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AMERICAN CULINARY FEDERATION, INC.
BYLAWS AND RESOLUTIONS COMMITTEE
POLICIES AND PROCEDURES

reference number
ACF-C.002



Date updated: August 26, 2010 | Date approved by Bylaws Committee: August 26, 2010 | Date approved by Board of Directors February 8, 2011

procedures

Summary

The ACF Bylaws and Resolutions Committee shall maintain the official Bylaws of the American Culinary Federation (ACF) and the American Culinary Federation Education Foundation (ACFEF). The committee shall oversee all resolutions, review changes and maintain all committees' policies and procedures.

Terms of Office

Reference Bylaws & Resolutions Committee Terms of Office in the current version of the ACF Bylaws.

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the federation in all cases to which they are applicable and consistent with the ACF/ACFEF Bylaws.

Procedures to Change the Bylaws

Changes to the Bylaws require two-thirds vote of the Board of Governors and a 60-Day notice to the members of the Board of Governors.

This procedure is designed to ensure well thought-out changes are proposed to the Bylaws of the ACF and ACFEF. The procedure takes about 60 days to complete under normal circumstances. If a member with professional privileges wishes to suggest changes, they would be advised to submit the proposal before the first day of the year to allow for proper vetting at all regional conferences.

Change Proposed by a Professional Culinarian

- **Step 1**—The Professional Culinarian Member will write their proposed

change and submit it in writing on the national website portal.

- **Step 2**—Upon receipt of a proposed change, the ACF Bylaws chair will review it, determine its effect on the balanced document and will rewrite it into a formal proposal to show possible changes in all articles of the ACF Bylaws. The Chair and Executive Director will work with the ACF attorney to ensure legality.
- **Step 3**—The Bylaws and Resolutions Committee will review the proposed changes and make a recommendation to the ACF Board of Directors
- **Step 4**—The ACF Bylaws Chair will accumulate comments and suggestions so if they have an effect on the intent of the proposed change the Chair will, within 15 days send them to the proposer to see if the proposer wishes to change their original proposal. If they wish to change, go back to step 1, if no change, proceed to Step 5.
- **Step 5**—The ACF Bylaws Chair will send (mail or e-mail) the final formal proposal to all members of the Board of Directors and will submit it to the National Secretary to be added to the next ACF Board of Governors meeting. The National Secretary will ensure proper notice is sent to the members of the Board of Governors.
- **Step 6**—The ACF Board of Governors will discuss and give direction should the request have fiducially or legal ramifications.

Change Proposed by a Member of the ACF Board of Governors (voting and non-voting)

- **Step 1**—The member of the Board of Governors shall send their proposed change in writing to the ACF Bylaws Chair and the National President.

Then go to Step 1 through 6 above.

Resolutions

Resolutions are documents requiring a majority vote by members of the Board of Governors and require no notice. Resolutions cannot change or be in conflict with any part of the current Bylaws; they may only further explain them.

Resolutions are documents that:

- Direct the Board of Directors to take a specific action from the Board of Governors.
- Honor an individual or group by the Board of Governors.
- Or establish a policy or procedure from the Board of Governors that cannot be overruled by the Board of Directors.

- **Step 1**—The Professional Culinarian member will write the proposed resolution and submit it in writing to their local chapter's Board of Directors (as defined by the chapter's bylaws, if there is no definition of a board in the chapters bylaws, then the elected officers of the chapter shall be declared the board of directors.)
- **Step 2**—The chapter's Board of Directors will discuss and vote on the proposed resolution.
- **Step 3**—If a majority of the chapter's Board of Directors approves the proposed resolution, the resolution shall be signed by the chapter president, chapter secretary and the professional culinarian member who proposed it, and send to the ACF Bylaws Chair and the National President.
- **Step 4**—The ACF Bylaws Chair upon receipt of the proposed resolution will review it and determine if it is in compliance with the current ACF and ACFEF Bylaws and then write it as a formal proposal.

AMERICAN CULINARY FEDERATION, INC.

BYLAWS AND RESOLUTIONS COMMITTEE

POLICIES AND PROCEDURES

—continued—

• **Step 5** – The Bylaws Chair will send it to the Bylaws and Resolutions Committee members. Then the committee’s suggestions will be sent to the Board of Directors by November 1.

• **Step 6** – The ACF Bylaws Chair will send the final formal proposal to all members of the Board of Directors and will submit it to the National Secretary to be added to the next ACF Board of Governors meeting agenda. The National Secretary will ensure proper notice is sent to the members of the Board of Governors.

• **Step 7** – The ACF Board of Governors will discuss and vote on the proposed change.

Change Proposed by a Member of the ACF Board of Governors (voting and non-voting)

• **Step 1** – The member of the Board of Governors shall send their proposed resolution in writing to the ACF Bylaws Chair and the ACF President

Then go to Step 4 through 7 above.

Policies & Procedures Manual

Policies and Procedures is an operations manual for each committee of the ACF/ACFEF. This document informs officers, committee chairs and chapters how the ACF/ACFEF works and how to get things done.

Policies and Procedures can be changed by a majority vote of the Board of Directors with notice given to the members of the Board of Governors. This document cannot be in conflict with current ACF/ACFEF Bylaws and must be in compliance with all resolutions of the Board of Governors.

Policies and Procedures should be written to cover operations that take place year after year. Short-term items such as a special membership drive or one-time fundraisers should be written as a ‘project’.

The Policies and Procedures Manual should answer the following questions:

1. What are the goals of the individual or group?
2. What are the duties of the individual and/or group?
3. Who is responsible to do it?
4. What should be done?
5. When should it be done?
6. When do they make their reports?
7. What expenses will be paid by the ACF/ACFEF?
8. What awards are to be given and what is the criterion?

• Policies and Procedures that cover members, the Board of Governors, and the Board of Directors should be written and amended by the Board of Directors through direction of the Bylaws and Resolutions Committee and must be approved by a majority of the Board of Directors.

• Policies and Procedures for standing committees should be written and amended by that committee and sent to the Bylaws and Resolutions Committee to ensure they are in compliance with the current ACF/ACFEF Bylaws then submitted to the Board of Directors for approval.

Duties of Chair and Committee Members

The Bylaws and Resolutions Committee members review proposed changes to all governing documents of ACF/ACFEF and ensure all proposed changes follow the proper procedure to ensure the rights

of all ACF members are protected. This committee suggests additional changes to meet the goals of the members, Board of Governors, the Board of Directors and other ACF/ACFEF committees. The committee also informs these groups of the proposed changes and any changes the committee has already approved. The committee keeps updated copies of the Bylaws, Resolutions and all ACF/ACFEF committees’ Policies and Procedures.

Members of the Bylaws and Resolutions Committee will assist in reviewing proposals and are asked to make suggestions to improve all ACF/ACFEF governing documents. They are asked to keep the whole committee informed as to the concerns of the chapters in their region so they may be addressed in a timely manner.

The Bylaws and Resolutions Committee will report to the Board of Directors and the Board of Governors at their annual meetings and directly to the National ACF President.

The Bylaws Chair will attend any Board of Director’s meeting if the National President or a majority of the Board of Director’s requests the Chairman’s attendance. The Bylaws Chair will attend any regional conference the National President or a majority of the Board of Director’s requests the chairman’s attendance (the Chair may choose to send the committee’s regional representative to the regional conference).

Travel Expenses Covered

Acceptable travel expenses according to the ACF/ACFEF Policies and Procedures travel expense section (for meetings) will be reimbursed to the chair or members of the committee if they are requested to attend a meeting (as noted above).



Last Updated: Jan. 10, 2009

policies

The ACE Training Subcommittee is governed by the ACF Certification Commission and will work within the established commission policies and procedures.

All Certification Commission subcommittees have their own Policies and Procedures approved by the Certification Commission and will follow the same term structure and governance as the Certification Commission.

Purpose and Scope of Subcommittee:
With guidance from the Approved Certification Evaluator Training Subcommittee Chair, the ACE Training Subcommittee will develop the plan for recruiting, training and maintaining a qualified field of Practical Exam Evaluators.

procedures

Subcommittee Composition

The ACE Training Subcommittee is comprised of a Chair and at least five additional members.

Members are selected based on culinary education, certification and evaluation expertise. It is required that members hold an ACF certification. All members must be available to carry out the work of the ACE Training Subcommittee, and must have been an active member of the American Culinary Federation.

Members are appointed by the Chair of the ACE Training Subcommittee and in accordance with the policy and procedures defined by the Certification Commission.

Subcommittee Leadership

The Chair of the ACE Training Subcommittee will be appointed by the Certification Commission. The Chair shall preside at all subcommittee meetings, shall see that orders and resolutions of the subcommittee are carried out, shall represent the subcommittee at Certification Commission meetings.

Quorum and Voting

A quorum shall consist of a simple majority of the current membership. All decisions shall be by simple majority vote of the members present at a meeting. All motions or decisions will be taken as a recommendation to the next regularly scheduled Certification Commission meeting by the ACE Training Subcommittee Chair. Any action of ACE Training Subcommittee that could be taken at a meeting may be taken upon the affirmative vote, by phone, or by electronic communication where all members can hear one another.

Term limits

Each member of the ACE Training Subcommittee will serve a three year term from date of appointment. The Chair of the ACE Training Subcommittee will serve a two year term.

Regular Meetings

The ACE Training Subcommittee will meet at least four meetings per year via telephone conference call and more often if determined necessary based upon the scope of work for the year. Meetings are called by the Chair of the ACE Training Subcommittee.

Responsibilities/Duties

Responsibilities of the ACE Training Subcommittee and its members include:

1. Attend ACE Training Subcommittee meetings and serve on committees and/or in roles as requested by the ACE Training Subcommittee Chair and ACF staff.
2. Monitor and recommend for commission approval, policies, procedures and associated materials related to the ACF ACE Training program.

Support Services for Committee

The ACE Training Subcommittee reports directly to the ACF Certification Commission through the direct support of the Chair. The Certification Commission will receive copies of all ACE Training Subcommittee meeting minutes.

The ACF Certification staff will assist ACE Training Subcommittee meetings and activities on an as needed basis.

Vacancy

If a member vacates their position before the end of his or her term, the Chair of the ACE Training Subcommittee will fill the vacancy for the remainder of term.

Conflict of Interest and Confidentiality

All Certification Commission members and ACE Training Subcommittee members must sign the ACF Certification Commission's conflict of interest and confidentiality statement prior to their term of service.

Member Removal

An appointed member of the ACE Training Subcommittee may be recommended for removal for any action that is determined by the Certification Commission Executive Committee to be

AMERICAN CULINARY FEDERATION CERTIFICATION COMMISSION
APPROVED CERTIFICATION EVALUATOR (ACE) TRAINING
SUBCOMMITTEE POLICIES AND PROCEDURES

—continued—

detrimental to the best interests of the ACF certification programs. Removal of any member shall be by recommendation of the ACE Training Subcommittee Chair and approved by the Certification Commission Executive Committee.

Parliamentary Procedures

On questions of parliamentary procedure not covered by these policies, Roberts' Rules of Order (latest edition) shall prevail.

Review and Modification of Policies

The ACE Training Subcommittee Chair and members of the subcommittee can conduct a review of the ACE Training Subcommittee policies and procedures and recommend any additions or changes on an as needed basis. Changes to the policies must be approved by 2/3 vote of the ACE Training Subcommittee.

AMERICAN CULINARY FEDERATION APPEALS SUBCOMMITTEE POLICIES AND PROCEDURES

Last Updated: Dec. 23, 2008

reference number

ACF-SC.04.2



policies

The Certification Appeals Subcommittee is governed by the ACF Certification Commission and will work within the established commission policies and procedures.

All Certification Commission subcommittees have their own Policies and Procedures approved by the Certification Commission and will follow the same term structure and governance as the Certification Commission.

Purpose and Scope of Subcommittee

With guidance from the Appeals Subcommittee Chair, the Appeals Subcommittee will develop the policies and procedures for the ACF Appeals Subcommittee.

procedures

Subcommittee Composition

The Appeals Subcommittee is comprised of a Chair and at least four additional members who are current members of the ACF. At least one person from each region must be included on the subcommittee.

It is desirable, but not required that members hold an ACF certification. 50% of subcommittee members must be ACF certified. All members must be available to carry out the work of the Appeals Subcommittee, and must be an active member of the American Culinary Federation. Subcommittee members can not be part of the ACF Board of Directors or serve as a Practical Exam evaluator.

Members are appointed by the Chair of the Appeals Subcommittee and in accordance with the policy and procedures defined by the Certification Commission.

Subcommittee Leadership

The Chair of the Appeals Subcommittee will be appointed by the Certification Commission. The Chair shall preside at all subcommittee meetings, shall see that orders and resolutions of the subcommittee are carried out, shall represent the subcommittee at Certification Commission meetings or appoint a representative to report.

Quorum and Voting

A quorum shall consist of a simple majority of the current membership. All decisions shall be by simple majority vote of the members present at a meeting. Any action of the Appeals Subcommittee that could be taken at a meeting may be taken upon the affirmative vote, by phone, or by electronic communication where all members can hear one another.

Term limits

Each member of the Appeals Subcommittee will serve a three year term from date of appointment. The Chair of the Appeals Subcommittee will serve a two year term.

Regular Meetings

The Appeals Subcommittee will meet via telephone conference call when and if determined necessary based upon the scope of work. Meetings are called by the Chair of the Appeals Subcommittee.

Responsibilities/Duties

Responsibilities of the Appeals Subcommittee and its members include:

1. Attend Appeals Subcommittee meetings and serve on committees and/or in roles as requested by the Appeals Subcommittee Chair and ACF staff.

2. Resolve ACF Certification appeals based on ACF Certification Commission Policies & Procedures.

3. Recommend for commission approval policies, procedures and associated materials related to the ACF Appeals Process.

Support Services for Committee

The Appeals Subcommittee reports directly to the ACF Certification Commission through the direct support of the Chair. The Certification Commission will receive copies of all Appeals Subcommittee meeting minutes.

The ACF Certification staff will assist with Appeals Subcommittee meetings and activities on an as needed basis.

Vacancy

If a member vacates their position before the end of his or her term, the Chair of the Appeals Subcommittee will fill the vacancy for the remainder of term.

Conflict of Interest and Confidentiality

All Certification Commission members and Appeals Subcommittee members must sign the ACF Certification Commission's conflict of interest and confidentiality statement prior to their term of service.

Member Removal

An appointed member of the Appeals Subcommittee may be recommended for removal for any action that is determined by the Certification Commission Executive Committee to be detrimental to the best interests of the ACF certification programs. Removal of any member shall be by recommendation of the Appeals Subcommittee Chair and approved by the Certification Commission Executive Committee.

AMERICAN CULINARY FEDERATION
APPEALS SUBCOMMITTEE
POLICIES AND PROCEDURES

—continued—

Parliamentary Procedures

On questions of parliamentary procedure not covered by these policies, Roberts' Rules of Order (latest edition) shall prevail.

