

# Chapter Handbook

Approved January 5, 2010 / Under Review January 30, 2018



# Table of Contents

## I. INTRODUCTION

A. Mission Statements .....	4
B. History: Past to present.....	4
C. Chapter Accomplishments: 1970 – 2009.....	6

## II. OFFICER AND BOARD OF DIRECTORS DUTIES AND STANDARD OPERATING PROCEDURES

A. President.....	7
B. Vice President .....	9
C. Secretary.....	10
D. Treasurer .....	12
E. Sergeant-at-Arms .....	15
F. Chair of the Board .....	16
G. Board Members.....	16
H. Administrative Assistant.....	16
I. Chef of the Year .....	17
J. Officer and Board Member Benefits .....	17

## III. COMMITTEE COMPOSITION AND PROCEDURES

A. Membership Committee.....	19
B. Certification Committee.....	19
C. Scholarship Committee .....	20

D. Education Committee .....	23
E. Culinary Competition Committee .....	23

**IV. AFFILIATED ORGANIZATIONS**

A. Associate Advisory Board .....	25
B. Student Culinarian Chapter .....	25
C. Chefs for Kids .....	28
D. Team Las Vegas.....	29

**V. AWARDS GUIDELINES**

A. Chef of the Year.....	30
B. Student Culinarian of the Year .....	31
C. Associate Member of the Year .....	32
D. Hall of Fame.....	32

**APPENDICES**

A. Sample Board Meeting and Chapter Meeting Agendas .....	33
B. Sample Treasurer’s Report .....	35
C. Roberts Rules of Order Guidelines .....	39
D. Scholarship Applications .....	44
E. Associate Advisory Board Bylaws .....	59
F. Chefs for Kids Bylaws .....	61

# I. Introduction

## A. Mission Statement

*ACF Chefs Las Vegas' mission is to make a positive and significant contribution to the professional and personal growth for Greater Las Vegas culinarians through education, apprenticeship and certification, while creating a fraternal bond of respect and integrity among professional culinarians.*

## B. History: Past to the present – Written by Ed Kane and Amy Graf

The beginning of our organization dates back to 1968. It was a different Las Vegas. The population of the city was less than 100,000. There were no hotels as we know them today. At best, they were motels with 250 rooms, considered quite large. The foundation of our city was well under way with lavish casinos and showrooms that billed top-name entertainment. Good food was the drawing card. Ten-cent beers and nickel hot dogs, 49¢ breakfasts, and in the off season, free buffets.

Private ownership dictated the policies of the hotels and high rollers were the market. Comps were the norm. Lyndon Johnson was president, Paul Laxalt was governor and the Vietnam War was well under way.

Chef Roger Lams recognized the need to bring the local chefs together. The first gathering of Las Vegas Executive Chefs was hosted at the Sahara Hotel by Don Anderson. The purpose of the gathering was for the executive chefs to meet, become acquainted and discuss mutual concerns, problems, and solutions.

The vast input that was gained at this meeting led the way for future meetings to be held at different properties each month. A name needed to be chosen for this organization and the **Fraternity of Executive Chefs** was born.

In 1970, a Chef of the Year was selected and the tradition has carried to the present.

In 1976, the Fraternity became a chapter of the American Culinary Federation, which joined our organization to the World Association of Cooks, binding the Fraternity across the globe regardless of political or religious beliefs. For many years, our chapter name was the Fraternity of Executive Chefs of Las Vegas, ACF.

On March 28, 1977, the Fraternity of Executive Chefs incorporated as a non-profit professional group to organize the chefs of Las Vegas for mutual assistance and education and to promote, strengthen and develop those bonds of comradery that exist among members of a profession.

One of the biggest accomplishments our Chapter boasts is the formation of Chef for Kids, Inc. This nonprofit initiative of the Fraternity of Executive Chefs of Las Vegas,

ACF and now ACF Chefs Las Vegas, strives to eliminate malnutrition and hunger through education and awareness as well as help children in need. Presently, twelve at-risk schools in the Clark County School District take part in this intensive in-school nutrition program. The Chefs for Kids Board, volunteer chefs, and food purveyors visit the schools each year promoting healthy eating habits. They prepare a breakfast once a month at one of the twelve participating elementary schools, strengthening the concept of eating breakfast and supporting lessons taught in the classroom.

