



American Culinary Federation  
Pikes Peak Chapter, Inc.

## **BYLAWS**

### **ARTICLE I – NAME & PURPOSE**

- The name of the organization shall be “AMERICAN CULINARY FEDERATION, PIKES PEAK CHAPTER, INCORPORATED” (hereafter referred to as “ACF, Pikes Peak Chapter” or “ACF-PPC”).
- The ACF, Pikes Peak Chapter is a non-profit corporation, organized as a non-partisan federation of chefs and other culinarians, to include professionals from all areas of food service, engaged in the planning, preparation, service and supervision of foods, pastries, and beverages, in commercial kitchens, hotels, clubs, restaurants, institutions and schools.
- Our purpose is to bring together members of the profession and to promote among them a spirit of friendship and good fellowship. To encourage and assist our members to obtain and maintain ACF certification. Promote the certification program in our area. To improve the culinary knowledge of students and members through education and support
- To develop apprenticeship programs and to support post-secondary culinary educational programs through American Culinary Federation Educational Foundation and other qualifying Culinary Institutions. To ensure the apprentices and students are adequately trained for the industry.
- To inform its members of government regulations that affect the culinary profession. To provide a professional information service to government agencies, when requested, on matters concerning the culinary profession
- To promote the healthy, sanitary and culinary profession, production to the health industry and the general public, in association with Local, State, and Federal Department agencies.

### **ARTICLE II – MEMBERSHIP**

- The ACF, Pikes Peak Chapter membership shall be open to culinarians and other individuals engaged in the culinary profession, allied employment as well as those persons in the general nonfood professional community that has a passion for the culinary arts and who meets the requirements set forth in ARTICLE VIII. The term “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: (d) other culinary employment.

- There shall be no discrimination regarding race, color, sex, religion, politics, age or national origin.

### **ARTICLE III - INCORPORATION**

- The ACF, Pikes Peak Chapter is incorporated in the Commonwealth of Colorado and is registered with the U.S. Internal Revenue Service as a not-for profit corporation under chapter 501 (C) 6 a professional organization.

### **ARTICLE IV – CULINARIAN’S CODE**

- The As a proud member of the American Culinary Federation, I pledge to share my professional knowledge and skill with all culinarians. I will place honor, fairness, cooperation and consideration first when dealing with my colleagues. I will keep all comments professional and respectful when dealing with my colleagues. I will protect all members from the use of unfair means, unnecessary risks and unethical behavior when used against them for another's personal gain. I will support the success, growth, and future of my colleagues and this great federation.

### **ARTICLE V – OFFICERS AND BOARDS**

- Section I:  
The Chief Executive Officer of ACF, Pikes Peak Chapter shall be the President who shall be elected in accordance to our bylaws.
- Section II:  
The other officers of the ACF, Pikes Peak Chapter are the following:
  - Vice President
  - Secretary
  - Treasurer
  - Sergeant of Arms

These officers shall be elected in accordance to our bylaws.

- Section III:  
Past President is Chairman of the Board.

- Section IV:  
The Board of Directors shall consist of the elected officers.
  
- Section V:  
The ACF, Pikes Peak Chapter Board of Directors assume the following responsibilities:
  - Prepare an annual budget for membership’s approval
  - Oversee the operation of the Chapter
  - Prepare financial statements
  - Prepare minutes of all meetings of ACF, Pikes Peak Chapter to be posted of the pikespeakchefs.com website.
  - Supervise the investments, real and personal property of the ACF, Pikes Peak Chapter
  - Develop projects and programs for approval by the members
  
- Section VI:  
The membership shall assume the following responsibilities:
  - Pass resolutions to direct the ACF, Pikes Peak Chapter Board of directors in the operation of the ACF- PPC
  - Approve the annual budget of the ACF, Pikes Peak Chapter
  - Elect the officers of the chapter
  - Approve any amendments to the Bylaws and approve all changes in Standing Rules

## **ARTICLE VI – QUORUM**

- Section I:  
The quorum for a membership meeting shall be 20% of the Professional Membership as defined in the bylaws.
  
- Section II:  
The quorum for the Board of Directors meeting shall be the majority of the elected officers.
  
- Section III:  
There shall be no business conducted or votes taken if a quorum is not present.