**Review and Modification
of Policies**

The Appeals Subcommittee Chair and members of the subcommittee can conduct a review of the Appeals Subcommittee policies and procedures and recommend any additions or changes on an as needed basis. Changes to the policies must be approved by 2/3 vote of the Appeals Subcommittee.

AMERICAN CULINARY FEDERATION, INC. CERTIFICATION COMMISSION
ASPIRING CHEFS OF TOMORROW (ACT)
SUBCOMMITTEE POLICIES AND PROCEDURES

Last Updated: February 23, 2011

reference number

ACF-SC.04.3



policies

The Aspiring Chefs of Tomorrow (ACT) Subcommittee is governed by the ACF Certification Commission and will work within the established commission policies and procedures.

All Certification Commission subcommittees have their own Policies and Procedures approved by the Certification Commission and will follow the same term structure and governance as the Certification Commission.

Purpose and Scope of Subcommittee

With guidance from the Aspiring Chefs of Tomorrow (ACT) Subcommittee Chair, the Aspiring Chefs of Tomorrow (ACT) Subcommittee will help develop a foundation where young culinarians can be positioned to grow in their career through the ACF certification process. The Subcommittee will communicate the value and a clear roadmap, including guidance and mentorship by others to reach their certification goals.

procedures

Subcommittee Composition:

The Aspiring Chefs of Tomorrow (ACT) Subcommittee will consist of five members, one chair and one person from each region. Members are selected based on their understanding of the needs and wants of young culinarians as well as for their passion to help play a role in the development of young culinarians through the certification process. It is desirable but not required that members

hold an ACF certification.

Members are appointed by the Chair of the Aspiring Chefs of Tomorrow (ACT) Subcommittee and in accordance with the policy and procedures defined by the Certification Commission.

Subcommittee Leadership:

The Chair of the Aspiring Chefs of Tomorrow (ACT) Subcommittee will be appointed by the Certification Commission. The Chair shall preside at all subcommittee meetings, shall see that orders and resolutions of the subcommittee are carried out, shall represent the subcommittee at Certification Commission meetings.

Quorum and Voting:

A quorum shall consist of a simple majority of the current membership. All decisions shall be by simple majority vote of the members present at a meeting. All motions or decisions will be taken as a recommendation to the next regularly scheduled Certification Commission meeting by the Aspiring Chefs of Tomorrow (ACT) Subcommittee Chair.

Any action of Aspiring Chefs of Tomorrow (ACT) Subcommittee could be taken at a meeting may be taken upon the affirmative vote, by phone, or by electronic communication where all members can hear one another.

Term limits:

Each member of the Aspiring Chefs of Tomorrow (ACT) Subcommittee will serve a three year term from date of appointment. The Chair of the Aspiring Chefs of Tomorrow (ACT) Subcommittee will serve a two year term.

Regular Meetings:

The Aspiring Chefs of Tomorrow (ACT) Subcommittee will meet at least four meetings per year via telephone conference call and more often if determined necessary based upon the scope of work for the year. Meetings are called by the Chair of the Aspiring Chefs of Tomorrow (ACT) Subcommittee.

Responsibilities/Duties:

Responsibilities of the Aspiring Chefs of Tomorrow (ACT) Subcommittee and its members include:

1. Attend Aspiring Chefs of Tomorrow (ACT) Subcommittee meetings and serve on committees and/or in roles as requested by the Aspiring Chefs of Tomorrow (ACT) Subcommittee Chair and ACF staff.
2. Build awareness of ACF certification via social media.
3. Strengthen relationships with ACF accredited school students so the value of certification is understood.
4. Communicate the value of young culinarians to the industry.
5. Establish a network and communication vehicle for young chefs to connect with more established chefs.

Support Services for Committee:

The Aspiring Chefs of Tomorrow (ACT) Subcommittee reports directly to the ACF Certification Commission through the direct support of the Chair. The Certification Commission will receive copies of all Aspiring Chefs of Tomorrow (ACT) Subcommittee meeting minutes

The ACF Certification staff will assist Aspiring Chefs of Tomorrow (ACT) Subcommittee meetings and activities on an as needed basis.

AMERICAN CULINARY FEDERATION, INC. CERTIFICATION COMMISSION
ASPIRING CHEFS OF TOMORROW (ACT)
SUBCOMMITTEE POLICIES AND PROCEDURES

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Vacancy:

If a member vacates their position before the end of his or her term, the Chair of the Aspiring Chefs of Tomorrow (ACT) Subcommittee will fill the vacancy for the remainder of term.

Conflict of Interest and Confidentiality:

All Certification Commission members and Aspiring Chefs of Tomorrow (ACT) Subcommittee members must sign the ACF Certification Commission's conflict of interest and confidentiality statement prior to their term of service.

Member Removal:

An appointed member of the Aspiring Chefs of Tomorrow (ACT) Subcommittee may be recommended for removal for any action that is determined by the Certification Commission Executive Committee to be detrimental to the best interests of the ACF certification programs. Removal of any member shall be by recommendation of the Executive Committee and by majority vote by the full Commission (except the member proposed for removal).

Parliamentary Procedures:

On questions of parliamentary procedure not covered by these policies, Roberts' Rules of Order (latest edition) shall prevail.

Review and Modification of Policies:

The Aspiring Chefs of Tomorrow (ACT) Subcommittee Chair and members of the subcommittee can conduct a review of the Aspiring Chefs of Tomorrow (ACT) Sub-committee policies and procedures and recommend any additions or changes on an as needed basis. Changes to the policies must be approved by 2/3 vote of the Aspiring Chefs of Tomorrow (ACT) Subcommittee.

AMERICAN CULINARY FEDERATION, INC. CERTIFICATION COMMISSION
CERTIFICATION RENEWAL SUBCOMMITTEE
POLICIES AND PROCEDURES

Last Updated: January 10, 2009

reference number

ACF-SC.04.4



policies

The Certification Renewal Subcommittee is governed by the ACF Certification Commission and will work within the established commission policies and procedures.

All Certification Commission subcommittees have their own Policies and Procedures approved by the Certification Commission and will follow the same term structure and governance as the Certification Commission.

Purpose and Scope of Subcommittee:

With guidance from the Certification Renewal Subcommittee Chair, the Certification Renewal Subcommittee will develop the policies and procedures for ACF Certification Renewal.

procedures

Subcommittee Composition:

The Certification Renewal Subcommittee is comprised of a Chair and at least four additional members who are current members of the ACF. At least one person from each region must be included on the subcommittee.

Members are selected based on culinary, education and certification expertise. It is desirable, but not required that members hold an ACF certification. 50% of subcommittee members must be certified. All members must be available to carry out the work of the Certification Renewal Subcommittee, and must have been

an active member of the American Culinary Federation.

Members are appointed by the Chair of the Certification Renewal Subcommittee and in accordance with the policy and procedures defined by the Certification Commission.

Subcommittee Leadership:

The Chair of the Certification Renewal Subcommittee will be appointed by the Certification Commission. The Chair shall preside at all subcommittee meetings, shall see that orders and resolutions of the subcommittee are carried out, shall represent the subcommittee at Certification Commission meetings.

Quorum and Voting:

A quorum shall consist of a simple majority of the current membership. All decisions shall be by simple majority vote of the members present at a meeting. All motions or decisions will be taken as a recommendation to the next regularly scheduled Certification Commission meeting by the Certification Renewal Subcommittee Chair.

Any action of Certification Renewal Subcommittee that could be taken at a meeting may be taken upon the affirmative vote, by phone, or by electronic communication where all members can hear one another.

Term limits:

Each member of the Certification Renewal Subcommittee will serve a three year term from date of appointment. The Chair of the Certification Renewal Subcommittee will serve a two year term.

Regular Meetings:

The Certification Renewal Subcommittee will meet at least four meetings per year via telephone conference call and more often if determined necessary based upon the scope of work for the year. Meetings are called by the Chair of the Certification Renewal Subcommittee.

Responsibilities/Duties:

Responsibilities of the Certification Renewal Subcommittee and its members include:

1. Attend Certification Renewal Subcommittee meetings and serve on committees and/or in roles as requested by the Certification Renewal Subcommittee Chair and ACF staff.
2. Recommend for commission approval policies, procedures and associated materials related to the ACF Certification Renewal program.

Support Services for Committee:

The Certification Renewal Subcommittee reports directly to the ACF Certification Commission through the direct support of the Chair. The Certification Commission will receive copies of all Certification Renewal Subcommittee meeting minutes.

The ACF Certification staff will assist Certification Renewal Subcommittee meetings and activities on an as needed basis.

Vacancy:

If a member vacates their position before the end of his or her term, the Chair of the Certification Renewal Subcommittee will fill the vacancy for the remainder of term.

AMERICAN CULINARY FEDERATION, INC. CERTIFICATION COMMISSION
CERTIFICATION RENEWAL SUBCOMMITTEE
POLICIES AND PROCEDURES

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Conflict of Interest and Confidentiality:

All Certification Commission members and Certification Renewal Subcommittee members must sign the ACF Certification Commission's conflict of interest and confidentiality statement prior to their term of service.

Member Removal:

An appointed member of the Certification Renewal Subcommittee may be recommended for removal for any action that is determined by the Certification Commission Executive Committee to be detrimental to the best interests of the ACF certification programs. Removal of any member shall be by recommendation of the Certification Renewal Chair and approved by the Certification Commission Executive Committee.

Parliamentary Procedures:

On questions of parliamentary procedure not covered by these policies, Roberts' Rules of Order (latest edition) shall prevail.

Review and Modification of Policies:

The Certification Renewal Subcommittee Chair and members of the subcommittee can conduct a review of the Certification Renewal Subcommittee policies and procedures and recommend any additions or changes on an as needed basis. Changes to the policies must be approved by 2/3 vote of the Certification Renewal Subcommittee.

AMERICAN CULINARY FEDERATION, INC. CERTIFICATION COMMISSION
CMC/CMPC SUBCOMMITTEE
POLICIES AND PROCEDURES

Last Updated: Oct. 30, 2009

reference number

ACF-SC.04.5



policies

The CMC/CMPC Subcommittee is governed by the ACF Certification Commission and will work within the established commission policies and procedures.

All Certification Commission subcommittees have their own Policies and Procedures approved by the Certification Commission and will follow the same term structure and governance as the Certification Commission.

Purpose and Scope of Subcommittee:

With guidance from the CMC/CMPC Subcommittee Chair, the CMC/CMPC Subcommittee will develop and recommend all requirements, elements and monitoring of the CMC and CMPC certification designations.

procedures

Subcommittee Composition:

The CMC/CMPC Subcommittee is comprised of a Chair and at least four additional members.

Members must be current CMC or CMPCs and have had the designation for at least three years. All members must be available to carry out the work of the CMC/CMPC Subcommittee, and must have been an active member of the American Culinary Federation.

Members are appointed by the Chair of the CMC/CMPC Subcommittee and in accordance with the policy and procedures defined by the Certification Commission.

Subcommittee Leadership:

The Chair of the CMC/CMPC Subcommittee will be appointed by the Certification Commission. The Chair shall preside at all subcommittee meetings, shall see that orders and resolutions of the subcommittee are carried out, shall represent the subcommittee at Certification Commission meetings.

Quorum and Voting:

A quorum shall consist of a simple majority of the current membership. All decisions shall be by simple majority vote of the members present at a meeting. The CMC subcommittee approves and then recommends actions to the Certification Commission for approval. Approval of any actions pertaining to the CMC/CMPC programs must be approved by both the Certification Commission and the CMC/CMPC Subcommittee.

Any action of CMC/CMPC Subcommittee that could be taken at a meeting may be taken upon the affirmative vote, by phone, or by electronic communication where all members can hear one another.

Term limits:

Each member of the CMC/CMPC Subcommittee will serve a three year term from date of appointment. The Chair of the CMC/CMPC Subcommittee will serve a two year term.

Regular Meetings:

The CMC/CMPC Subcommittee will meet at least four meetings per year via telephone conference call and more often if determined necessary based upon the scope of work for the year. Meetings are called by the Chair of the CMC/CMPC Subcommittee.

Responsibilities/Duties:

Responsibilities of the CMC/CMPC Subcommittee and its members include:

1. Attend CMC/CMPC Subcommittee meetings and serve on committees and/or in roles as requested by the CMC/CMPC Subcommittee Chair and ACF staff.
2. Monitor and recommend for commission approval, policies, procedures and associated materials related to the CMC/CMPC programs.

Support Services for Committee:

The CMC/CMPC Subcommittee reports directly to the ACF Certification Commission through the direct support of the Chair. The Certification Commission will receive copies of all CMC/CMPC Subcommittee meeting minutes.

The ACF Certification staff will assist CMC/CMPC Subcommittee meetings and activities on an as needed basis.

Vacancy:

If a member vacates their position before the end of his or her term, the Chair of the CMC/CMPC Subcommittee will fill the vacancy for the remainder of term.

Conflict of Interest and Confidentiality:

All Certification Commission members and CMC/CMPC Subcommittee members must sign the ACF Certification Commission's conflict of interest and confidentiality statement prior to their term of service.

Member Removal:

An appointed member of the CMC/CMPC Subcommittee may be recommended for removal for any action that is determined by the Certification

AMERICAN CULINARY FEDERATION, INC. CERTIFICATION COMMISSION
CMC/CMPC SUBCOMMITTEE
POLICIES AND PROCEDURES

—continued—

Commission Executive Committee to be detrimental to the best interests of the ACF certification programs. Removal of any member shall be by recommendation of the CMC/CMPC Subcommittee Chair and approved by the Certification Commission Executive Committee.

Parliamentary Procedures:

On questions of parliamentary procedure not covered by these policies, Roberts' Rules of Order (latest edition) shall prevail.

**Review and Modification
of Policies:**

The CMC/CMPC Subcommittee Chair and members of the subcommittee can conduct a review of the CMC/CMPC Subcommittee policies and procedures and recommend any additions or changes on an as needed basis. Changes to the policies must be approved by 2/3 vote of the CMC/CMPC Subcommittee.

AMERICAN CULINARY FEDERATION, INC. CERTIFICATION COMMISSION
FINANCE SUBCOMMITTEE
POLICIES AND PROCEDURES

Last Updated: Oct. 30, 2009

reference number

ACF-SC.04.6



policies

The Finance Subcommittee is governed by the ACF Certification Commission and will work within the established commission policies and procedures.

All Certification Commission subcommittees have their own Policies and Procedures approved by the Certification Commission and will follow the same term structure and governance as the Certification Commission.

Purpose and Scope of Subcommittee:

With guidance from the Finance Subcommittee Chair, the Finance Subcommittee will be the steward of the long term financial goals and needs of the Certification Commission.

procedures

Subcommittee Composition:

The Finance Subcommittee is comprised of a Chair and at least two additional members.

Subcommittee members are members of the ACF Certification Commission. It is desirable, but not required that members hold an ACF certification. All members must be available to carry out the work of the Finance Subcommittee. ACF membership is not required to serve on the Finance Subcommittee.