In 2003, the Fraternity of Executive Chefs, ACF realized the need to recognize the diversity of chefs in the Las Vegas market. In keeping up with the times, a name change was proposed and approved by our members in 2004. Our name was changed to ACF Chefs Las Vegas. Our name now represents all who work in the many facets of the title "Chef", and we welcome all to our organization.

2004 also marked our international debut in culinary competition. We organized the Culinary Team Las Vegas and had a triumphant experience at the Culinary Olympics in Erfurt, Germany. Team members William Becker (captain), Richard Han, Kathy Donaho-Wessman, Peter Ghione, and Peter Sherlock won accolades with nine silver medals and two bronze for a regional team. The team manager, John Hui CEPC, team coach, David Kellaway, CMC, and team advisor, Raimund Hofmeister, CMC should still be incredibly proud of their accomplishment. Many board, junior, and associate members rallied together to make sure our team had every advantage to be successful at this competition, and we are ever so proud of their accomplishments. We are proud to organize a culinary team to represent the City of Las Vegas, and hope to continue this venture in the future.

Another groundbreaking event for the ACF Chefs Las Vegas was establishing a webpage for our chapter. We have long felt an internet access site for our chapter would be an excellent vehicle for the world to see our amazing organization. As we continue to invest in our future the webpage will be the place to announce our significant events.

Whether we are called the Fraternity of Executive Chefs Las Vegas, ACF or ACF Chefs Las Vegas, the core purpose of our organization has been to bring chefs together to become acquainted and discuss mutual concerns, problems, and solutions. As our chapter enjoys another anniversary, we can reflect on the group's humble beginnings and continue to achieve its goals of comradery, professionalism, and education.

## C. Chapter Accomplishments 1970 - 2009

1976	Joined the American Culinary Federation
1977	Incorporated with the State of Nevada
1978	Printed our First Cookbook
1979	National Chapter of the Year, ACF
1980	Hosted the National ACF Convention National Chapter of the Year, ACF Printed our second cook book
1987	1st Place Las Vegas Rib Burn-off
1989	Hosted the ACF National Convention, Caesar's Palace
1990	1st Place ACF Chapter Newsletter
1991	1st Year ACF Apprentice Program Produced Career Video for Young Culinarians Gold Award Are You Really ACF 1st Place ACF Chapter Newsletter Western Regional Chef Professionalism Award, Michael Ty, CEC, AAC
1992	Gold Award Are You Really ACF 1st Place ACF Chapter Newsletter Chef and Child Little Oscar Award
1993	Gold Award Are You Really ACF Home Chapter of Nat'l President, Michael Ty, CEC, AAC
1994	Western Regional Chef Professionalism Award, Werner Zefferer, CEC AAC
1997	National ACF Chef of the Year, Michael Ty, CEC, AAC
1999	Hosted the ACF Western Regional Conference, Orleans Hotel
2000	Are You Really ACF Gold Award 1st Place Chapter Newsletter Award
2001	Hosted ACF National Convention, Orleans Hotel Junior Team National Knowledge Bowl Champions 1st Place Chapter Newsletter
2002	Hosted ACF National Convention, MGM Grand Western Region Chef Professionalism Award, John Hui CEPC.
2004	Team Las Vegas wins 9 Silver and 2 Bronze Medals, at the Culinary Olympics in Germany Western Regional Pastry Chef of the Year, John Hui, CEPC
2005	Western Regional Pastry Chef of the Year, Brenda Hitchins
2006	Western Regional Educator of the Year and National Educator of the Year, Raimund Hofmeister, CMC, AAC American Culinary Federation Presidents Award, Claude Lambertz American Culinary Federation Western Regional Presidents Award, John Hui, CEPC, AAC
2007	ACF Bellringers Award American Culinary Federation Presidents Award, Bob O'Brien, Western Regional Culinary Competition, CSN's State Champion Hot Team received Silver Medals and placed third
2008	Hosted ACF National Convention, MGM Grand
2009	Home Chapter of Nat'l President, Michael Ty, CEC, AAC

