

ACF BLACK HILLS CHAPTER OF PROFESSIONAL CHEFS, INC.

Policy Manual

I. Membership

Section 1. Membership classifications, qualifications, rights, and privileges shall be those established by the American Culinary Federation and amended from time to time.

Section 2. Classifications of membership include; Professional, Associate, Vendor and Gastronomy. ACF Property members are Professional members, and Military may be Professional or Associate.

Section 3. Only Professional members may hold Board of Directors elected offices. All other members may serve on a committee, including committee chair. Should an Associate member choose to run for elected office, they must upgrade their membership prior to assuming office. (If an associate member fails to upgrade their membership by the changeover date, the post will remain vacant and filled on an interim basis by the BOD).

II. Dues

Section 1. The amount of chapter dues shall be reviewed and set by the Board each year at the Annual meeting, assuring they meet the minimum requirements of the ACF National Organization.

Section 2. First time members will pay ½ the dues with the Chapter paying the other ½ of the dues for the first year. The process for doing this shall be established by the Board and revised as needed.

Section 3. Members will receive \$10 credit off their next year's dues for participating in the following activities and other activities that may come up from time to time determined by the Board of Directors; meetings, culinary competitions, culinary exhibits, charitable affairs, and other activities.

Section 4. Membership in the ACF Black Hills Chapter of Professional Chefs, Inc. will be suspended if dues are more than two months in arrears.

Section 5. Following the completion of an Officer's two year term, the chapter will pay their next year's dues on the next renewal date,

III. Meetings and Agenda

Section 1. Regular chapter meetings shall be held on the first Monday of each month at a place selected by chapter members and secured by the chapter president. Members shall be encouraged to host meetings at their property.

Section 2. The basic agenda templet for both the regular chapter meetings and the annual meeting shall be posted in the Miscellaneous section of this manual.

Section 3. In the event that the Secretary cannot attend the meeting the IPP will assume those duties for the meeting. Or the presiding officer shall appoint a member to record the minutes of the meeting and forward them to the secretary.

Section 4. Members who host a meeting should;

- a. Attempt to have one of their purveyors/brokers supply food & education.
- b. Have either a separate room or a section far enough away from noise and traffic.
- c. Have Wi-Fy available in the room so that the meetings may be opened on zoom for more distance members.
- d. If the facility has zoom capable equipment we can use without cost, try and secure it for the meeting.
- e. Work with the Education chair to avoid conflict and secure proper equipment.
- f. Coordinate with Webmaster so that members have sufficient prior knowledge and proper credit is given to all.

IV. Financial Authority and Responsibility

Section 1. The Treasurer shall be authorized to make disbursements approved by the Board and shall be a signatory on Chapter accounts.

Section 2. The President or a designated representative shall attend all national conventions and/or board meetings, provided funds are available and sufficient to warrant the necessary expenses. Shall be privileged and vested with the power to attend and represent the chapter at all business and social functions whenever and wherever chapter representation is required or desirable. Any expenses covered shall be determined by the Board on a case-by-case basis, prior to the event.

Section 3. To the best of our ability will financially assist the Culinary Arts program students at Mitchell Technical College thru scholarship money raised at the Annual Chefs Dinner.

Section 4. To the best of our ability will financially assist a Student Competition Team from the Culinary Arts program students at Mitchell Technical College thru fundraising.

Section 5. To the best of our ability will financially assist support Pro-Start student competition teams from designated and qualified high school programs in our area.

Section 6. When a chapter member is ready to take the ACF Certification exam the chapter will pay the ACF National Fee for both the written and practical exams, for the first time. Should they not pass they may retake the exam but at their own expense. When they pass, they will be reimbursed for the cost of the exam, after providing proper receipts.

Section 7. In addition to conducting an internal audit of the chapter's finances, a Financial Review Committee shall check and establish if we have any additional legal obligations for auditing our books under ACF or IRS policies,

V. Activities

Section 1. Upon the prior approval of the ACF Black Hills Chapter of Professional Chefs, Inc. membership, the ACF Black Hills Chefs, Inc. shall sponsor either singularly or in conjunction with other organizations; academies, training programs, apprenticeship programs, competitions, culinary exhibits, scholarships, informational bulleting, programs, charitable affairs, broadcasts, publications, and other meritorious events.