Members are appointed by the Chair of the Finance Subcommittee and in accordance with the policy and procedures defined by the Certification Commission.

Subcommittee Leadership:

The Chair of the Finance Subcommittee will be appointed by the Certification Commission. The Chair shall preside at all subcommittee meetings, shall see that orders and resolutions of the subcommittee are carried out, shall represent the subcommittee at Certification Commission meetings.

Quorum and Voting:

A quorum shall consist of a simple majority of the current membership. All decisions shall be by simple majority vote of the members present at a meeting. All motions or decisions will be taken as a recommendation to the next regularly scheduled Certification Commission meeting by the Finance Subcommittee Chair.

Any action of Finance Subcommittee could be taken at a meeting may be taken upon the affirmative vote, by phone, or by electronic communication where all members can hear one another.

Term limits:

Each member of the Finance Subcommittee will serve a three year term from date of appointment. The Chair of the Finance Subcommittee will serve a two year term.

Regular Meetings:

The Finance Subcommittee will meet at least two meetings per year via telephone conference call and more often if determined necessary based upon the scope of work for the year. Meetings are called by the Chair of the Finance Subcommittee.

Responsibilities/Duties:

Responsibilities of the Finance Subcommittee and its members include:

1. Attend Finance Subcommittee meetings and serve on committees and/or in roles as requested by the Finance Sub-committee Chair and ACF staff.
2. Monitor and revise, as needed, policies, procedures and associated materials related to the ACF certification program.
3. Ensure the long term financial support needed to carry out the goals of the Certification Commission.

Support Services for Committee:

The Finance Subcommittee reports directly to the ACF Certification Commission through the direct support of the Chair. The Certification Commission will receive copies of all Finance Subcommittee meeting minutes

The ACF Certification staff will assist Finance Subcommittee meetings and activities on an as needed basis.

Vacancy:

If a member vacates their position before the end of his or her term, the Chair of the Finance Subcommittee will fill the vacancy for the remainder of term.

Conflict of Interest and Confidentiality:

All Certification Commission members and Finance Subcommittee members must sign the ACF Certification Commission's conflict of interest and confidentiality statement prior to their term of service.

AMERICAN CULINARY FEDERATION, INC. CERTIFICATION COMMISSION
FINANCE SUBCOMMITTEE
POLICIES AND PROCEDURES

—continued—

Member Removal:

An appointed member of the Finance Subcommittee may be recommended for removal for any action that is determined by the Certification Commission Executive Committee to be detrimental to the best interests of the ACF certification programs. Removal of any member shall be by recommendation of the Executive Committee and by majority vote by the full Commission (except the member proposed for removal).

Parliamentary Procedures:

On questions of parliamentary procedure not covered by these policies, Roberts' Rules of Order (latest edition) shall prevail.

Review and Modification of Policies:

The Finance Subcommittee Chair and members of the subcommittee can conduct a review of the Finance Subcommittee policies and procedures and recommend any additions or changes on an as needed basis. Changes to the policies must be approved by 2/3 vote of the Finance Subcommittee.

AMERICAN CULINARY FEDERATION, INC. CERTIFICATION COMMISSION
MARKETING SUBCOMMITTEE
POLICIES AND PROCEDURES

Last Updated: March 3, 2011

reference number

ACF-SC.04.7



policies

The Marketing Subcommittee is governed by the ACF Certification Commission and will work within the established commission policies and procedures.

All Certification Commission subcommittees have their own Policies and Procedures approved by the Certification Commission and will follow the same term structure and governance as the Certification Commission.

Purpose and Scope of Subcommittee:

With guidance from the Marketing Subcommittee Chair, the Marketing Subcommittee will propose marketing programs to enhance, communicate and grow the certification program. Certification marketing programs will coordinate and be leveraged with other ACF marketing initiatives.

procedures

Subcommittee Composition:

The Marketing Subcommittee is comprised of a Chair and at least two additional members.

Subcommittee members are chosen based on their expertise and interest. All members must be available to carry out the work of the Marketing Subcommittee. Although desirable, ACF membership and certification is not required to serve on the Marketing Subcommittee.

Members are appointed by the Chair of the Marketing Subcommittee and in accordance with the policy and procedures defined by the Certification Commission.

Subcommittee Leadership:

The Chair of the Marketing Subcommittee will be appointed by the Certification Commission. The Chair shall preside at all subcommittee meetings, shall see that orders and resolutions of the subcommittee are carried out, shall represent the subcommittee at Certification Commission meetings.

Quorum and Voting:

A quorum shall consist of a simple majority of the current membership. All decisions shall be by simple majority vote of the members present at a meeting. All motions or decisions will be taken as a recommendation to the next regularly scheduled Certification Commission meeting by the Marketing Subcommittee Chair.

Any action of Marketing Subcommittee could be taken at a meeting may be taken upon the affirmative vote, by phone, or by electronic communication where all members can hear one another.

Term limits:

Each member of the Marketing Subcommittee will serve a three year term from date of appointment. The Chair of the Marketing Subcommittee will serve a two year term.

Regular Meetings:

The Marketing Subcommittee will meet at least two meetings per year via telephone conference call and more often if determined necessary based upon the scope of work for the year. Meetings are called by the Chair of the Marketing Subcommittee.

Responsibilities/Duties:

Responsibilities of the Marketing Subcommittee and its members include:

1. Attend Marketing Subcommittee meetings and serve on committees and/or in roles as requested by the Finance Sub-committee Chair and ACF staff.
2. Monitor and revise, as needed, policies, procedures and associated materials related to the ACF certification program.
3. Propose marketing programs to enhance, communicate and grow the certification program.

Support Services for Committee:

The Marketing Subcommittee reports directly to the ACF Certification Commission through the direct support of the Chair. The Certification Commission will receive copies of all Marketing Subcommittee meeting minutes.

The ACF Certification staff will assist Marketing Subcommittee meetings and activities on an as needed basis.

Vacancy:

If a member vacates their position before the end of his or her term, the Chair of the Marketing Subcommittee will fill the vacancy for the remainder of term.

AMERICAN CULINARY FEDERATION, INC. CERTIFICATION COMMISSION
MARKETING SUBCOMMITTEE
POLICIES AND PROCEDURES

—continued—

Conflict of Interest and Confidentiality:

All Certification Commission members and Marketing Subcommittee members must sign the ACF Certification Commission's conflict of interest and confidentiality statement prior to their term of service.

Member Removal:

An appointed member of the Marketing Subcommittee may be recommended for removal for any action that is determined by the Certification Commission Executive Committee to be detrimental to the best interests of the ACF certification programs. Removal of any member shall be by recommendation of the Executive Committee and by majority vote by the full Commission (except the member proposed for removal).

Parliamentary Procedures:

On questions of parliamentary procedure not covered by these policies, Roberts' Rules of Order (latest edition) shall prevail.

Review and Modification of Policies:

The Marketing Subcommittee Chair and members of the subcommittee can conduct a review of the Marketing Subcommittee policies and procedures and recommend any additions or changes on an as needed basis. Changes to the policies must be approved by 2/3 vote of the Marketing Subcommittee.

AMERICAN CULINARY FEDERATION, INC. CERTIFICATION COMMISSION
PRACTICAL EXAM SUBCOMMITTEE
POLICIES AND PROCEDURES

Last Updated: January 10, 2009

reference number

ACF-SC.04.8



policies

The Practical Exam Subcommittee is governed by the ACF Certification Commission and will work within the established commission policies and procedures.

All Certification Commission subcommittees have their own Policies and Procedures approved by the Certification Commission and will follow the same term structure and governance as the Certification Commission.

Purpose and Scope of Subcommittee:

With guidance from the Practical Exam Subcommittee Chair, the Practical Exam Subcommittee will develop the policies and procedures for the Practical Exam process.

procedures

Subcommittee Composition:

The Practical Exam Subcommittee is comprised of a Chair and at least four additional members. A least one person from each region must be included on the subcommittee.

Members are selected based on culinary, evaluation and administrative expertise. It is desirable, but not required that members hold an ACF certification. All members must be available to carry out the work of the Practical Exam Subcommittee, and must have been an active member of the American Culinary Federation.

Members are appointed by the Chair of the Practical Exam Subcommittee and in

accordance with the policy and procedures defined by the Certification Commission.

Subcommittee Leadership:

The Chair of the Practical Exam Subcommittee will be appointed by the Certification Commission. The Chair shall preside at all subcommittee meetings, shall see that orders and resolutions of the subcommittee are carried out, shall represent the subcommittee at Certification Commission meetings.

Quorum and Voting:

A quorum shall consist of a simple majority of the current membership. All decisions shall be by simple majority vote of the members present at a meeting. All motions or decisions will be taken as a recommendation to the next regularly scheduled Certification Commission meeting by the Practical Exam Subcommittee Chair.

Any action of Practical Exam Subcommittee that could be taken at a meeting may be taken upon the affirmative vote, by phone, or by electronic communication where all members can hear one another.

Term limits:

Each member of the Practical Exam Subcommittee will serve a three year term from date of appointment. The Chair of the Practical Exam Subcommittee will serve a two year term.

Regular Meetings:

The Practical Exam Subcommittee will meet at least four meetings per year via telephone conference call and more often if determined necessary based upon the scope of work for the year.

Meetings are called by the Chair of the Practical Exam Subcommittee.

Responsibilities/Duties:

Responsibilities of the Practical Exam Subcommittee and its members include:

1. Attend Practical Exam Subcommittee meetings and serve on committees and/or in roles as requested by the Practical Exam Sub-committee Chair and ACF staff.
2. Recommend for commission approval, policies, procedures and associated materials related to the ACF Practical Exam.

Support Services for Committee:

The Practical Exam Subcommittee reports directly to the ACF Certification Commission through the direct support of the Chair. The Certification Commission will receive copies of all Practical Exam Subcommittee meeting minutes

The ACF Certification staff will assist Practical Exam Subcommittee meetings and activities on an as needed basis.

Vacancy:

If a member vacates their position before the end of his or her term, the Chair of the Practical Exam Subcommittee will fill the vacancy for the remainder of term.

Conflict of Interest and Confidentiality:

All Certification Commission members and Practical Exam Subcommittee members must sign the ACF Certification Commission's conflict of interest and confidentiality statement prior to their term of service.

AMERICAN CULINARY FEDERATION, INC. CERTIFICATION COMMISSION
PRACTICAL EXAM SUBCOMMITTEE
POLICIES AND PROCEDURES

—continued—

Member Removal:

An appointed member of the Practical Exam Subcommittee may be recommended for removal for any action that is determined by the Certification Commission Executive Committee to be detrimental to the best interests of the ACF certification programs. Removal of any member shall be by recommendation of the Practical Exam Subcommittee Chair and approved by the Certification Commission Executive Committee.

Parliamentary Procedures:

On questions of parliamentary procedure not covered by these policies, Roberts' Rules of Order (latest edition) shall prevail.

**Review and Modification
of Policies:**

The Practical Exam Subcommittee Chair and members of the subcommittee can conduct a review of the Practical Exam Subcommittee policies and procedures and recommend any additions or changes on an as needed basis. Changes to the policies must be approved by 2/3 vote of the Practical Exam Subcommittee.

AMERICAN CULINARY FEDERATION, INC. CERTIFICATION COMMISSION
WRITTEN EXAM SUBCOMMITTEE
POLICIES AND PROCEDURES

Last Updated: January 10, 2009

reference number

ACF-SC.04.8



policies

The Written Exam Subcommittee is governed by the ACF Certification Commission and will work within the established commission policies and procedures.

All Certification Commission subcommittees have their own Policies and Procedures approved by the Certification Commission and will follow the same term structure and governance as the Certification Commission.

Purpose and Scope of Subcommittee:

With guidance from the Written Exam Subcommittee Chair, the Written Exam Subcommittee will develop the written certification exams for requested levels of certification.

procedures

Subcommittee Composition:

The Written Exam Subcommittee is comprised of a Chair and at least six additional members.

Members are selected based on culinary and management expertise. It is desirable, but not required that members hold an ACF certification. All members must be available to carry out the work of the Written Exam Subcommittee and must be certifiable at the exam level to be written.

Members are appointed by the Chair of the Written Exam Subcommittee

and in accordance with the policy and procedures defined by the Certification Commission.

Subcommittee Leadership:

The Chair of the Written Exam Subcommittee will be appointed by the Certification Commission. The Chair shall preside at all subcommittee meetings, shall see that orders and resolutions of the subcommittee are carried out, shall represent the subcommittee at Certification Commission meetings.

Quorum and Voting:

A quorum shall consist of a simple majority of the current membership. All decisions shall be by simple majority vote of the members present at a meeting. All motions or decisions will be taken as a recommendation to the next regularly scheduled Certification Commission meeting by the Written Exam Subcommittee Chair.

Any action of Written Exam Subcommittee that could be taken at a meeting may be taken upon the affirmative vote, by phone, or by electronic communication where all members can hear one another.

Term limits:

Each member of the Written Exam Subcommittee will serve a three year term from date of appointment. The Chair of the Written Exam Subcommittee will serve a two year term. Involvement may be intermittent based on expertise and the level of exam to be written.

Regular Meetings:

The Written Exam Subcommittee will meet at least four meetings per year

via telephone conference call and more often if determined necessary based upon the scope of work for the year. Meetings are called by the Chair of the Written Exam Subcommittee.

Responsibilities/Duties:

Responsibilities of the Written Exam Subcommittee and its members include:

1. Attend Written Exam Subcommittee meetings and serve on committees and/or in roles as requested by the Written Exam Subcommittee Chair and ACF staff.
2. Develop certification exams as necessary for the ACF certification program and in accordance with NCCA standards.

Support Services for Committee:

The Written Exam Subcommittee reports directly to the ACF Certification Commission through the direct support of the Chair. The Certification Commission will receive copies of all Written Exam Subcommittee meeting minutes

The ACF Certification staff will assist Written Exam Subcommittee meetings and activities on an as needed basis.

Vacancy:

If a member vacates their position before the end of his or her term, the Chair of the Written Exam Subcommittee will fill the vacancy for the remainder of term.

Conflict of Interest and Confidentiality:

All Certification Commission members and Written Exam Subcommittee members must sign the ACF

AMERICAN CULINARY FEDERATION, INC. CERTIFICATION COMMISSION
WRITTEN EXAM SUBCOMMITTEE
POLICIES AND PROCEDURES

—continued—

Certification Commission’s conflict of interest and confidentiality statement prior to their term of service.

Member Removal:

An appointed member of the Written Exam Subcommittee may be recommended for removal for any action that is determined by the Certification Commission Executive Committee to be detrimental to the best interests of the ACF certification programs. Removal of any member shall be by recommendation of the Written Exam Subcommittee Chair and approved by the Certification Commission Executive Committee.

Parliamentary Procedures:

On questions of parliamentary procedure not covered by these policies, Roberts’ Rules of Order (latest edition) shall prevail.

Review and Modification of Policies:

The Written Exam Subcommittee Chair and members of the subcommittee can conduct a review of the Written Exam Subcommittee policies and procedures and recommend any additions or changes on an as needed basis. Changes to the policies must be approved by 2/3 vote of the Written Exam Subcommittee.