## **II. OFFICER AND BOARD OF DIRECTORS DUTIES AND STANDARD OPERATING PROCEDURES**

### **A. President**

In accordance with the bylaws, the President has three major categories of duties; 1) Preside over and ensure decorum at all meetings of the Board of Directors and the Chapter, 2) Represent the chapter in all of its official acts including signing official documents and checks, and 3) Appoint all standing and special committees and be an ex-officio member of all committees, with the exception of the committee on nominations and elections. Another major duty is to 4) Participate actively in the planning and execution of all chapter meetings and chapter events. If the chapter employs a paid assistant, the President may delegate tasks as appropriate to that person, as well as to other board members willing to assist with the tremendous amount of responsibilities assigned to the office.

The following outlines more details of the specific duties required in each area.

#### **1) Preside over all Meetings**

- Develop and distribute the agenda for all board and chapter meetings. For the board meetings, the agenda should be emailed along with the meeting reminder notice. Sample board and chapter meeting agendas are available in Appendix A.
- Ensure that all parties on the agenda will be available to attend the meeting and know what they will be asked to present/discuss.
- Cast the deciding vote, in the case of a tie in any matters.
- Participate in debates by temporarily assigning the chair to the Vice-President or Chairman of the Board.

#### **2) Represent the Chapter in All Official Acts**

- Represent the chapter for all matters of ACF National Business. This includes:
  - Receiving mailings and emails from the ACF and communicating information from them to the board and chapter.
  - Voting on all ACF matters, especially awards, that are conducted by mail or email outside of conventions.
  - Recommending qualified members for national awards. Write recommendation letters and forms as necessary.
  - Communicating information about national officers and awards elections to the board and members.
  - Maintaining correspondence with the Western Regional Vice-President. Communicating important information from his/her newsletter to the board and chapter.
  - Attending the Western Regional Conference and ACF National Convention, including all meetings required of chapter presidents such as

Town Hall Meetings, Board of Governors Meetings, and General Sessions. The President holds the voting authority for the chapter at these meetings.

- Represent the chapter at meetings and events of the chapter's affiliated organizations. The President may be asked to serve as an ex-officio member of those groups or their committees.
- Represent the chapter to other community and business organizations. These may include the Nevada Restaurant Association, the Nevada Lodging Association, the Chamber of Commerce, vendors, and other industry sponsors.
- Support the Treasurer in all business interactions with financial institutions, in particular banks, stock brokers, accountants, and the IRS.
- Represent the chapter to all appropriate media.
- Work with all officers, board members and committees to develop appropriate marketing strategies to promote recognition of the chapter and membership recruitment.

### **3) Appoint all Standing and Special Committees**

- Appoint chairs and members of committees when necessary.
- Recommend the formation of additional committees as necessary.
- Serve as an ex-officio member of all committees.
- Ensure that committees are fulfilling their assigned tasks on a timely basis and properly communicating their activities to the board and chapter. If not, address any deficiencies in their efforts.

### **4) Plan and Execute Meetings and Events**

- Although the task of planning the general meetings, Holiday Reception, and Chef of the Year dinner has been assigned to the Chef of the Year, the President should assist that person with the events in order to ensure that they will be
  - Financially viable for the chapter.
  - Conducted with the utmost professionalism.
  - An enjoyable experience for all members and guests.
  - Appropriate marketing tools for the chapter and membership recruitment.
- Ensure the continuation of special traditions at appropriate chapter meetings. In particular, ensure that the Adler Memorial is held at the general meeting in March or April of each year and that an appropriate person is found to perform the induction of officers at the January meeting following election years.
- Ensure that the chapter holds at least one, preferably two membership appreciation/family outings per year. Currently, the main outing is the Family night at Opportunity Village's Magical Forest in December. For this event, the President should
  - Contact Opportunity Village to reserve a date, obtain the private room, and purchase wristbands.
  - Work with the Student Culinarian chapter to provide refreshments for our guests
- Other examples of family outings held in the past include

- A day at Circus Circus theme park
  - Picnics
  - Attendance at sporting events
- Assist with meeting and greeting all members and guests at chapter meetings and events.

