer shall collect dues from all local members of the chapter.

Section 4

Any member more than 60 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 XI - AUDITS

Section 1

The chapter President shall appoint two members that are not serving on the Board to audit the accounts of the chapter.

Section 2

The audit shall take place no less than 30 and no more than 60 days after the close of the year.

ARTICLE XII - DISSOLUTION

Section 1

The ACF-MTC may be dissolved by a vote of 75 percent of the members present at a meeting that a 30 day written notice was sent to all paid members stating that a "Dissolution of the Chapter Vote" was to be taken.

Section 2

If the members vote to dissolve the chapter, all funds remaining after all just obligations of the chapter are paid shall be given to the ACF National.

ARTICLE XIII - AMENDMENTS

Any "Active / Active Retired" member may suggest an amendment to this Bylaw. The Board of Directors

Any Active / Active Retired member may suggest an amendment to this Bylaw. The Board of Directors will research and review the proposed changes and will develop a formal proposal to be voted on by the voting membership of ACF-MTC not less than 30 days and not more than 90 days before the proposed amendments are to be voted.

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

Standing Rules

Parliamentary Authority will be in order

- . Bylaws

Two officers must approve spending of funds of \$30.00 or more.

- . Good and Welfare over \$50.00

- . Rule of Order, Latest Revised Edition