AMERICAN CULINARY FEDERATION CHEFS MOVE TO SCHOOLS TASK FORCE POLICIES AND PROCEDURES

reference number
ACF-C.006



*Date updated: 3/1/2011 | Date approved by Bylaws Committee:
4/15/2011 | Date approved by Board of Directors: 6/14/2011*

Policies

Governance:

The Chefs Move to Schools Task Force is governed by the ACF Board of Directors and will work within the established organizational bylaws and policies and procedures.

Purpose and Scope of Task Force:

The Chefs Move to Schools Task Force will provide guidance and directions for ACF's involvement in the national Chef Move to Schools Campaign as well as develop a plan for recruiting chefs to volunteer at local schools. The task force provides leadership and oversight for all Chef Move to School activities for the ACF including national outreach, chef recruitment, information sharing, public relation/marketing outreach, and programmatic development.

The Chefs Move to Schools program, run through the U.S. Department of Agriculture, will help chefs partner with interested schools in their communities so together they can create healthy meals that meet the schools' dietary guidelines and budgets, while teaching young people about nutrition and making balanced and healthy choices.

Procedures

Task Force Composition:

The Chefs Move to Schools Task force is comprised of a National Chair and at least 2 members from each ACF region as well as two industry liaisons. The task force will have one ACF Board of Directors serve on the task force as a nonvoting member and facilitate messages between the task force and the board.

Members are selected based on dedication to the Chefs Move to School campaign, culinary nutrition and previous volunteer experience. It is desirable, but not required that members hold an ACF certification. All members must be available to carry out the work of the task force, and must maintain active membership in American Culinary Federation.

Members are appointed by the ACF National President in accordance with the ACF Bylaws.

Task Force Leadership:

The Chair of the Chefs Move to Schools Task force will be appointed by the ACF National President. The Chair shall preside at all task force meetings, shall determine agenda items for each meeting, and shall see that orders and resolutions of the task force are carried out, and shall represent the as needed.

Quorum and Voting:

A quorum shall consist of a simple majority of the current membership. All decisions shall be by simple majority vote of the members present at a meeting. All decisions or proposals will be taken by the board liaison as a recommendation to the next regularly ACF Board of Directors meeting as necessary.

Any action of Chefs Move to Schools Task Force could be taken at a meeting may be taken upon the affirmative vote, by phone, or by electronic communication where all members can hear one another.

Terms Limits

Members of the Chefs Move to Schools Task Force are appointed for a term of no more than 3 year.

Regular Meetings:

The Chefs Move to Schools Task Force will meet at least 4 times per year via telephone conference call and more often if determined necessary based upon the scope of work for the year. Meetings are called by the Chair of the task force.

Responsibilities/Duties:

Responsibilities of the Chefs Move to Schools Task Force and its members include:

1. Attend task force meetings and serve on task forces and/or in roles as requested by the task force.
2. Monitor and revise, as needed, policies, procedures and associated materials related to the Chefs Move to School initiative.

Vacancy:

If a member vacates their position before the end of his or her term, the Chair of the task force will fill the vacancy for the remainder of term.

Member Removal:

An appointed member of the Chefs Move to Schools Task Force may be recommended for removal for any action that is determined by the ACF Board of Directors to be detrimental to the best interests of the ACF. Removal of any member shall be by recommendation of the task force and by majority vote by the ACF Board of Directors (except the member proposed for removal).

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the federation in all cases to which they are applicable and consistent with the ACF/ACFEF Bylaws.

AMERICAN CULINARY FEDERATION
CHEFS MOVE TO SCHOOLS TASK FORCE
POLICIES AND PROCEDURES

—continued—

Policies & Procedures Manual

These Policies and Procedures can be changed by a majority vote of the Board of Directors with notice given to the members of the Board of Governors.

This document cannot be in conflict with current ACF/ACFEF Bylaws and must be in compliance with all resolutions of the Board of Governors.

AMERICAN CULINARY FEDERATION
CONVENTION COMMITTEE
POLICIES AND PROCEDURES

Last Updated: XX/XX/XXXX

reference number

ACF-C.008



policies

Policy & Procedures are under review.
Please check back

AMERICAN CULINARY FEDERATION CULINARY COMPETITION COMMITTEE POLICIES AND PROCEDURES

Last Updated: 12/05/2012 | Date Approved by Bylaws Committee:
07/17/2013 | Date Approved by Board of Directors: 7/20/2013

reference number
ACF-C.010



policies

The ACF Culinary Competition Committee (Committee) will work within the established organizational bylaws and policies and procedures that have been approved by the ACF Board of Directors.

Scope

The Culinary Competition Committee will encourage culinary excellence through competitions while assuring the fairness and impartial arenas.

The Committee shall:

- Develop culinary competition categories and the specifications for each.
- Develop judging formats and scoring forms for each competition category.
- Recommend competition criteria used to determine regional and national award winners for Chef of the Year, Pastry Chef of the Year and Student Chef of the Year, and Student Team Competition by January 31 for the following year
- Develop culinary judge criteria and assure that a list of currently qualified judges is maintained. Shall review judge candidate applications and vote for approval or disapproval for each candidate. Committee will vote on final approval.
- Develop current judges training seminar and/or webinars for presentation as needed at regional conferences and the national convention. Judges must go through training refresher every three years. All nominees of the Culinary Competition committee shall maintain his/her certification as an ACF Approved judge. Re-fresher judge's training seminar and/or webinar presentation material must be current & relevant to current day trends and completion standards.

- Assure that formal competition manual for professionals and students, is updated. Contents will serve as the committee's policy manual, and include all necessary competitor documentation and forms by January 31 for the following year
- Develop training seminars for competitors and present it at regional conferences. Provide additional webinar training seminars on an as needed basis.

Committee Composition and Term Limits

In accordance with the ACF Bylaws (dated July 16, 2012), the Culinary Competition Committee is a standing committee:

- There shall be committee members, one from each region nominated by their respective vice president; national chair and student chair nominated by the ACF national president. All nominations must be confirmed by the ACF Board of Directors.
- The National President serves as an ex officio, non-voting member of all ACF committees
- All committee members serve a two-year term which should follow the election cycle of National officers.
- All Standing Chairpersons will need to be reconfirmed for their position by the ACF Board of Directors at the beginning of each subsequent term.
- A Pastry Chef Representative appointed by the ACF President will serve on the Culinary Competition Committee. He/she will be responsible to rotate throughout the 4 ACF Regional Conferences and served as part of the ACF Judge's panel for any designated culinary/pastry competition as designated by the Culinary Show Chairman and/or with the approval of the ACF President.

Committee Composition outside the realm of the Bylaws:

- The committee will have one member of the ACF Board of Directors liaison serve on the committee as a nonvoting member and facilitate pertinent information and any recommendations between the committee and the ACF board of Directors.
- The committee will have one ACF National Staff Liaison who will assist with logistics for committee meetings (whether in person meetings or through teleconference/webinar etc), record and transcribe minutes and upon approval distribute minutes within 30 days.
- All Nominees for Competition Committee shall be an ACF-approved judge.
- All appointed committee members shall remain ACF members in good standing throughout their term

Responsibilities and Duties:

Chair Responsibilities:

- Shall oversee the operation of the committee and shall preside at all committee meetings.
- Shall approve or disapprove all culinary competition applications.
- Apply guidelines for the lead judge approval for competitions.
- Shall approve apprentice judge applications.
- Shall serve or appoint a committee member to serve as liaison with respective awards committees during the application review process for Chef of the Year, Pastry Chef of the Year and Student Chef of the Year regional candidates as long as the current review process is in place as of June 2013 . If review process is changed, the ACF Board of Directors, at its discretion, may no longer require a committee member in the selection process.

AMERICAN CULINARY FEDERATION CULINARY COMPETITION COMMITTEE POLICIES AND PROCEDURES

—continued—

- Develop a budget and present it to the ACF Board of Directors for approval. Approved budget will be utilized from the Governance committee funds
- Shall attend any ACF Board meeting, Board of Governors' meeting, recognized Commission or Committee meeting as requested by the ACF President or respective Chairman. If requested, he/she shall report and attend any of these meetings of the ACF Board of Director meetings and the Board of Governors at the expense of the ACF. Attend or appoint a representative for site visits for regional and national competitions
- A Culinary Competition Committee representative will be the appointed Regional Culinary Representative, as part of their appointed role & responsibilities to serve as a designated "go-to-person" that is engaged in the pre-planning stages with the ACF event staff and understands the challenges that will exist and can impact the actual competition in help minimize any/all potential conflict/concerns that may arise.
- Assign regional Culinary Committee representatives tasks as they apply to their regions.
- Investigate and answer any complaints from competitors or members and respond in time allotted according to formal grievance policy

Regional Member Responsibilities:

- Shall serve as liaison for competitions in their region.
- Present culinary competition webinar training seminars for competitors.
- Present a judges webinar training seminar at their respective regional conference and/or the national convention.
- Handle Regional issues as assigned by the Chair.

Judges Audit:

- Committee will use committee approved guidelines formed to conduct audit process. Judges will be placed in their appropriate category and subsequent list that applies though this process.

Any action of the Committee taken that could be taken at a meeting may be taken upon the affirmative vote, in person, by phone or by electronic communication where all members can hear one another.

Regular Meetings

The committee will meet at least once per quarter through teleconference and more often if determined necessary based on the scope of work for the year. Upon approval of the Board of Directors, the committee may meet once yearly in person for update of rules and judges audit. The scheduling of the annual meeting will be at the National Convention and specific details will be determined with input from Committee Chairman and ACF Staff liaison.

Vacancy:

If a member vacates their position before the end of his or her term, the same process of appointment will be followed. This will be done within 60 days of the vacancy.

The vacating member needs to submit a letter to the Committee Chairman and the ACF Board of Director's committee liaison indicating they are stepping down as a committee member, to include the exit date.

Conflict of Interest and Confidentiality:

All committee members must adhere to and sign the ACF conflict of interest and confidentiality statement prior to their term of service.

No current member of the Culinary Competition committee can have a team from their school or an employee from their workplace in any competition during their time as chair or a Committee member.

Member Removal:

An appointed member of the Committee may be recommended for removal for any action that is determined by the Committee Chairman and/or the Board of Directors to be in violation of bylaws or policies of the Committee and/or ACF.

Removal of any member shall be by recommendation of the committee and by majority vote by the ACF Board of Directors. Member removal should be at the discretion of the ACF Board of Directors as they are the ones that appointed the committee member.

Parliamentary Authority:

The rules contained in the current Edition of Robert's Rules of Order shall govern the federation in all cases to which they are applicable and consistent with the ACF Bylaws.

Policies & Procedures Manual:

Any changes to these Policies and Procedures should be vetted by the Bylaws and Resolutions Committee prior to being sent to the Board of Directors. This document cannot be in conflict with the current ACF Bylaws and must be in compliance with all resolutions of the Board of Governors.

CEH Hours

Any chair or member of the committee that does not participate and/or performs duties in their region will not be given annual CEH's awarded towards certification.

AMERICAN CULINARY FEDERATION ETHICS COMMITTEE POLICIES AND PROCEDURES

reference number
ACF-C.012



Date updated: 1/26/2011 | Date approved by Bylaws Committee:
1/26/2011 | Date approved by Board of Directors: 6/14/2011

policies

Policies & Procedures Manual

Policies and Procedures are operations manuals for each committee of the ACF/ACFEF. This document informs officers, committee chairs and chapters how the ACF/ACFEF works and how to get things done.

- Policies and Procedures can be changed by a majority vote of the Board of Directors with notice given to the members of the Board of Governors. This document cannot be in conflict with current ACF/ACFEF Bylaws and must be in compliance with all resolutions of the Board of Governors.
- Policies and Procedures should be written to cover operations that take place year after year. Short-term items such as a special membership drives or one-time fundraisers should be written as a 'project'.
- Policies and Procedures that cover members, the Board of Governors, and the Board of Directors should be written and amended by the Board of Directors through direction of the Bylaws Committee and must be approved by a majority of the Board of Directors.
- Policies and Procedures should be written and amended by that committee and sent to the Bylaws Committee to ensure they are in compliance with the current ACF/ACFEF Bylaws then submitted to the Board of Directors for approval.

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the federation in all cases to which they are applicable and consistent with the ACF/ACFEF Bylaws.

Summary

The American Culinary Federation has the right, and obligation, to prescribe and enforce standard ethical conduct of its members. Procedures for investigations and hearings described herein establish the American Culinary Federation's judgment for individuals' adherence to established standards.

The purpose of the Ethics Committee shall be to investigate allegations of unethical conduct on the part of ACF members or staff, in accordance with the procedures set forth in the bylaws and policies and procedures.

For Ethics Committee Terms of Office reference current version of the ACF Bylaws.

Definitions

The following terms shall have the following meanings:

Censure

A censure is a disciplinary action that may take the form of a warning or a reprimand. A censure must be in writing and clearly outline the consequences in the event of a repetition of the conduct. This is the mildest form of discipline.

Clear and Convincing Evidence

Evidence that is more than a mere preponderance (i.e., it is more likely than not that A is true (there is a 51% probability that A is true), but that the need not be beyond a reasonable doubt. Evidence sufficient to create in the mind of the decision-maker a firm belief that the thing is offered to prove is established.

Conflict of Interest

A conflict of interest arises when any person involved in a disciplinary proceeding (other than a party) has a personal, professional, or financial interest in, or stake in, the outcome of the proceedings or stands to benefit or suffer personally, professionally or financially in the outcome. A hearing officer, for example, who happens to be a colleague of, vendor to, customer of, or competitor with a Respondent, has a conflict of interest. A person serving in more than one capacity in the same proceeding has a conflict of interest (e.g., a person who initially investigated the charge may not serve as the hearing officer).

A conflict of interest may arise from appearances, as well as, reality. For example, even though the hearing officer and the Respondent personally are not acquainted, if the companies employing them have relations, the appearance of conflict may be created.

No party or witness shall be deprived of the opportunity to be heard merely because of a conflict of interest, but such conflict, if any, may be considered as going to the weight or credibility of the evidence offered.

Forfeiture

Loss of American Culinary Federation membership rights and privileges.

Fraud

A false representation of a matter of fact, whether by words or by conduct, by false or misleading allegations, or by concealment of that which should have been disclosed, which deceives and is intended to deceive another so that he/she shall act upon it to his/her legal injury.

AMERICAN CULINARY FEDERATION ETHICS COMMITTEE POLICIES AND PROCEDURES

—continued—

More generally, any means resorted to by one individual to get advantage over another by false suggestions or by suppression of truth, including surprise, trick, cunning, dissembling, and any unfair way to which another is cheated.

Suspension

An intermediate form of discipline, between censure and expulsion (forfeiture of American Culinary Federation membership rights and privileges). A person who is suspended loses the right to use any American Culinary Federation trade name, trademark, service mark or collection mark, to vote, to receive Member-only mailings and to serve as committee person, director or officer for the period of suspension.