## **B. Vice President**

The duties of the Vice President are simple. As stated in the bylaws, “The Vice President shall assume the duties of the President in his/her absence...The Vice President shall be familiar with all duties of the President and other officers.”

To fulfill these duties, it is required that the Vice President:

- Attend all chapter board meetings.
- Attend as many chapter events as possible, including chapter meetings and seminars, the Holiday Party, Chef of the Year Dinner, and family outings.
- Attend special meetings as necessary. For example, meetings with service providers such as the chapter accountant, website coordinator, Chef of the Year book publisher, etc.
- Be available for consultations with the President and other officers regarding all chapter matters.
- Know the agenda for all board and chapter meetings in case the President is unable to attend.

It is highly recommended that the Vice President:

- Attend meetings and events of our affiliated organizations, including the Student Culinarian chapter, the Associate Advisory Board, and Chefs for Kids.
- Attend regional and national conferences. In the event the President cannot attend the conferences, the Vice President will serve as the chapter representative to Board of Governors meetings, regional forums, and town hall meetings.
- Chair at least one standing and/or ad-hoc committee.
- Coordinate with the Secretary to ensure there is timely communication with members through mailings, the chapter website, and the Groupcast phone messaging system.
- Assist with the planning, ticket sales, and event setup for the Holiday Party and Chef of the Year dinner.

## **C. Secretary**

As assigned in the chapter bylaws, the Secretary is responsible for five major areas: 1) All record keeping and regarding membership applications and membership rosters, 2) Writing and distributing minutes of all Board of Directors and membership meetings, 3) All communications with the membership, the board of directors, the

national office, and outside parties, 4) Assisting the elections and Chef of the Year committees with distribution of ballots, and 5) Other miscellaneous tasks. If the chapter employs a paid assistant, the Secretary may delegate tasks as appropriate to that person, as well as other board members willing to assist with the tremendous amount of responsibilities assigned to the office.

The following outlines more details of the specific duties required in each area.

### **1) Membership**

- Ensure membership applications – both national and local – are available at all monthly meetings and other chapter events
- If a new member completes an application and pays dues at a meeting or other event, give the application to the treasurer so he/she can deposit the payment and if it is a national application, submit the application and the ACF portion of the dues to the national office.
- Update the membership roster monthly based on applications received and downloads from the ACF national database.
- E-mail current 1<sup>st</sup> of month rosters for Students, Phone Numbers, E-mail Addresses, and Associate Members to the appropriate board members.
- Bill local active and associate members for their annual dues payments.
- Promote and encourage active membership participation.
- Develop and distribute certificates, welcome letters and membership packets for new members.

### **2) Minutes**

- Take minutes of each Board meeting. Make copies for distribution of minutes at the next Board meeting.
- Have the most recent board meeting minutes available for the members to view at all monthly meetings.
- Take minutes of any items voted on by the membership at monthly meetings. Distribute minutes to the membership.

### **3) Communications**

#### ***Membership***

- Design and mail monthly and special events flyers to all current members.
- E-mail all monthly and special events flyers to all current members.
- Send out phone messages over the Groupcast message system.
- Supervise the Website Coordinator, the Webmaster, and the Historian to ensure that the chapter website is as up-to-date, accurate, and informative as possible. See separate information for those positions.
- Mail out Chef of the Year Books to current members after COY Dinner each June.

### ***Board Members***

- One week prior to scheduled board meetings, e-mail the date, time, and location of the board meeting along with an e-mail copy of the previous board meeting minutes.
- Inform board members of any appropriate information received from the national office or outside parties.

### ***National Office***

- Upon election of new officers, contact the national office at once with names, positions, and addresses.
- Maintain correspondence with national office regarding membership as outlined above.
- Inform national office of any changes to the bylaws or dues structure of the chapter.

### ***Outside Parties***

- Correspond with the chapter's affiliated organizations, business contacts such as the chapter accountant, and any other outside parties as necessary.
- Design, emboss, and mail Chef of the Year Ballots and Election Ballots in coordination with the appropriate selection and election committees.