Section 2. An activities chart or graph shall be kept by one officer or committee chair as assigned by the president to record members and activities for the purpose of giving members credit on their following year's dues. This chart should be completed twice a year (June 30th and December 31st) and forwarded to the chapter President for approval (refer to I.3).

VI. Committees

Section 1. Standing Committees

The following standing committees shall be a part of the Board of Directors.

- a) Membership. Develops and coordinates recruiting new and returning members for the chapter. Works with the Secretary and Sargent of Arms to keep up to date membership lists.
- b) Education / Scholarship. Coordinates educational portions for chapter meetings. Keeps abreast of educational programs from the national office and informs the membership the webpage and Facebook. Codify current scholarship policies and look to see if any can be improved.
- c) Certification. Assists members in finding information on where and when certification testing is being done. Codify the chapter policy on financial support for ACF Certification.
- d) Events and Competitions. Act as facilitator for any community and or charitable events that the chapter and/or individual members may wish to participate in. Codify the chapter policy on fiscal support for both events and/or members participating. Keep abreast of any and all food related competitions the members may be interested in and submit them to the webmaster. Work with the Education Chair and try and develop possible competitions for members at meetings, when space allows. Inquire to see if there is interest in any member and family social events.
- e) Webmaster. Responsible for communications (along with the Secretary) and public relations. Maintains the chapter webpage and Facebook page. Discriminates information for other board members through electronic media. When appropriate contacts legacy media outlets in the area concerning chapter events.
- f) Sargent of Arms is responsible for protocol, decorum and attendance at all meetings and events. Attendance information shall be given to the Secretary at the end of the meeting.

A member may sit on as many committees as they can properly commit to. Unless deemed necessary, no member should chair more than one Standing Committee at one time.

Section 2. Special Committees

The President may establish special ad-hoc committees as needed to carry out chapter objectives, i.e. Financial Review, Nominating, By-Laws review, P & P M review.

Section 3. Committee make up and responsibility.

- a) The number of members on a standing committee shall be set by the Board of Directors. A committee may consist of only one member.
- b) The Board shall establish whether any program or event needs to have a budget attached to it. If so, the committee chair shall work with the treasure to ensure that it is feasible and compliant.
- c) At the start of each fiscal year the Board shall determine if any items (food for a meeting) can have a pre-determined spending limit and what always needs board approval.
- d) All standing committees will meet a minimum of every three months, more often if needed.
- e) Ad-hoc committees will be given a specific task with an initial deadline and meet as needed until the task is completed.
- f) All committees will take and keep minutes and give summery reports at membership meetings as designated by the president. When giving a report they will be prepared to provide pertinent details if requested. All requests for the spending of funds must be properly documented and approved by vote of the committee and the Board of Directors.

VII. Voting Rights

Section 1. Voting rights, eligibility to hold office, and other membership privileges on the national level shall be determined by the member's classification as established by the American Culinary Federation.

Section 2 All active Professional members in good standing shall have full voting privileges and be eligible to hold office. All Vendor and Gastronomy members shall have one vote in chapter elections. Associate members shall have ½ vote.

VI. Miscellaneous

Section 1. Changes

Any changes to the manual must be approved by a majority vote of the BOD at any authorized meeting.

Section 2. Chain of Command.

- a) The chain of command for elected officers is President, Vice President, Secretary, Treasure, Immediate Past President.
- b) When elections are held, there is no designated line of succession.
- c) Should the President be unable to attend a meeting, the Vice President will chair that meeting.
- d) Should any elected officer including president be unable to complete their term then the Immediate Past President will fill that seat until a successor is chosen.
- e) If the unexpired term is over six (6) months long, then a special election shall be held.
- f) If the unexpired term is less the six (6) months long, then the Immediate Past president shall assume the duties until the next election. Should the IPP be unable to assume the duties then the Board shall appoint an interim officer.

Section 3. Proxy Voting

- a) Voting by proxy shall be permitted. In the following instances. Election of Officers and Changes or Amendments to the Bylaws.
- b) A written proxy shall be submitted to the Secretary prior to the meeting at which the vote is to occur. A proxy may be revoked at any time before the vote by the member granting the proxy.

Adopted at the regular chapter meeting on Monday October 5, 2026.