Charges

The following shall constitute cause for consideration of complaints before the American Culinary Federation Ethics Committee:

- Failure to comply with any of the membership requirements as contained in the Bylaws of the American Culinary Federation.
- Failure to disclose, or concealment of, any information requested on the application for membership, certification, or any other program of the American Culinary Federation, regardless of when such omission or concealment shall have taken place or come to the attention of the American Culinary Federation.
- Violation of the Bylaws of the American Culinary Federation.
- Any conviction for the commission of a felony.

- Any conduct or action which in the opinion of the American Culinary Federation is improper or prejudicial to the American Culinary Federation, or is detrimental to the interest and responsibilities of the culinary professions.

Complaints

All complaints that a Member has violated the ethical standards set forth by the American Culinary Federation shall be made in writing and contain a clear and concise statement of the facts, including pertinent dates, which constitute the alleged unethical practice, and be signed by the Complainant(s). A Complainant may or may not be a Member of the American Culinary Federation.

Every complaint shall be submitted to, and initially reviewed and evaluated by, the Regional Ethics Chair who shall forward the complaint with his/her endorsement and recommendation to the Chair of the Ethics Committee. Neither the Chair nor the Ethics Committee shall be obligated to act on every complaint received.

The Chair of the Ethics Committee, acting in consultation with the Regional Ethics Chair, the Executive Director and whoever else is deemed appropriate, may, in the exercise of sound discretion, dismiss a complaint. A complaint for purposes of illustration may be dismissed for the following reasons (this is not an all inclusive, exhaustive list):

- Failure to state claim where relief can be granted (e.g., accusing someone of being rude).

- Basing a complaint on matters which are already covered by another authority, jurisdiction or regulated by law (e.g., accusing a superior of sexual harassment at work; accusing some of anti-competitive practices).
- Knowledge that the same acts or prosecution (e.g., accusing someone of a crime for which he/she is already under indictment or on trail) by another body.
- Failure to allege a violation with specificity and/or sufficient facts, evidence or detail to support the charge.
- Failure to comply with the requirements for a proper complaint (e.g., failing to disclose the complainant's identity or failing to sign the complaint).

On the advice of legal counsel, that no further action should be taken on the complaint.

In the event the complaint is dismissed, the National and Regional Ethics Chairs shall notify the Executive Director and all persons involved in the case (if possible) in writing.

The American Culinary Federation and its representatives shall be under no obligation to explain the reasons for dismissal.

Procedures for Investigating Complaints
In the event the Ethics Committee decides to go forward with the investigation of a complaint it shall do the following:

- Refer the complaint to the member of the Ethics Committee within the region in which the person charged is a Member; with the exception of complaints lodged against an officer or Director of the American Culinary Federation or Members-at-Large, in which case Ethics Committee shall process the complaint.

AMERICAN CULINARY FEDERATION ETHICS COMMITTEE POLICIES AND PROCEDURES

—continued—

- The Ethics Chair shall direct the Regional Ethics Chair to notify the Respondent of the pending investigation.
- The notice should be in writing, setting forth the nature of the charge and the facts or allegations supporting the charge, advise the Respondent of his/her rights under the disciplinary procedure, and request a response within 30 days.
- The appointed member of the Ethics Committee shall seek the assistance of anyone deemed necessary to investigate the charge(s) and submit a written report back to the Ethics Committee, with a copy to the National Ethics Chair, with a recommendation within thirty (30) days of assignment.
- The Chair of the Ethics Committee can, on the same terms as set forth above, at any time during this procedure decide to dismiss the complaint if or when he/she becomes persuaded it is appropriate to do so.
- If any person responsible for, or asked to investigate or adjudicate, an ethics complaint has a conflict of interest, she/he should disclose the fact to the Chair of the Ethics Committee or to the Executive Director and recuse him/herself from any participation in the investigation of adjudication of the complaint.

Hearings

Upon receipt of the investigative file, the Ethics Committee shall notify the respondent that the investigation is complete and inquire as to whether the Respondent wishes to have a hearing before the committee. If the Respondent declines the opportunity to have a hearing or if the Respondent fails to reply within ten (10) days, the Committee shall issue finding of fact and a recommended

decision. If a hearing is to be held, the Respondent shall be notified of the date, time and place of the hearing at least thirty (30) days before the date of the hearing.

The Chair of the Ethics Committee shall, in consultation with the Board of Directors, appoint a Presiding Officer, and two (2) hearing officers, who shall not be a member of the Board of Directors. The rulings and decisions of the Presiding Officer shall be final and binding. Hearing attendance is restricted to members of the Ethics Committee, Board of Directors, the Executive Director, the Respondent's counsel (if applicable), and legal counsel of the American Culinary Federation and with the agreement of the Respondent, his or her chapter president.

Witnesses, including the Complainant, shall not be allowed to attend any part of the hearing in which they are not directly involved. Evidence shall be considered informally, hearsay evidence shall be admissible, but the Presiding Officer shall exclude irrelevant or unduly repetitious testimony.

The Respondent shall have the right to appear at the hearing in person, to present witnesses, to make an opening statement, to examine and rebut unfavorable evidence and to make a closing argument. The hearing shall be recorded and transcribed verbatim. The use of a tape recorder is authorized for this purpose. All documents accepted by the Chair shall be made an official part of the hearing record.

Deliberations of the Committee shall be held in Executive Session with no non-Committee Member present (transcriber and all parties to the hearing are excused).

Findings and Recommendations

During the Executive Session of the hearing, after careful deliberation, the Ethics Committee shall by vote or written consent of the majority of the members present, make written findings of fact and recommendation(s) based upon the evidence contained in the investigative file and revealed at the hearing (if held). If the Ethics Committee(s) decision is to dismiss the complaint, this decision is final.

Notification of dismissal of the complaint shall be mailed to the Respondent and Complainant within then days. Original records shall be sealed and protected from unauthorized disclosure and sent to the Executive Director for safe-keeping. All duplicate records shall be destroyed.

Recommendations are limited to the following disciplinary actions, that the member:

- Be censured (oral or written),
- Be suspended for a specific period of time, or
- Be expelled from the American Culinary Federation

Should the committee recommend a suspension or expulsion action, a copy of its finding of fact and recommendation(s) shall be mailed to the Respondent at least fifteen (15) days prior to the effective date of suspension or expulsion. The investigation file, hearing record, findings of fact and recommendation(s) should be mailed to the Executive Director within fifteen (15) days of the hearing, or if no hearing is held, within thirty (30) days of completion of the investigation. All duplicate records shall be destroyed.

AMERICAN CULINARY FEDERATION ETHICS COMMITTEE POLICIES AND PROCEDURES

—continued—

In determining a course of action, the Ethics Committee should take into account all of the facts and circumstances it deems relevant, including, but not limited to, the following (where applicable):

- The extent of the seriousness of the offense (e.g., intentional fraud, negligent misrepresentation or innocent mistake).
- Whether this is the first offense or complaint; the date of the last offense.
- The nature of the offense (e.g., similar to or same as a previous offense, so that the person should have known better, or a new one).
- The extent of seriousness of the harm done to others (e.g., purely monetary loss or some sort of physical injury or harm to reputation, loss of income, etc.)
- Whether the respondent has been, will be or is likely to be subject to other liability or punishment.
- The extent to which the Respondent has been forthcoming, cooperative, responsive in the investigation and the proceedings.
- Whether the offender made restitution to his/her victim.
- Whether the offender has been subject to discipline by ACF (or an ACF chapter) before? If so, what are the details?
- Whether the organization has handled similar cases in the past and, if so, what was done?
- Whether there any mitigating circumstances (e.g., someone suffering from drug/alcohol addiction now in treatment?)

Board of Directors' Actions

Upon receipt of the Ethics Committee's finding, in cases that concern suspension or expulsion only and in concurrence with a recommendation(s) for expulsion of a

Member, the President of the American Culinary Federation shall call a meeting of the Board of Directors, unless a regularly scheduled meeting is to be held within 30 days, to review the written record of the proceeding, findings and recommendation(s) as an automatic appeal on the record.

Excluded from this review shall be all non-Board members who participated in processing the case at the regional. The Board of Directors shall conduct a review of the written record only. This procedure is a final automatic appeal on the record of a decision to suspend or expel a member.

The American Culinary Federation's General Counsel shall review all deliberations of the Ethics Committee prior to any punitive actions.

Complaints Against a National Officer or Director

As indicated in Section IV, all complaints made against a national officer of director shall be processed by the Ethics Committee and shall follow the guidelines set forth herein.

Removal of Officers and Expulsion of Members

National officers shall be subject to removal from office and the Board of Directors by recall election for Unethical Conduct. (Unethical Conduct means theft, embezzlement, fraud, material misrepresentation, deceit, defamation, sexual harassment, and malicious abuse of ACF office or other misconduct involving dishonesty or moral turpitude)

An ACF member with Professional Culinarian or Senior Professional Culinarian privileges shall file a formal

written complaint accusing an officer of Unethical Conduct with the ACF Secretary (in the event the Secretary is the accused, his duties under this section shall be performed by the Immediate Past President). The Secretary shall then furnish a copy of the complaint to the accused officer and forward the complaint to the Chair of the Ethics Committee.

The Ethics Committee shall conduct an investigation of the complaint, giving both the accuser and the accused notice and the opportunity to be heard. The Committee shall prepare a written report of its findings and furnish copies to the Secretary, the accuser and the accused. The accused shall have the right to submit a written response to the Committee's report within 15 days after receipt of the report. If the Committee finds that there is no probable cause to believe that the accused may be guilty of Unethical Conduct, then the Committee shall notify the parties and the Board of Directors of its finding but no further action shall be taken.

If the Committee finds probable cause, then a recall election shall be conducted. Recall ballots shall be mailed or emailed to all ACF members who are eligible to vote for the office held by the accused within 45 days after the date of the Ethics Committee report. A copy of the report and any response timely filed by the accused shall be included with the ballot. Returned ballots which are not emailed must be post marked within 30 days after the date of mailing to count. The Chair of the Nominations & Elections Committee shall count the ballots. The accused officer shall be removed from his office and the Board of Directors in the event a majority of the ballots are in favor of removal.

AMERICAN CULINARY FEDERATION ETHICS COMMITTEE POLICIES AND PROCEDURES

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Termination of Membership

ACF members shall be subject to expulsion or other sanction by reason of Unethical Conduct. Any ACF member who has been the victim of Unethical Conduct may file a complaint against the accused with the Ethics Committee. The Ethics Committee shall investigate the charges, giving both the accuser and accused notice and the opportunity to be heard.

At the conclusion of its investigation, the Committee shall issue a written report, including findings as to whether or not the accused is guilty of Unethical Conduct. If the Committee finds the accused not guilty, then there shall be no further action taken in the matter. If the Committee finds that the accused is guilty, then it shall recommend in its report appropriate punishment, including without limitation, termination of membership, suspension of membership or written reprimand.

If the Ethics Committee deems that a suspension or termination is necessary then the National Ethics Chair will present the case to the Board of Directors for approval.

Finality

Any action duly taken by the Ethics Committee and/or the Board of Directors under this Article shall be final, binding and conclusive on all parties.

Suspension or Termination of Chapter Membership

If an accused ACF membership is suspended or terminated for Unethical Conduct his/her ACF chapter membership shall be deemed likewise suspended or terminated.

Precautions

- All mailings referred to herein shall be by registered or certified mail, return receipt requested.
- No postponements or delays shall be granted in the processing of a case unless unusual circumstances arise.
- Any inspection, or otherwise obtaining, of tax return information as a part of these procedures shall be in accordance with existing laws, rules and regulations.
- No reviewing authority shall increase the severity of disciplinary action.
- Confidentiality shall be established and maintained throughout the processing of a complaint.
- A decision on any part of the Ethics Committee's action to expel or suspend the Respondent's membership must be given at least fifteen (15) days by written notice before the effective date of the decision of expulsion or suspension.
- Hearings on all disciplinary actions will be held in closed Executive Session
- Records of the Proceedings of the action, including transcripts, will be sealed and retained for a period of five (5) years from the final decision of the Board of Directors to which referred or appealed and, if no legal action has been instituted for reinstatement within that time, destroyed by the Executive Director of the body with custody of these records. During the active life of any legal action on the matter, all records will be fully retained.

Travel Expenses Covered

Acceptable travel expenses according to the ACF/ACFEF Policies and Procedures travel expense section (for meetings) will be reimbursed to the chair or members of the committee if they are requested to attend a meeting.

Duties of Chair (and Committee Members)

AMERICAN CULINARY FEDERATION FINANCE & INVESTMENT TASK FORCE POLICIES AND PROCEDURES

reference number
ACF-C.014



Date updated: 8/29/2011 | Date approved by Bylaws Committee:
8/28/2012 | Date approved by Board of Directors: 10/20/2012

Policies and Procedures

Summary

The Finance & Investment Task Force shall review the investments of the American Culinary Federation, the American Culinary Federation Educational Foundation, and other related entities that have funds to invest, establish an investment policy that clearly establishes the desired risk versus return objectives, and select and monitor investment advisors and firms.

In addition, the Finance & Investment Task Force shall review the proposed ACF and ACFEF budget during the second quarter of each year.

Terms of Office

Task force members shall be compliant with the current version of the ACF Bylaws. Members shall be appointed by the ACF National President and shall serve a two year term commencing September 1 through the last day of the National Convention two years following.

Parliamentary Authority

The rules contained in the most current Edition of Robert's Rules of Order shall govern the federation in all cases to which they are applicable and consistent with the ACF/ACFEF Bylaws.

Committee Members

The committee will consist of at least four members, one of whom shall be a designated Board liaison. In addition, the committee shall include a staff liaison.

Policies & Procedures

Policies and Procedures can be changed by a majority vote of the Board of Directors with notice given to the members of the Board of Governors. This document cannot be in conflict with current ACF/ACFEF Bylaws and must be in compliance with all resolutions of the Board of Governors.

Duties of Chair and the Committee

- Establish and monitor an investment policy that clearly outlines the desired level of risk versus return of the portfolio.
- Select, review and monitor investment advisors and firms.
- Review investment portfolio performance relative to the investment policy.
- Provide ongoing guidance and feedback to the investment advisors and firms.
- The Chair or staff liaison shall establish the dates and times of the committee meetings and produce and distribute minutes to the committee members.
- No less than annually the Chair shall provide a written report to the Board of Directors:
 - » Committee accomplishments and recommendations
 - » Investment results
 - » The desired asset allocation or risk versus return objective
 - » Any special projects the committee handled.

AMERICAN CULINARY FEDERATION GOVERNMENT RELATIONS COMMITTEE POLICIES AND PROCEDURES

Date updated: 2/22/12 | Date approved by Bylaws Committee:
3/01/12 | Date approved by Board of Directors: 10/20/12

reference number
ACF-C.016



Policies and Procedures

Governance:

The ACF Government Relations Committee (Committee) is governed by the ACF Board of Directors and will work within the established organizational bylaws and policies and procedures.