### **4) Miscellaneous**

- Co-sign, with either the President or Treasurer, all checks and drafts upon any and all bank accounts of the Association and any and all documents for financial transactions of the Association which require official signatures.
- Assist Treasurer with getting credit card authorization for membership dues and other credit card transactions.
- Ensure chapter logo is available and used correctly on all chapter correspondence, marketing materials, etc.
- Design chapter letterhead and ensure all officer and board member information is accurate. This should be done within one month of induction of officers and at other times as necessary.
- Collect mail on at least twice a month or more.
- Develop and print Seminar Sign In Sheets, Evaluation Sheets, and Certificates for the CEH Monthly Seminar participants.
- Get approval from the board for annual payment for use of the Groupcast system as well as for any charges related to the chapter website.
- Maintain a notebook and update it monthly with Chapter correspondence, flyers, reports, etc.
- Provide editorial and content support for editor/publisher of the Chef of the Year book.
- Maintain the chapter storage unit.
- Coordinate the activities of the Website Coordinator, Web Master, and Historian (see their duties below).
- Other duties (when feasible) as suggested by the Chapter President

### **Website Coordinator and Webmaster**

- Periodically check to verify that all information on the chapter website is current and that outdated material is removed.
- Work with the Webmaster, as the intermediary for all aspects of the website. Content flows from various board members and associated committees. Ensure that the content is formatted properly and forward it to the webmaster to be placed in the appropriate area of the site.
- Work with webmaster to make changes in design and function as necessary.
- Ensure that appropriate payments are made to the internet host site for the website.
- The webmaster is a paid professional hired to design and maintain the website as contracted with the Board of Directors. The contract should be negotiated on an annual basis.

## Historian

- Take pictures at all monthly meetings and special events.
- Select four pictures per month to post directly on the chapter website
- Upload remaining pictures to the Flickr account developed by the webmaster.

## D. Treasurer

As assigned in the chapter bylaws, the Treasurer is responsible for two major areas: 1) Receiving and disbursing funds and 2) Keeping itemized accounts of all financial transactions and reporting on such to the Board of Directors. His/her other major areas of responsibility are 3) Developing the chapter annual budget and 4) Ensuring that all audit and tax procedures occur on a timely basis. If the chapter employs a paid assistant, the Treasurer may delegate tasks as appropriate to that person.

The following outlines more details of the specific duties required in each area.

### 1) Receiving and disbursing funds

- Maintain checking account and merchant card (credit card machine) accounts with Bank of America.
- Maintain certificate of deposit accounts with Wells Fargo (Formerly Wachovia)
- Collect all funds from door receipts at general meetings and special events and deposit into the checking account within one week of the event. If the treasurer is not present at an event, this can be done by the Sergeant at Arms.
- Obtain authorization for all credit card charges as soon as possible after the event or dues payment.
- Send invoices for payments due to the chapter when necessary.
- Maintain regular communication with Secretary and Student Culinarian Advisor regarding all dues and membership issues, including
  - Obtain dues payments from Secretary and deposit into the checking account. Remit any necessary payments to the national office.
  - Check bank account bi-weekly for ACH deposits from the national office. Verify with secretary that the deposits match the totals due from national

- for the number of and type of memberships listed on the membership roster.
  - Stay updated on any changes to National Dues.
  - Propose dues increases to the Board of Directors when necessary to compensate for national dues increases or to increase funds needed for chapter operations.
  - Coordinate with Student Culinarian Advisor regarding promissory notes and payments for students who choose the option of quarterly dues payments.
- Upon receipt of invoices, itemized receipts, and other formal requests for payment, issue check for the specific amount to the appropriate party.
  - All checks issued over \$500 must be co-signed by the President or Secretary.
  - All payments over \$500 must be approved by the board of directors, preferably in advance of when the expense or event occurs.
  - Typical expenses include:
    - Payments to venues for room, labor, food, bar, etc. for general meetings and special events
    - Other event expenses, such as raffle moneys, entertainment, insurance
    - Competitions and certification exams
    - Officer and board conference/convention expenses
    - Secretarial expenses including printing, postage, Groupcast system, website
    - Purchase of tickets for other organizations' events, such as Chefs for Kids, IFSEA Jerry Berry Dinner, Nevada Restaurant Association, and ProStart.
    - Support for Student Culinarian and ProStart team travel to regional and national competitions.
- Coordinate with Student Culinarian Advisor and Leadership Team and Team Las Vegas Treasurer to receive and disburse funds for those affiliated organizations.