## **ARTICLE VII - AMENDMENTS**

- Any “Professional Culinarian” or “Senior Professional Culinarian” member may suggest an amendment to these Bylaws. The Board of Directors will research the proposed change and will develop a formal proposal to be voted on by the voting membership of the ACF-PPC.
  
- A written notice shall be sent to all members of the ACF-PPC no less than 30 days and not more than 90 days before the proposed amendment is to be voted upon.

- The proposed amendment requires a 20% majority vote of the members present at the voting meeting to pass.

## **ARTICLE VIII CATEGORIES OF MEMBERSHIP**

- There shall be eight categories of membership in the ACF, Pikes Peak Chapter. They are the following:
  1. JUNIOR CULINARIANS:  
A Junior Culinarian is a secondary education student between 16 and 18 years of age and has no vote.
  2. STUDENT CULINARIANS:  
A Student Culinarian shall be a person that is involved in the culinary profession and have fewer than two years' work experience at the time of joining. 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 ¼ votes in any electoral proceedings of the ACF-PPC. A Student Culinarian membership shall be subject to a lifetime limit of four years.
  3. CULINARIANS:  
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. Shall be able to hold any elected or appointed office of the ACF Pikes Peak Chapter. Shall have 1 vote in the election of officers of the ACF-PPC and all other chapter voting. Shall have ½ votes in the election of national officers. A Culinarian membership is subject to a limit of five years
  4. PROFESSIONAL CULINARIANS:  
A Professional Culinarian shall be a person with at least three years of full-time employment in the culinary profession. Shall be eligible to hold any elected or appointed office of the ACF, Pikes Peak Chapter. Shall have one vote in all chapter and national elections/voting.
  5. SENIOR PROFESSIONAL CULINARIANS:  
A Senior Culinarian shall be a person of at least sixty-five years of age, retired from employment 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 culinary membership. Senior Professional Culinarians shall retain the rights and

privileges of the membership category from which they retire. Shall have one vote in all national and chapter voting.

6. ASSOCIATE MEMBER:

Shall be a representative of a group, company, or corporation providing products and/or services to the culinary profession. Shall not be eligible to hold elected or appointed office but may serve on any committee as an advisor. Shall have no vote for election of officers but receives the rights and privileges as established by the ACF-PPC Board of Directors.

7. ALLIED MEMBER:

Shall be a person employed in the fields related to the culinary profession (such as but not limited to dietetics, home economics, food stylist, etc...), who does not qualify at any level of the ACF Pikes Peak Chapter membership categories. Shall not be eligible to hold elected or appointed office, but may serve on any committee as an advisor. Shall have no vote for election of officers but receives the rights and privileges as established by the ACF-PPC Board of Directors.

8. CULINARY ENTHUSIAST:

A Culinary Enthusiast Member shall be a person in the general non-food community that has a passion for the culinary arts. Culinary Enthusiast Members shall have no voting privileges and cannot hold chapter or national elective office.

NATIONAL MEMBER:

The National Membership category may include all levels of membership as defined and stated in the ACF National Bylaws. This category is designated for potential members that are located overseas and cannot take advantage of attending a chapter meeting/functions

LIFETIME CERTIFICATION:

Lifetime certification is offered to certified chefs upon reaching the age of 62; upon reaching the age of 55 if fully retired; or if retired from the industry due to disability. Chefs must hold current certification to be eligible to apply for Lifetime Certification for that level. Please indicate Lifetime Certification request and attach appropriate documentation.

## **ARTICLE II- QUALIFICATION FOR OFFICE**

■ Section I:

Shall be a Professional Culinarian, Senior Professional Culinarian or Culinarian member of the ACF-PPC for two or more years

- Section II:  
A member shall have attended 50% of official ACF-PPC functions or meetings.

### **ARTICLE III- NOMINATIONS FOR OFFICE**

- Section I:  
Nominations will open at the October Membership Meeting in the odd numbered year and close on December 1st
- Section II:  
Each nominee will be allowed five minutes to speak at the November meeting and their bio will be posted on the pikespeakchefs.com website.
- Section III:  
There shall be no other campaigning other than asking individual member for their vote.
- Section IV:  
The Nominations and Elections Committee will verify the eligibility of each nominee and insure that the campaign rules are followed.