Scope:

The Committee shall be responsible for:

- Developing and cultivating relationships with Government Agencies
- Work to identify key chefs nationwide that may have some influence or political ties, i.e. a chef who works for a Governor.
- Working in tandem with Board and the national office staff to determine when a proactive approach with public statements and debates on food, new regulations and food safety issues is appropriate
- Partnering with other organizations with similar political synergy
- Studying feasibility of pursuing state laws mandating certification for all culinary professionals.
 - Determine a potential revenue stream to self-fund this program
 - Identify allies who can assist ACF in this process
 - When possible, collaborate with sister organizations

Terms of Office and Committee Selection

This committee shall have eight (8) members:

- Four regional members - one from each region selected by their respective vice president and affirmed by the Board of Directors

- One chairperson who is selected by the President and affirmed by the Board of Directors.
- one staff liaison
- one board liaison who is a current Board of Director
- National President will serve as an ex officio, non-voting member

All appointments will be affirmed by the ACF Board of Directors

- All committee members serve a two year term. All committees shall follow policies and procedures that have been approved by the ACF Board of Directors.
- All Special Chairpersons will need to be reconfirmed for their position by the ACF Board of Directors at the beginning of each subsequent term.

Committee Leadership:

The Chair shall preside at all committee meetings, shall determine agenda items for each meeting, and shall see that orders and resolutions of the task force are carried out, and shall represent the as needed. The Chair shall submit committee updates in writing when requested by the Board of Directors.

Quorum and Voting:

A quorum shall consist of a simple majority of the current committee members. All decisions shall be by simple majority vote of the members present at a meeting. All decisions or proposals will be taken by the board liaison as a recommendation to the next regularly ACF Board of Directors meeting as necessary.

Any action of the Committee could be taken at a meeting may be taken upon the affirmative vote, by phone, or by

electronic communication where all members can hear one another.

Regular Meetings:

The Committee will meet at least two times per year via teleconference and more often if determined necessary based upon the scope of work for the year. Meetings are called by the Chair.

Responsibilities/Duties:

Responsibilities of the Committee include:

1. Attend committee meetings and serve on committees and/or in roles as requested by the Chairman.
2. Monitor and revise, as needed, policies, procedures and associated materials related to the objective and goals of the committee.

Vacancy:

If a member vacates their position before the end of his or her term, the ACF Board of Directors will fill the vacancy for the remainder of term.

Member Removal:

An appointed member of the Committee may be recommended for removal for any action that is determined by the ACF Board of Directors to be detrimental to the best interests of the ACF. Removal of any member shall be by recommendation of the committee and by majority vote by the ACF Board of Directors (except the member proposed for removal).

Parliamentary Authority:

The rules contained in the current edition of Robert's Rules of Order shall govern the federation in all cases to which they are applicable and consistent with the ACF Bylaws.

AMERICAN CULINARY FEDERATION
GOVERNMENT RELATIONS COMMITTEE
POLICIES AND PROCEDURES

—continued—

Policies & Procedures Manual:

These Policies and Procedures can be changed by a majority vote of the Board of Directors with notice given to the members of the Board of Governors.

This document cannot be in conflict with current ACF/ACFEF Bylaws and must be in compliance with all resolutions of the Board of Governors.

Travel Expenses

Acceptable travel expenses according to the ACF Policies and Procedures travel expense section (for meetings) will be reimbursed to the chair or members of the committee if they are requested by the National President to attend a meeting.

AMERICAN CULINARY FEDERATION HISTORIAN COMMITTEE POLICIES AND PROCEDURES

Date updated: 2/12/2012 | Date approved by Bylaws Committee:
3/01/2012 | Date approved by Board of Directors: 10/20/2012

Policies and Procedures

Governance:

The ACF Historian Committee (Committee) is governed by the ACF Board of Directors and will work within the established organizational bylaws and policies and procedures.

Scope:

This is a Special Committee whose members shall be responsible for gathering the history of the American Culinary Federation.

For 2012 the committee needs to research and document the following:

- Silver anniversary (25th) – documenting the first 25 years of the organization
- Golden anniversary (50th) – documenting the next 25 years of the organization
- Diamond anniversary (75th) – documenting the next 25 years of the organization
- Centennial anniversary (100) – document the next 25 years of the organization
- For 2013 the committee needs to research and document the following:
- History of ACF Culinary Team USA

For 2014 the committee needs to research and document the following:

- History of the American Academy of Chefs
- For 2015 the committee needs to research and document the following:
- History of the Chef and Child Foundation

The objectives of the committee are

- To submit to the National headquarters, a word document detailing the history of the above mentioned topics.

- If possible, provide photographs and supporting documentation to support research
- The committee members will have access to any ACF members needed to assist in preparing and documenting research. ACF National headquarters will provide the most recent contact information listed in organization database.
- If financial support is needed to complete above research, committee must submit the committee's budget to the ACF National Treasurer and Executive Director according to the policies and procedures

Procedures

Terms of Office and Committee Selection

- This committee shall have eight (8) members:
- Four regional members - one from each region selected by their respective vice president and affirmed by the Board of Directors
- one chairperson who is selected by the President and affirmed by the Board of Directors.
- one staff liaison
- one board liaison who is a current Board of Director
- National President will serve as an ex officio, non-voting member
- All appointments will be affirmed by the ACF Board of Directors
- All committee members serve a two year term and shall follow policies and procedures that have been approved by the ACF Board of Directors.
- All Special Chairpersons will need to be reconfirmed for their position by the Board of Directors at the beginning of each subsequent term.

reference number

ACF-C.018



- All committee members must be available to carry out the work of the committee
- All committee members must maintain active membership in American Culinary Federation

Members are selected based on industry knowledge and culinary training expertise. It is desirable, but not required that members hold an ACF certification.

Committee Leadership:

The Chair shall preside at all committee meetings, shall determine agenda items for each meeting, and shall see that orders and resolutions of the task force are carried out, and shall represent the as needed. The Chair shall submit committee updates in writing when requested by the Board of Directors.

Quorum and Voting:

A quorum shall consist of a simple majority of the current committee members. All decisions shall be by simple majority vote of the members present at a meeting. All decisions or proposals will be taken by the board liaison as a recommendation to the next regularly ACF Board of Directors meeting as necessary.

Any action of the Committee could be taken at a meeting may be taken upon the affirmative vote, by phone, or by electronic communication where all members can hear one another.

Regular Meetings:

The Committee will meet at least two times per year via teleconference and more often if determined necessary based upon the scope of work for the year. Meetings are called by the Chair.

AMERICAN CULINARY FEDERATION HISTORIAN COMMITTEE POLICIES AND PROCEDURES

—continued—

Responsibilities/Duties:

Responsibilities of the Committee include:

- 1.** Attend committee meetings and serve on committees and/or in roles as requested by the Chairman.
- 2.** Monitor and revise, as needed, policies, procedures and associated materials related to the objective and goals of the committee.

Vacancy:

If a member vacates their position before the end of his or her term, the ACF Board of Directors will fill the vacancy for the remainder of term.

Member Removal:

An appointed member of the Committee may be recommended for removal for any action that is determined by the ACF Board of Directors to be detrimental to the best interests of the ACF. Removal of any member shall be by recommendation of the committee and by majority vote by the ACF Board of Directors (except the member proposed for removal).

Parliamentary Authority:

The rules contained in the current edition of Robert's Rules of Order shall govern the federation in all cases to which they are applicable and consistent with the ACF Bylaws.

Policies & Procedures Manual:

These Policies and Procedures can be changed by a majority vote of the Board of Directors with notice given to the members of the Board of Governors. This document cannot be in conflict with current ACF Bylaws and must be in compliance with all resolutions of the Board of Governors.

Travel Expenses

No travel expenses are reimbursable because there are no in person meetings.

AMERICAN CULINARY FEDERATION INTERNAL AUDIT COMMITTEE POLICIES AND PROCEDURES

reference number

ACF-C.020



Date updated: 5/19/2010 | Date approved by Bylaws Committee:
3/31/2011 | Date approved by Board of Directors: 6/14/2011

Summary

The Internal Audit Committee shall be responsible for conducting an annual internal audit of the American Culinary Federation and its subsidiaries, plus its programs. The purpose of the Internal Audit Committee shall be to assure the accuracy of the ACF's financial reports, the results of operations and plans, the effective management and control of its funds and assets, and compliance with applicable law. The certified public accounting firm will be charged to audit the books and transactions of ACF and its subsidiaries to ensure that they meet with government guidelines and generally accepted accounting practices."

The Committee shall consist of a member from each region elected at their regional conferences every fourth year beginning in 2001. Beginning in 2011, the election will take place every two years. The Chair shall be elected by the Board of Governors at the national convention from the four (4) regional members. The members shall serve two-year terms, beginning with their installation at the national convention in the year of their election.

The ACF Internal Audit Committee is charged to perform an annual audit of the files of the ACF and its subsidiaries not less than 60 days and no more than 90 days before the national convention. The full Committee is to meet at the ACF national office annually from one to three days, exclusive of arrival and departure date to complete the audit of ACF and its subsidiaries or at any place for a period necessary to complete any special audit. The committee may be requested to

perform special audits by the ACF President or a majority of the Board of Directors or Board of Governors.

- The Chair shall be charged with coordinating the annual audit and development of the reports. The Chair shall help conduct the audit and make assignments of areas to audit by members of the Committee. The Chair shall represent the Committee in all meetings of ACF and make all reports.
- The regional members shall help conduct the audit and aid in the development of the final report.
- The ACF National Treasurer shall help conduct the audit and serve as liaison with the Board of Directors. The ACF National Treasurer shall assist the committee with questions on budget.

The audit shall include:

- Review ACF policies relating to compliance with laws, regulations, ethics, conflicts of interest and the investigation of misconduct and fraud.
- Review the financial statements, including interim financial statements, auditor's opinion, management letters, and program costs and benefits.
- Review all contracts entered into by ACF and its subsidiaries to ensure that they were properly bid and were entered into in accordance to policies and procedures.
- Inquire to management and outside auditors about variances with plans and past performances.
- Inquire about the existences and substance of any significant accounting accruals, reserves or estimates made by management that had or may have a material impact on the financial statements.

- Review the prior year's on federal income tax returns and whether there are any significant items that have been or might be disputed by the Internal Revenue Service
- Review departments' and subsidiaries' expenditures in comparison to approved budget or amendments.
- Review in-house policies and procedures for regular review of expenses and prerequisites, including the use of assets.
- Meet as needed with the American Culinary Federation General Counsel to discuss legal matters that may have a significant impact on the ACF.

The Committee, upon completion of its audit, shall prepare:

- The Committee will make a draft report during the audit and the Chair will assign members with parts to refine and report back to the Chair with a final draft.
- An audit report with recommendations will be sent to the Board of Directors at least 60 days prior to the national convention. The Board of Directors may respond in writing to the report within 14 days of receiving the Internal Audit report.
- The Chair shall present the Committee's report to the Board of Governors, together with the Board of Directors' response, at the national convention.
- An executive summary of the full report shall be presented to the members of the Board of Governors by the Internal Audit Committee Chair (or designated member) at the information session of the Board of Governors meeting. There shall be copies, available upon request, of the full report for members of the Board of Governors.

AMERICAN CULINARY FEDERATION INTERNAL AUDIT COMMITTEE POLICIES AND PROCEDURES

—continued—

- The Committee, upon finding possible fraud by a staff member, shall gather the information and turn over the information to the ACF President and the Executive Director for in-depth investigation.
- The Committee, upon finding possible fraud by an officer (elected or appointed), shall gather the information and turn it over to the ACF President (in the case the officer is the President, information shall be given to the ACF National Treasurer) and make a report with backup to the Chair of the Ethics Committee for in-depth investigation.
- The Committee, upon finding any financial fraud or error, shall make a report to the ACF National Treasurer who is charged with the collection and disbursement of ACF funds.
- Copies of the minutes of the meetings of the ACF and its subsidiaries since the previous audit.
- A copy of the last year's audit committee report.
- Copies of the tax returns for ACF board of directors and its subsidiaries for the year ending the prior December 31.
- Copies of other documents requested by the committee through its Chair.

The Committee members shall sign a statement as to copies of the documents they have and that any confidential documents will be kept so and not shared with anyone other than other Internal Audit Committee members. When the Internal Audit Committee members are finished with the copies of the documents, they will leave them in the designated meeting room. No documentation may be removed from the ACF National Headquarters.

The ACF national office shall send to the Committee members no later than April 15 each year:

- The certified public accounting firm's prior year audit report for the period ending December 31 of all ACF and its subsidiaries, along with a copy of that year's budget.
- The current year's budget with the most recent unaudited financial report for the current year.

The ACF Board of Directors shall approve a budget for the Internal Audit Committee to cover the cost of travel, administrative and communications work.

The ACF national office shall have ready and in the conference room:

- Copies of all financials for ACF and its subsidiaries since the previous audit with backup documentation.
- Copies of all contracts for ACF and its subsidiaries that have been entered into or renewed since the last audit.

AMERICAN CULINARY FEDERATION MEMBERSHIP ENHANCEMENT COMMITTEE POLICIES AND PROCEDURES

reference number
ACF-C.030



Date updated: 3/15/2011 | Date approved by Bylaws Committee:
4/14/2011 | Date approved by Board of Directors: 6/14/2011

Summary

The ACF Membership Enhancement Committee shall work to help increase the value of membership to all ACF members by working with chapters and regional VPs to see what the membership's ideas are for increased value for their membership. After these ideas are compiled the committee shall work to implement them if financially and logistically possible.

Qualifications

The Membership Enhancement Committee shall be considered a special committee as stipulated in the American Culinary Federation bylaws.

Special committees can be established by the ACF Board of Directors when ever deemed prudent and necessary. The Board of Directors shall write the established rules for these committees, which include all advisory and task forces. All Special Chairpersons will need to be reconfirmed for their position by the ACF Board of Directors at the beginning of each subsequent term.

Terms of Office

The time limit for stcommittees shall be established by the ACF President in collaboration with the Board of Directors.

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the federation in all cases to which they are applicable and consistent with the ACF/ACFEF Bylaws.

Policies & Procedures Manual

Policies and Procedures is an operations manual for each committee of the ACF/ACFEF. This document informs officers, committee chairs and chapters how the ACF/ACFEF works and how to get things done.

Policies and Procedures can be changed by a majority vote of the Board of Directors with notice given to the members of the Board of Governors. This document cannot be in conflict with current ACF/ACFEF Bylaws and must be in compliance with all resolutions of the Board of Governors.

Policies and Procedures should be written to cover operations that take place year after year. Short-term items such as a special membership drive or one-time fundraisers should be written as a 'project'.

Policies and Procedures for standing committees should be written and amended by that committee and sent to the Bylaws and Resolutions Committee to ensure they are in compliance with the current ACF/ACFEF Bylaws then submitted to the Board of Directors for approval.