## **2) Itemized Accounts and Reporting**

- Record all checks issued in the check ledger at time of issue.
- Record amount of all deposits
- Assemble treasurer's report for distribution at the board meeting
  - Download checking and credit card information from Bank of America Website. Add information about purpose of charges and deposit to reconcile with ledger
  - Obtain balances from Wells Fargo CD accounts
  - Prepare separate ledgers for the Student Culinarian account.
  - A sample treasurer's report can be found in Appendix A.
- In conjunction with event coordinator, ensure all revenues are collected and separate ledger is kept for all special events and chapter activities. The ledger should clearly show all ticket sales, including who sold to and method of payment, other revenues such as from sponsors, and expenses. These event

ledgers should be included as part of the Treasurer's Report to the board. All accounting for an event should be done within 60 days of the event. Events include

- Chef of the Year Dinner
- Holiday Reception
- Associate Advisory Board Golf Tournament
- Taste of Las Vegas / Fremont St.
- Las Vegas Culinary Challenge
- Other Competitions
- Certification Practical Testing
- Keep all information in an organized binder for review by the board and the accountant.

### **3) Chapter Annual Budget**

- The fiscal year for the ACFLV is from December 1 – November 30.
- Prepare a proposed budget for the next fiscal year for discussion at the board of directors meeting in October.
- Following discussion, submit a final budget which should be approved at the November board meeting
- As revenues and expenses occur, notify board of substantial differences between actual and budgeted amounts.

### **4) Working with Accountant**

- In December, meet with the accountant. Give him/her the binder of accounts and any other information necessary so that he/she can prepare the audit and tax return.
- Present the findings of the auditor to the board.
- Ensure that the tax return is filed with the Internal Revenue Service by the appropriate due date in February.
- Track the submission of the tax return to ensure that the chapter has no tax liabilities.

## **E. Sergeant-At-Arms**

According to the bylaws, the Sergeant-At-Arms is responsible for 1) Maintaining order and counting hand and standing votes at all chapter and board meetings , and 2) Keeping attendance records and helping with collections of payments at chapter meetings. Over the years, the Sergeant-At-Arms has become responsible for many other 3) Miscellaneous duties. If the chapter employs a paid assistant, the Treasurer may delegate tasks as appropriate to that person.

The following outlines more details of the specific duties required in each area.

### **1) Maintaining order at meetings**

- Call all board and chapter meetings to order.
- Ensure that all meeting procedures and votes follow Roberts Rules of Order. See Appendix C for Roberts Rules of Order Guidelines.
- If discussion is getting too lengthy or off-topic, assist President with bringing it to a conclusion.

## **2) Keeping attendance records at meetings/ assisting with collections**

- Assist Secretary and Treasurer at the door at all general meetings and events, including checking off names on the membership roster, recording names and contact information for guests, and verify who is eligible to participate in any nomination or voting procedures held at the meeting.
- If the Treasurer is not present, deposit any funds collected within one week of a meeting or event.

## **3) Miscellaneous duties**

- Run the raffle at general meetings and special events. This includes working with the event coordinator to solicit raffle prizes, giving out raffle tickets, picking raffle winners, and distributing the prizes.
- Act as an ambassador when members or their family members are ill or deceased. Arrange for delivery of cards, flowers, food or other items as appropriate and approved by the board. Ensure members are informed of funeral and memorial services.
- Act as an ambassador to the chapter's Senior Professional and Honorary members to ensure they are included in all chapter activities.

## **F. Chair of the Board**

In accordance with the bylaws, the immediate past president is the chair of the Board of Directors. He/she should provide direct support to the president for all board and chapter activities. He/she has the same responsibilities as other board members as outlined below.