### **ARTICLE IV- ELECTION OF OFFICERS**

- Section I:  
The election of officers shall take place online on the pikcspeakchefs.com website from December 7<sup>th</sup>-December 31<sup>st</sup> in odd numbered years. Notification of how to vote shall be emailed to each member prior to December 7<sup>th</sup>
- Section II:  
The Nominations and Elections Committee shall count online votes/ballots and the Chair shall announce the newly elected board of directors. 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 III:  
There shall be no proxies.
- Section IV:  
The winner shall be the candidate with the most votes. In the case of a tie, the Chair will reopen the voting for that position.
- Section V:  
The elected officers shall take office at the Annual Awards Dinner in even numbered years and shall serve until replaced. The normal allotted time to serve in office is two years.

- Section VI:  
If a vacancy occurs in the office of President, the Vice President shall succeed. Chair of Board may also serve as interim president until the vice president is able to assume the position

## ARTICLE V- OFFICER'S DUTIES

- Section I:  
**President:**  
Shall be elected to a two-year term and not serve more than two consecutive terms. The term shall begin at the Annual Awards dinner in even numbered years  
  
Duties include:
  - Shall be the Chief Executive Office of the Chapter
  - Preside at all Board of Directors and Membership meetings.
  - Shall appoint all Standing Committee Chairs with the approval of the Board of Directors
  - Approve ad hoc committees as needed.
  - Sign with the Treasurer all forms of payments over \$250.00 for the chapter.
  - Sign with the Secretary all contracts for the chapter.
  - Appoint any eligible members to fill any elected position that becomes vacant with the approval of the BOD
  - Shall install all newly elected or appointed officers.
  - Shall have the power to remove any person or people from any committee with the Board's approval.
  - Shall attend all Western, Regional, and National Annual conventions and/or board meetings, provided budgeted funds are available and sufficient to warrant the necessary expenses.
  - Shall be privileged and vested with the power to attend and represent the chapter at all business and social functions whenever and wherever chapter representation is required.
  - Shall submit an itemized statement of payment of all expenses incurred.
  - Shall have the authority to call special meetings of the membership at any time deemed necessary.
  - Assign a person to edit chapter website or other chapter publication material.
  - Perform other duties as directed by the Board of Directors.
  
- Section II:  
**Chair of the Board**  
Shall be immediate past president who shall serve until a new person is elected president

Duties include:

- Perform the duties of an office that becomes vacant until a replacement is appointed.
- Assist with installing all newly elected or appointed officers.
- Perform other duties as assigned by the President.

■ Section III:

**Vice President**

Shall be elected to a two year term and not serve more than two consecutive terms. The term shall begin at the Annual Awards dinner in even numbered years

Duties include:

- Act in the capacity of the President in his or absence.
- Shall replace, for the remainder of the term, the president in case the office becomes vacant. Will be able to run for President for two consecutive terms.
- Shall perform other duties as assigned by the President.

■ Section IV:

**Secretary**

Shall be elected to a two year term and not serve more than two consecutive terms. The term shall begin at the Annual Awards dinner in even numbered years

Duties include:

- Keep records of the Chapter.
- Take minutes of all Board of Directors and membership meetings and post on pikespeakchefs.com website
- Sign with the President all contracts for the Chapter.
- Keep an updated roster of the membership and keep the attendance sheets for each meeting. Post on website
- Responsible for the supervision of editing the pikespeakchefs.com website, or other news articles/marketing material for the local chapter.
- Assure that each member receives a copy of the bylaws (as requested) and that the bylaws are posted on the pikespeakchefs.com website.
- Shall perform other duties as assigned by the President.

■ Section V:

**Treasurer**

Shall be elected to a two year term and not serve more than two consecutive terms. The term shall begin at the Annual Awards dinner in even numbered years

Duties include:

- Keep financial records of the chapter.
- Sign all checks for the chapter with the President's approval.
- If retaining a professional accountant, the Treasurer will act as overseer.



- Shall perform other duties as assigned by the President.

■ Section VI:

**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 Annual Awards dinner in even numbered years

Duties include:

- Assist the President to keep order in meetings and shall ensure that all members and guests sign the attendance sheets for all meetings.
- Shall be custodian of the American Flag, Association Banner, posters, responsible for their display at all meetings and functions as well as for their care.
- Responsible for collecting all money during the meetings from the membership and turning in all money collected to the Treasurer and shall have it double checked by another board member.
- Shall perform other duties as assigned by the President.