Duties of Membership Enhancement Committee

The goal of the Membership Enhancement Committee is to help increase the value of membership to ACF members. This will be accomplished through researching and making recommendations for possible benefit programs, including medical insurance, travel benefits, cell phone service, hotel services, phone apps, industry buyer's guides, etc.

The duties of the committee are to solicit information from Regional VP's and Chapters.

The committee will take member ideas and implement when fiscally and logistically possible.

Committee members will provide reports to Board of Directors as information is available.

AMERICAN CULINARY FEDERATION NATIONAL PASTRY COMMITTEE POLICIES AND PROCEDURES

reference number
ACF-C.034



Date updated: 3/1/2011 | Date approved by Bylaws Committee:
4/15/2011 | Date approved by Board of Directors: 6/14/2011

Policies

Governance:

The ACF National Pastry Committee is a standing committee and is governed by the ACF Board of Directors and will work within the established organizational bylaws and policies and procedures.

Purpose and Scope of Committee:

The American Culinary Federation's National Pastry Committee was formed to serve as a catalyst in bringing new light to the baking and pastry industry. The mission is to support and develop the student, pastry cook, and professional pastry chef by providing enrichment, educational opportunities and structured local and national recognition. The National Pastry Committee strives to reflect the highest ethical standards in maintaining relationships with members, providers, and the public.

The National Pastry Committee is a team of professional Pastry Chefs who seek to advance, advocate, and assist like-minded individuals to establish a firmly rooted and professional assembly of Pastry Chefs. The outcomes of this association of professional Pastry Chefs are:

1. Providing enrichment and networking activities
2. Presenting educational and professional development opportunities
3. Producing greater visibility for the Pastry Chef and his/her achievements
4. Promoting mentoring relationships and recognition of achievements
5. Preserving the highest ethical standards and the collective wisdom of our predecessors

Procedures

Committee Composition:

The ACF National Pastry Committee is comprised of a National Chair and at least 3 members from each ACF region. The three regional representatives will consist of a Chair for that region and two regional members. The committee will have one ACF Board of Directors serve on the committee as a nonvoting member and facilitate messages between the committee and the board.

Members are selected based on pastry expertise and dedication for improving ACF relations for Pastry Chefs. It is desirable, but not required that members hold an ACF certification. All members must be available to carry out the work of the committee, and must maintain active membership in American Culinary Federation.

Members are appointed by majority vote by the ACF National Pastry Committee members.

Committee Leadership:

The Chair of the ACF National Pastry Committee will be appointed by the ACF National President. The Chair shall preside at all committee meetings, shall determine agenda items for each meeting, and shall see that orders and resolutions of the committee are carried out, and shall represent the as needed.

Quorum and Voting:

A quorum shall consist of a simple majority of the current membership. All decisions shall be by simple majority vote of the members present at a meeting. All decisions or proposals will be taken by the board liaison as a recommendation to the next regularly ACF Board of Directors meeting as necessary.

Any action of ACF National Pastry Committee could be taken at a meeting may be taken upon the affirmative vote, by phone, or by electronic communication where all members can hear one another.

Terms Limits

Members of the ACF National Pastry Committee are appointed for a term of no more than 3 year.

Regular Meetings:

The ACF National Pastry Committee will meet at least 4 times per year via telephone conference call and more often if determined necessary based upon the scope of work for the year. Meetings are called by the Chair of the committee.

Responsibilities/Duties:

Responsibilities of the ACF National Pastry Committee and its members include:

1. Attend committee meetings and serve on committees and/or in roles as requested by the task force.
2. Monitor and revise, as needed, policies, procedures and associated materials related to the pastry chefs.

AMERICAN CULINARY FEDERATION NATIONAL PASTRY COMMITTEE POLICIES AND PROCEDURES

—continued—

Vacancy:

If a member vacates their position before the end of his or her term, the Chair of the committee will fill the vacancy for the remainder of term.

Member Removal:

An appointed member of the ACF National Pastry Committee may be recommended for removal for any action that is determined by the ACF Board of Directors to be detrimental to the best interests of the ACF. Removal of any member shall be by recommendation of the committee and by majority vote by the ACF Board of Directors (except the member proposed for removal).

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the federation in all cases to which they are applicable and consistent with the ACF/ACFEF Bylaws.

Policies & Procedures Manual

These Policies and Procedures changes should be written and amended by that committee and sent to the Bylaws and Resolutions Committee to ensure they are in compliance with the current ACF/ACFEF Bylaws then submitted to the Board of Directors for approval.

AMERICAN CULINARY FEDERATION NOMINATIONS & ELECTIONS COMMITTEE POLICIES AND PROCEDURES

Date updated: 11/12/2010 | Date approved by Bylaws Committee:
4/15/2011 | Date approved by Board of Directors: 11/12/2010

reference number
ACF-C.036



Summary

The Nominations and Elections Committee shall facilitate the nominations process and supervise the election of the national and regional officers within the American Culinary Federation in accordance with policies and procedures established by the committee and approved by the Board of Directors.

The committee shall accept nominations from eligible ACF members, verify the qualifications of the nominees, and present the list of qualified nominees to the ACF Executive Director for publication purposes at the close of nominations.

Qualifications

The Nominations and Elections Committee shall be considered an elected committee as stipulated in the American Culinary Federation bylaws.

The Elected committees shall each have five members, one from each region. Each respective member has been elected by their chapter presidents within their region. The chair shall be elected by the Board of Governors. The chair cannot run for both chair of respective committee and serve as a regional committee member in the same term.

The Nominations and Elections Committee shall be comprised of five members as stipulated in the American Culinary Federation bylaws. They will be subject to the following qualifications:

- They shall be current paid members or exempt from dues and maintain such status while holding office.
- They shall be a Professional Culinarian or Senior Professional Culinarian member.

- The chair shall be elected by the Board of Governors.
- The four remaining shall each be chosen by their particular regions Board of Governors.
- They shall be a member of a chapter within the region to which they have been elected to serve.
- The committee members shall not hold any other elected national office.

Term of Office

The committee members shall serve a two-year term, with the option of running for subsequent terms. Terms start in years that do not normally have elections for Regional Vice President's, National Treasurer, National Secretary, or National President. In the event a committee member is unable to serve out his/her term, their particular regional vice president shall call for a special election. The electorate is that region's respective chapter presidents. There will be one week to accept nominations, two weeks to campaign, and one week to vote electronically.

Limitation of Authority

The committee shall have no authority as the following:

- The filling of vacancies in the Board of Directors or in any committee.
- The fixing of compensation of the members of the Board of Directors or on any committee.
- The amendment or repeal of the Bylaws, or the adoption of new bylaws.
- The removal of any officer, director, or ACF member.
- The amendment or restatement of the Certificate of Incorporation.
- The adoption of a plan or merger or consolidation with another corporation.

However, the foregoing limits of authority shall not prevent the committee from acting in an advisory capacity to the Board of Directors or the Board of Governors in regard to the matters outlined above.

Rules

The Committee shall adopt policies and procedures to govern their activities. These policies and procedures shall be approved by the ACF Board of Directors prior to their effective date. These policies and procedures were approved and went into effect on:

- Committee Duties

Nominations

Nominations for national and regional office shall open at the National Convention every two years in the year prior to the election. Nominations will close December 1st of the year prior to the election. Any ACF member with Professional Culinarian privileges may nominate: qualified members for President, Secretary, or Treasurer, and any qualified member from his/her region for Vice President of that region.

Nominations outside of the ACF National Convention must be in writing and include the nominee's name, chapter affiliation and the position for which he or she is being nominated. The nominating person must include their own name and chapter affiliation. The Nominations and Elections Committee shall then verify the acceptance of the nomination and qualifications of the nominees. Qualified nominees would then be added to the list of qualified candidates.

AMERICAN CULINARY FEDERATION NOMINATIONS & ELECTIONS COMMITTEE POLICIES AND PROCEDURES

—continued—

Elections

The elections for the Board of Directors shall be conducted in May of the year preceding the close of the current term of office. Electronic voting for national offices of Treasurer, Secretary, and President will be available to current paid Student Culinarian, Culinarian, Professional Culinarian, Senior Professional Culinarian members as well as National Members who are in the four membership categories. The deadline for voting eligibility is March 31st. 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 and at-large directors.

In addition electronic voting for Regional Vice Presidents shall be made available to current paid Student Culinarian, Culinarian, Professional Culinarian, Senior Professional Culinarian members who are members of a chapter in the respective region. The voting breakdown is as follows: Professional Culinarians receive one vote (1), Student Culinarians receive one-quarter (1/4) vote and Culinarians receive one-half (1/2) vote.

Electronic voting shall close in mid-May. Initial results will be received by mid-May.

Timeline for Elections 2011:

- **April 29th:**
Last day for campaigning.
- **May 2nd through May 15th:**
Voting is open.
- **May 16th through May 20th:**
Initial results received.

The balloting company shall simultaneously inform the committee chair and the Executive Director of the results of the election as soon as feasibly possible after the mid-May or mid-June deadline. The chair shall in turn notify the candidates. The Executive Director will inform the president and the remainder of the board.

The nominee for office who receives the most votes for that office shall be declared the winner. The chair shall announce the winners by e-mail and mail as soon as feasibly possible after the results have been received. The newly-elected officers shall be sworn into office by the Chair of the Nominations and Elections Committee at the National Convention.

Special Circumstances

A national officer appointed to fill a vacancy shall serve until a successor is elected and installed into office.

If the President is unable to complete his or her term, the Immediate Past President shall immediately assume the duties of President until a new President can be elected.

Any vacancy that occurs in the office of Regional Vice President shall be elected by the majority vote of ACF chapters in good standing from the respective region, within 14 days after the next regional conference from which that Regional Vice President was elected. The voting method determined by the ACF national office and fair for all participants.

Regional Conferences and Ads

Nominees may purchase ads in their regional programs to promote themselves. All nominees are given space in The National Culinary Review for a biography

and general statement, as well as time (5-8 minutes) at the general session of the regional conferences. Regional candidates will only be given time at their respective regional conference. The purpose would be to state their platforms, give their backgrounds and solicit votes. This ensures fair play.

It is permissible for a chapter to buy space in the program to endorse a particular candidate.

Candidates shall be entitled to one set of mailing labels from the ACF National Office. Regional candidates are entitled to their respective region's mailing labels. National candidates are entitled to the national mailing labels.

In addition, those individuals with unlimited financial backing through corporate sponsors cannot unfairly inundate members with campaign rhetoric while those who do not have that support are denied equal access to said membership. Handouts and campaign buttons, for instance, have always been allowed, but anything more than that infers buying votes and has always been discouraged.

Timeline

- Board of Governors meeting in year prior to election – Nominations open
- December 1 of year prior to election – Nominations close
- May 1 of election year – Electronic voting is open to all eligible voting members. (Dues payments must be received prior to April 1 in order to be eligible to vote.)
- Electronic voting shall close in mid May of election year – Electronic Ballots must be received by balloting company.
- Results disseminated – as soon as feasibly possible.

AMERICAN CULINARY FEDERATION PARLIAMENTARY COMMITTEE POLICIES AND PROCEDURES

reference number

ACF-C.040



Date updated: 4/4/2011 | Date approved by Bylaws Committee:
4/15/2011 | Date approved by Board of Directors: 6/14/2011

Summary

The American Culinary Federation (ACF) Parliamentary Committee reports to the ACF Board of Governors through the ACF National President. The chair is requested to attend any Board of Directors meeting, regional conference or other meeting where the business of the ACF or American Culinary Federation Foundation (ACFEF) will be conducted, that the President or a majority of the Board of Directors or Board of Governors requests the chair to attend. Some travel expenses for such meetings incurred by the Chair or requested members of the Parliamentary committee will be covered. In addition, administrative and communications expenses necessary to complete the committee's work may also be covered by the officers' budget. These expenses should be budgeted and reviewed and approved by the National Treasurer and Executive Director prior to being submitted to the National office for payment.

Terms of Office

Task force members shall be compliant with the current version of the ACF Bylaws.

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the federation in all cases to which they are applicable and consistent with the ACF/ACFEF Bylaws.

Committee Members

The committee will consist of at least four members, in addition to a chairman, appointed by the National president. The committee shall include both a Board and staff liaison.

Policies & Procedures Manual

Policies and Procedures is an operations manual for each committee of the ACF/ACFEF. This document informs officers, committee chairs and chapters how the ACF/ACFEF operates and the structure of the work flow.

Policies and Procedures can be changed by a majority vote of the Board of Directors with notice given to the members of the Board of Governors. This document cannot be in conflict with current ACF/ACFEF Bylaws and must be in compliance with all resolutions of the Board of Governors.

Policies and Procedures for standing committees should be written and amended by that committee and sent to the Bylaws and Resolutions Committee to ensure they are in compliance with the current ACF/ACFEF Bylaws then submitted to the Board of Directors for approval.

The ACF Parliamentary Committee shall:

- Be the official advisor on all matters pertaining to Parliamentary Law and Parliamentary Procedures in regards to the conduct of ACF/ACFEF business.
- Confer with the ACF President or current presiding officer prior to the opening of meetings (and during recess, if need be) in order to anticipate any problems that may arise during the meeting, as well as in an attempt to ensure a smooth and fair conduct of business.

- During a meeting, advise the ACF President or presiding officer (and, when requested, any other member) as to the proper of conduct of a business meeting.
- Bring to the attention of the ACF President any error in current or past proceedings that may affect the substantive rights of any members or may otherwise do harm.
- Develop, review and maintain the standing rules for ACF National Board of Directors meetings, National Board of Governors meeting and National Committee meetings.
- Conduct formal parliamentary rulings for any ACF member, chapter, committee chair or officer when requested.

The Parliamentarian has no authority at meetings or over the affairs of an ACF chapter. Technically, the Parliamentarian can and should only answer questions/ explain those answers, using Robert's Rules of Order as supporting documentation, and point out any situation that has occurred or may occur that could be detrimental to the health and well-being of the person or group involved in that specific parliamentary matter. If the ACF President or presiding officer at a National Board of Directors or Board of Governors wishes to consult with the Parliamentarian before ruling (which is advisable), he or she may do so and may or may not choose to accept the advice of the Parliamentarian before ruling.

All requests for rulings shall be in writing in order to be an official request. In addition, the request must state a specific question, i.e. does this person have the right to do this or does that committee have the right to do that, and it must be directed to the committee chair. The

AMERICAN CULINARY FEDERATION PARLIAMENTARY COMMITTEE POLICIES AND PROCEDURES

—continued—

committee chair will inform the ACF President and the Regional Vice President from the region where the request originated, in writing, of the request for a ruling. He or she will contact the regional member of the committee who shall review the request, conduct any research that he or she feels is necessary and report his or her findings to the committee chair with a ruling recommendation. If there is no member of the committee from the region where the request originated, the committee chair will fulfill the above stated responsibility.

He or she may also, as deemed appropriate, conduct further research of the initial research conducted by the regional committee member. The chair will next forward the regional committee's members findings and recommendation to the other committee members for input and approval or disapproval of the recommendation will then be forwarded by the committee chair. Once a decision on the ruling has been made, the chair will inform the participants, the ACF President and the particular Regional Vice President of the ruling.