## **G. Board Members**

In accordance with the bylaws, some of the most important responsibilities of the Board of Directors are to transact the general business of the Chapter, report to these transactions to the chapter at the regular meetings, fill vacancies to appointed or elected officers, and form special committees as needed.

To fulfill these duties, it is required that the Board Members:

- Attend all chapter board meetings. Missing three or more meetings without appropriate notification or excuse is cause for being removed from the Board.
- Attend as many chapter events as possible, including chapter meetings and seminars, the Holiday Party, Chef of the Year Dinner, and family outings.
- Be available for consultations with the President and other officers regarding all chapter matters.

It is highly recommended that the Board Members:

- Attend meetings and events of our affiliated organizations, including the Student Culinarian chapter, the Associate Advisory Board, and Chefs for Kids.
- Attend regional and national conferences
- Chair at least one standing and/or ad-hoc committee.

## **H. Administrative Assistant**

It is a Board of Directors' decision as to whether the ACFLV should employ a paid Administrative Assistant. Given the large amount of duties and responsibilities assigned to some of the officers, especially the President and Secretary, as well as the Chef of the Year, assistance with their tasks can ensure the smooth operations of the chapter. However, the board must consider their fiduciary responsibility to the chapter in determining whether the benefits of having outside help outweigh the costs. Hourly wages and the maximum amount of wages payable per month should be negotiated at the time of hire. The Administrative Assistant is responsible for submitting an invoice for payment of those wages to the Treasurer on a monthly basis. Typical duties of the Administrative Assistant are:

## **I. Chef of the Year**

For the Chef of the Year, along with great honor comes great responsibility. The duties of the Chef of the Year are:

- Make arrangements for all General Meetings
  - Location
  - Space needed – dinner, seminar, student meeting
  - Sponsors for meal – names, addresses, special needs
  - Arrange any donations that may be needed, food, wine, flowers, etc.
  - Follow-up on all room, menu, and bar details.
  - Introduce hosts and sponsors at the meeting
- Make arrangements for Chef of the Year and Holiday Reception
  - Arrange bids for each and present to board. Ensure appropriate contracts are signed and that appropriate deposits and invoices are paid.
  - Follow-up on all room, menu, and bar details
  - Introduce hosts and sponsors at the event
  - Arrange any donations that may be needed, food, wine, flowers, etc.
- Coordinate the publication of the Chef of the Year magazine
  - Coordinate layout
  - Coordinate ad sales
  - Help with pictures that are needed, each nominee, etc.
  - Help publisher obtain written scripts where needed
- Chair the nomination and election committee for the next Chef of the Year
  - Follow rules and guidelines for nominations
  - Follow rules and guidelines for evaluation of documents
  - Hold ballots and store after announcement
- The current Chef of the Year should attend the National Convention of the ACF. Travel costs will be provided by the ACFCLV as specified elsewhere.

## **J. Officer and Board Member Benefits**

As a volunteer organization, it is expected that all officers, board members, committee members, etc. are involved for altruistic and professional development reasons. No one, other than the possible administrative assistant and the webmaster, is paid for their work for the chapter. Extreme care should be taken to avoid any potential conflicts of interest when an officer, board member, or committee member or their family member or place of employment sponsors an event or provides a business service to the chapter. All are expected to pay for their and their guests' attendance fees or tickets at chapter meetings and events.

Benefits that have been approved for officers and board members include

- Receipt of one New Chef Jacket with the chapter logo and name and position embroidered on it following election to office or the board. Other chef jackets may be purchased for other occasions, such as when the chapter hosts a convention, as approved by the board.