## **ARTICLE VI- STANDING COMMITTEES**

■ Section I:

Executive Committee:

Shall consist of the elected officers of the ACF-PPC

Duties include:

- Approve all appointments by the President
- Prepare the budget for presentation to the membership.
- Authorize a committee to conduct annual inspections of all books, records, and files including apprenticeship programs to ensure the maintenance of organized record keeping as well as accountability of funds and documentation. Report on findings must be given at the next Board of Directors meeting

Membership Committee:

Shall consist of three members to include; one professional culinarian, one junior culinarian and one associate member.

The President shall appoint the Chair and the Chair shall select their committee members.

Duties include:

- Retention of current members
- Signing up new members
- Provide an orientation program and swear in new members
- Development of member relations program

- Section II:  
Apprenticeship Committee:  
Shall consist of two members and shall have one chef overseeing an apprenticeship program.  
The President shall appoint the Chair and the Chair shall select their committee members.
  - Section III:  
Certification Committee:  
Shall consist of two Professional Culinarians that are responsible to mentor and help members quest for certification  
The President shall appoint the Chair and the Chair shall select their committee members
  - Section IV:  
Student and Apprenticeship Committee:  
Shall consist of two Student Culinarians/Apprentices
- Duties Include:
- Serving as a liaison between the ACF-PPC board of directors and the Student Culinarians and Apprentices
  - Assist with membership drives and fundraising events
  - Shall perform other duties as assigned by the President.

## **ARTICLE VII – REMOVAL OF OFFICERS**

- Section I:  
Elected officers that do not fulfill the commitment and duties will be asked to step down from the office.  
May only be removed by the body that elected them to office in accordance with procedures adopted by the ACF-PPC board of directors
- Section II:  
The appointed officers may be removed by the body that appointed them.

## **ARTICLE VIII – MEETINGS**

- Section I:  
The general membership shall meet no less than nine times during a calendar year at a location (time and date) determined by the ACF-PPC President. The Chapter must have at least nine general business meetings annually.
- Section II:  
The Board of Directors shall meet no less than ten times during a calendar year at a place (time and date) determined by the ACF-PPC President.
- Section III:  
Committees shall meet as needed.

- Section IV:  
Meeting notice for all meetings of ACF-PPC shall be posted on the website no less than 10 days prior to the meeting with information regarding date, time, and place.

## **ARTICLE IX – DUES AND FEES**

- Section I:  
All new members shall receive a copy of the Chapter Bylaws upon request  
Bylaws will be posted on the pikespeakchefs.com website.
- Section II:  
Along with ACF National dues, the Chapter dues are subject to change. Please see the national website at acfchefs.org for current cost information
- Section III:  
ACF National office will bill for dues for both Chapter and National. Dues are payable on your anniversary date. Payment can be made online.
- Section IV:  
The Chapter Treasurer may collect dues from all members of the chapter.
- Section V:  
Any member, more than 60 days delinquent in 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 X – AUDITS**

- Section I:  
The Chapter President shall appoint two members annually that are not serving on the Board to audit the accounts of the Chapter.
- Section II:  
The audit shall take place no less than 30 and no more than 60 days after the close of the year.

## **ARTICLE XI - DISSOLUTION**

- Section I:  
The ACF-PPC may be dissolved by a vote of 75% of the members present at a general meeting. A 30 day written notice must be sent to all paid members stating that “Dissolution of the Chapter Vote” was taken.

- Section II:  
If the members vote to dissolve the chapter, all funds remaining after chapter obligations are paid shall be given to the ACF Foundation Inc.

**STANDING RULES FOR FORMAL GENERAL MEETINGS:**

- Section I:  
The agenda shall go as follows:
  - Call to order
  - Pledge of Allegiance
  - Introductions of all guests and guest speakers
  - Committee and BOD reports
  - Unfinished business
  - New business
  - Educational program
  - Announcements/Raffle
  - Adjournment

Must have 3 out 5 officers present to vote on chapter business  
Must have 20% of members present to vote on chapter business

- Section II:  
All members in good standing may attend Board of Directors meetings.  
  
Members in good standing, guests and potential new members may attend general meetings. Only members in good standing may speak or vote on a topic.
- Section III:  
Parliamentary authority for ACF-PPC is Robert's Rule of Order