*In cases where a ruling can be made based on specific procedure stated in Robert's Rules of Order, the chair may make a ruling based on his or her own authority, i.e. vote required for a specific motion, is a specific motion debatable etc.

Duties of Chair and the Committee

- The Chair or staff liaison shall establish the dates and times of the committee meetings and produce & distribute minutes to the committee members.
- No less than annually the Chair shall report to the Board of Directors:
 - Committee accomplishments and recommendations
 - Any special projects the committee handled
- Attend on the invitation of the ACF President, a National Board meeting of National Board of Governors meeting
- Develop training materials, i.e. webinar so for chapters and organization leaders

AMERICAN CULINARY FEDERATION SEAL OF APPROVAL PROGRAM POLICIES AND PROCEDURES

reference number
ACF-C.044



Date updated: 10/22/10 | Date approved by Bylaws Committee:
3/31/2011 | Date approved by Board of Directors: 6/14/2011

Policy

The ACF Seal of Approval Program

The American Culinary Federation Seal of Approval Program is an opportunity for foodservice manufacturers to have products endorsed by the largest organization of professional chefs in North America.

The ACF Seal of Approval is awarded after the product or service has been scrupulously tested by a dedicated team of ACF-certified chefs. This panel of culinary experts includes certified master chefs, executive chefs, pastry chefs, chef educators and other industry professionals with extensive culinary experience.

Product-Testing Criteria

Unlike other entities that offer tasting endorsements only, ACF requires extensive testing and evaluation of a product. The purpose of the test is not to measure the product against an ACF tester's personal sense of flavor, taste or overall appeal; rather, ACF's testers all agree to remove personal prejudices regarding the product (or product category it represents) to give unbiased, expert opinions based on measurable criteria. Products submitted for the Seal of Approval are measured against three sets of general criteria:

- Application: ease of use, versatility of product, adaptability of product
- Physical properties: consistent appearance, texture, color, shape and size
- Performance: use of or applying the product to cooking, baking or service procedures

Other testing characteristics could include:

- Packaging standards: container, label, general compliance with government regulations and standards
- Additional criteria: product positioning, guarantees or claims

Current contracts are written for three years, or upon the life of formulation consistency. At the end of three years, or upon product change, ACF determines the need to retest the product (due to formulation changes, upgraded packaging, new marketing of the product, etc.) and if the product meets the evaluation criteria, a new three year agreement is offered.

Use of the Seal

The Seal of Approval can be used in almost every marketing opportunity including packaging, advertising, point-of-purchase promotion and trade-show application. Upon completion and passing of the product-or service-testing process, ACF will provide digital artwork of its Seal of Approval to awarded applicant.

Merchandising and Added Value

Products which bear the Seal of Approval receive promotion:

As a Seal bearer, you'll receive Merchandising and Added-Value to include:

- Promotional advertising in The National Culinary Review, the flagship publication of ACF, distributed monthly to more than 20,000 readers.
- Exposure on ACF's Web site www.acfchefs.org, which receives more than 140,000 culinary professionals visiting per month.
- Mailing list access to our membership (email addresses are not included)
- Media-relations support and more.

The brand quality and equity created by the Seal of Approval appeals to a Chef's sense of excellence and quality. Partnering with ACF opens the door to this high powered group of buyers.

Becoming a partner with the ACF Seal of Approval Program provides your sales staff unique opportunities to build an immediate rapport with culinarians in a variety of segments.

Fees

Testing and licensing fees are determined by the number of products submitted for testing, and the process is deliberately priced to be affordable. ACF has developed a pricing matrix: see below

		YEAR 1	YEAR 2	YEAR 3
Product 1	Testing	\$ 2,000	-	-
	Licensing	\$ 5,000	\$ 5,000	\$ 5,000
Product 2-15	Testing	\$ 250/each		
	Licensing	\$ 500/each	\$ 500/each	\$ 500/each
Product 16-30	Testing	\$ 150/each		
	Licensing	\$ 300/each	\$ 300/each	\$ 300/each
Product 30-60	Testing	\$ 100/each		
	Licensing	\$ 100/each	\$ 100/each	\$ 100/each

AMERICAN CULINARY FEDERATION SEAL OF APPROVAL PROGRAM POLICIES AND PROCEDURES

—continued—

Procedures:

1. Provide client with complete information on the program.
2. Once client makes a decision to move forward with testing, if the client is going to move forward with testing, create a contract for them to sign (prior to testing), outlining all testing procedures and costs (see contract template)
3. Testing fees are paid/collected in advance
4. Speak to the chair of the task force (Keith Davis), and advise the chair with the number of products being tested. The number of products tested determines the number of chefs needed for the testing, as determined by the chair.
5. The ACF chair contacts the appropriate number of chefs serving on this task force to ascertain their availability and confirm addresses for shipping product. The chair will provide the testing chefs with product information and testing environment based upon the product(s) being tested.
6. There is a \$200 total testing fee paid per tester, per product. The number of chefs needed to conduct adequate testing should be based upon the complexity of the submitted products and will be determined in conjunction with task force chair and ACF Sales Team.
7. A check request form will be generated by the chair of the task force and submitted to the ACF Sales Team for processing with ACF Accounting department.
8. Once chefs are chosen and schedules determined, ACF sales will contact client to arrange shipment of product(s), determine projected date of receipt of the product and alert chefs of deadline for testing of product
9. Company must also provide (either with the shipment or in digital format) all marketing materials associated with products, such as fliers, spec sheets, packaging, etc. Testing chefs will then be aware of the product claims made by the manufacturer.
10. Chefs have up to 14 working days to complete the testing. Once the chefs have completed testing, the chefs submit their results to the chair. The chair of the task force will determine if the product(s) meet their stated performance.
11. If a product passes, the chair will notify the ACF Sales Team in writing. The Sales Team will then forward the official letter of notification to the client.
12. Once the letter is received by ACF, the licensing invoice is sent to the client.
13. Once the payment is received, the Seal of Approval logo is sent to the client in both tiff and vector eps formats.
14. ACF Sales requests the client logo in vector eps format.
15. ACF Sales sends an ACF mailing list (no emails included) to the client, and schedules the ½ page complimentary ad in NCR.
16. ACF Sales facilitates receiving copy from the client for ACF Industry Partners page and web site updating, accordingly.

17. ACF Communications and IT department update the ACF Seal of Approval ad with new company logo, web site and phone info
18. A press release is created by ACF Communications with input from the client.
19. ACF distributes press release to culinary trade publications.
20. ACF Sales will request digital copies from the client of any ACF Seal of Approval use on packaging, labeling, marketing and advertising materials for review and approval. Once approved by the testing panel, the digital file will be stored on the K drive in the appropriate client folder under K:\Sales\Seal of Approval\ Approved Marketing Materials.

The Seal of Approval is good for three years from the contract date. At the end of three years, ACF will determine the need to retest the product (due to formulation changes, upgraded packaging, new marketing of the product, etc.), and if the product meets the evaluation criteria, a new agreement for three years will be offered.



AMERICAN CULINARY FEDERATION SERGEANT-AT-ARMS POLICIES AND PROCEDURES

reference number

ACF-C.046



Date updated: 04/02/2011 | Date approved by Bylaws Committee:
04/15/2011 | Date approved by Board of Directors: 06/14/2011

Summary

The purpose of the Sergeant-at-Arms is to keep order at American Culinary Federation (ACF) meetings, distribute meeting materials, deliver motions to the chair, count votes and keep attendance records.

At the annual convention, the Sergeant-at-Arms shall:

- Approve a member to control the door of all Board of Directors meetings and allow all those that have business before that body to enter, if requested to serve.
- Perform any other duties as assigned by the Board of Directors.

For the Board of Governors meeting:

- Have a sign-in table for all members of the Board of Governors, voting and nonvoting, as well as guests.
- Distribute the agenda and other materials for the meeting.
- Deliver written motions and notes to the officers at the head table.
- Count the votes on items of business and report them to the chair.
- Restore the meeting to order upon the chair's request.
- Not interrupt a speaker unless directed to do so by the chair.
- Perform other duties as requested by the chair.

For the general business sessions and regional meetings

(handled by the regional Sergeant-at-Arms)

- Distribute agendas and other materials for the session.
- Deliver questions for the "Q & A" section for the speakers.
- Restore the meeting to order upon the request of the chair.
- Not interrupt a speaker unless directed to do so by the chair.
- Perform other duties as requested by the chair.

The Sergeant-at-Arms from a particular region shall be the official Sergeant-at-Arms for their regional conference. If the Regional Vice President believes he or she needs an additional Sergeant-at-Arms, then the Vice President may appoint assistants for the Sergeant-at-Arms. It is preferable that a Sergeant-at-Arms be chosen from a current attendee at the event, to eliminate expenses.

The appointments shall consist of four regional members nominated by their Regional Vice President and approved by the Board of Directors and a chair nominated by the ACF President and approved by the Board of Directors. The chair shall assign the task to the regional members at the national convention. He

or she shall total the votes from the Sergeant-at-Arms at the Board of Governors meeting and turn them over to the chair. The regional members shall complete the assigned task by the appointed chair at the national convention. The regional member shall perform the duties of the Sergeant at Arms for the regional meeting as described in the "charge" section.

The Sergeant at Arms reports to the ACF President and the regional members report to the Regional Vice Presidents.

The ACF Board of Directors shall approve a budget for the Sergeant-at-Arms to cover the cost of travel, administrative duties and communications of the committee.

AMERICAN CULINARY FEDERATION, INC. STUDENT CULINARIAN COMMITTEE POLICIES AND PROCEDURES

Date Updated: March 15, 2011 | Date approved by Bylaws Committee: April 15, 2011 | Date approved by Board of Directors: 6/14/2011

reference number
ACF-C.048



policies

Summary

The ACF Student Culinarian Committee shall work to increase retention of Student members and develop a student chapter model to roll-out nationally.

Qualifications

The Student Culinarian Committee shall be considered a special committee as stipulated in the American Culinary Federation bylaws.

Special committees can be established by the ACF Board of Directors whenever deemed prudent and necessary. The Board of Directors shall write the established rules for these committees, which include all advisory and task forces. All Special Chairpersons will need to be reconfirmed for their position by the ACF Board of Directors at the beginning of each subsequent term.

ACFEF. This document informs officers, committee chairs and chapters how the ACF/ACFEF works and how to get things done.

Policies and Procedures can be changed by a majority vote of the Board of Directors with notice given to the members of the Board of Governors. This document cannot be in conflict with current ACF/ACFEF Bylaws and must be in compliance with all resolutions of the Board of Governors.

Policies and Procedures should be written to cover operations that take place year after year. Short-term items such as a special membership drive or one-time fundraisers should be written as a 'project'.

Policies and Procedures for standing committees should be written and amended by that committee and sent to the Bylaws and Resolutions Committee to ensure they are in compliance with the current ACF/ACFEF Bylaws then submitted to the Board of Directors for approval.

The committee will take member ideas and make recommendations when fiscally and logistically possible.

The committee chair is responsible to coordinate calls and delegate responsibilities.

Committee chair will provide reports to ACF National President and Board of Directors as information is available and/or completed.

procedures

Terms of Office

The time limit for special committees shall be established by the ACF President in collaboration with the Board of Directors.

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the federation in all cases to which they are applicable and consistent with the ACF/ACFEF Bylaws.

Policies & Procedures Manual

Policies and Procedures is an operations manual for each committee of the ACF/

Duties of Student Culinarian Committee

The goal of the Student Culinarian Committee is to create a reference manual of how to start and develop a successful Student Chapter within an existing local chapter. This will be accomplished by developing and writing a manual based upon Committee recommendations.

The duties of the committee are to have conference calls in order to get various members perspectives. Each member is expected to be on the calls and made available to discuss topics when presented.

AMERICAN CULINARY FEDERATION YOUTH MOVEMENT COMMITTEE POLICIES AND PROCEDURES

reference number
ACF-C.054



Date updated: 3/1/2011 | Date approved by Bylaws Committee:
4/15/2011 | Date approved by Board of Directors: 6/14/2011

Policies

Governance:

The Youth Movement Committee is a special committee and is governed by the ACF Board of Directors and will work within the established organizational bylaws and policies and procedures.

Purpose and Scope of Committee:

The Youth Movement Committee considers outreach by the American Culinary Federation to high school and college students and their teachers critical to future growth of the organization. The students are the future. The goal of the Youth Movement Committee is to establish an ACF presence at events and create opportunity for interaction with students and teachers.

Procedures

Committee Composition:

The Youth Movement Committee is comprised of a Chair and at least 5 members from. The committee will have one ACF Board of Directors serve on the committee as a nonvoting member and facilitate messages between the committee and the board.

Members are selected based on previous experience working with programs for culinary high school students and a strong desire to improve ACF's outreach to this population. It is desirable, but not required that members hold an ACF certification. All members must be available to carry out the work of the committee, and must maintain active membership in American Culinary Federation.

Members are appointed by majority vote by the Youth Movement Committee members.

Committee Leadership:

The Chair of the Youth Movement Committee will be appointed by the ACF National President. The Chair shall preside at all committee meetings, shall determine agenda items for each meeting, and shall see that orders and resolutions of the committee are carried out, and shall represent the as needed.

Quorum and Voting:

A quorum shall consist of a simple majority of the current membership. All decisions shall be by simple majority vote of the members present at a meeting. All decisions or proposals will be taken by the board liaison as a recommendation to the next regularly ACF Board of Directors meeting as necessary.

Any action of Youth Movement

Committee could be taken at a meeting may be taken upon the affirmative vote, by phone, or by electronic communication where all members can hear one another.

Terms Limits

Members of the Youth Movement Committee are appointed for a term of no more than 3 year.

Regular Meetings:

The Youth Movement Committee will meet at least 4 times per year via telephone conference call and more often if determined necessary based upon the scope of work for the year. Meetings are called by the Chair of the committee.

Responsibilities/Duties:

Responsibilities of the Youth Movement Committee and its members include:

1. Attend committee meetings and serve on committees and/or in roles as requested by the task force.
2. Monitor and revise, as needed, policies, procedures and associated materials related to the outreach to culinary high school students.

Vacancy:

If a member vacates their position before the end of his or her term, the Chair of the committee will fill the vacancy for the remainder of term.

Member Removal:

An appointed member of the Youth Movement Committee may be recommended for removal for any action that is determined by the ACF Board of Directors to be detrimental to the best interests of the ACF. Removal of any member shall be by recommendation of the committee and by majority vote by the ACF Board of Directors (except the member proposed for removal).

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the federation in all cases to which they are applicable and consistent with the ACF/ACFEF Bylaws.

Policies & Procedures Manual

These Policies and Procedures can be changed by a majority vote of the Board of Directors with notice given to the members of the Board of Governors. This document cannot be in conflict with current ACF/ACFEF Bylaws and must be in compliance with all resolutions of the Board of Governors.