- Receipt of tickets to events for which the board approves buying tickets or a table with chapter funds. Tickets will be given to those available to attend according to the order of the office, ie. the President has first priority for the tickets, however efforts should be made to rotate attendance among the remaining officers and board members.
- Travel Expenses to Regional and National Conventions as follows. Any adjustments to these guidelines must be voted on by the board.
  - President –For both the Western Regional and National Convention
    - Registration fees
    - Transportation (airfare) to and from the event location
    - Lodging for the specific time period of the convention.
    - Ground transportation to and from the conference hotel and to authorized events, such as dinner with the student team. The chapter will not pay for auto rental.
    - The chapter will not pay for meals outside of what is included in the conference fee or authorized as a chapter activity or for other incidentals.
  - Officers
    - Western Regional Conference
      - Registration fees
    - National Convention
      - Registration fees
      - Airfare and Lodging, not to exceed \$1200 total including the registration fees
  - Chef of the Year
    - For the National Convention in the year the Chef of the Year is honored, the chapter will pay for the same expenses as specified for the President
  - Student Culinarian Team
    - Following their selection as team to represent the state in the Western Regional Student Team Competition, or the Region to the National Competition, the student culinarian team should present a proposal to the board to cover a portion of their expenses, generally \$2000 - \$2500.
    - At any conference or convention where the team is competing, the President shall organize a dinner or other outing for the team, its coaches, and any officers and board members in attendance, paid for by the chapter. These expenses should be approved by the board prior to the convention.

### **III. COMMITTEE COMPOSITION AND PROCEDURES**

The ACF Chefs Las Vegas bylaws establish 3 standing committees – Membership, Certification, and Scholarship and allows for the formation of ad-hoc committees as necessary. In addition, the election committee is formed in election years as dictated by Chapter 7 of the bylaws.

#### **A. Membership Committee**

In accordance with the chapter bylaws, the membership committee is a standing committee. It should have at least three members, including a chair, a member of the Board of Directors (who may be the chair), and at least one other Professional Culinarian member. This committee should work closely with the Student Culinarian Leadership Team and the Associate Advisory Board to coordinate membership efforts between the groups.

The duties of the committee are currently not well-defined. However, the following represent some of the responsibilities of its chair person and members.

- Make phone calls and visits to potential members at their place of business to share information about chapter membership and benefits.
- Invite potential members to chapter meetings and events. Greet them and introduce them to other members.
- Have a membership information table at all chapter events, affiliated organization events, such as the Associate Advisory Golf Tournament and Chef for Kids Dinner, vendor trade shows, competitions, and other appropriate venues.
- Make recommendations to the Board of Directors for dues structure and potential discounts to enhance recruiting efforts.
- Plan a special membership recruiting event at least once per year. Previous suggestions have included special seminars, wine tastings, and other networking types of events.
- Stay up-to-date on all national and Western regional membership recruiting efforts, policies, dues discounts, etc. and ensure the chapter is following proper procedures and participating in the activities.

#### **B. Certification Committee**

In accordance with the chapter bylaws, the certification committee is a standing committee. Currently, there is no full committee, just a certification chairperson. The certification committee has two major purposes; 1) Organizing certification training for chapter members and serving as a resource for members with questions about certification and 2) Organizing practical certification exams. To fulfill these duties, the committee and chairperson should do the following.

## 1) Certification Training

- Be knowledgeable of all certification categories, requirements, forms and testing procedures. All information regarding certification can be found on the ACF national website at <http://www.acfchefs.org/Content/NavigationMenu2/Careers/Certification/default.htm>. Certification forms are available at <http://www.acfchefs.org/Content/NavigationMenu2/Careers/Certification/default.htm>
- Post contact information on the chapter website and be willing to answer any member questions regarding certification
- At least once per year, conduct a seminar at a chapter meeting or other time regarding all certification requirements.

## 2) Practical Certification Exams

- At least once per year, organize a practical testing exam at one of the local schools approved by the ACF as a testing location
- Have the date and budget for the testing approved by the Board of Directors prior to officially scheduling the test.
- Complete appropriate application with the national office to have the testing approved and posted on the ACF website.
- Ensure all members know the date and procedures for the testing. Advertise the competition to all potential test takers, including those out of state.
- Coordinate application and fee payment process
- Coordinate with the testing location for all logistics and setup for the testing.
- Recruit practical test evaluators for the testing. Make transportation, lodging, and dining arrangements for them as necessary.
- Complete all the appropriate forms to inform the national office of the results of the testing.
- Submit all revenues, receipts for reimbursement, and invoices to the Treasurer within two weeks of the testing. Provide all appropriate information to the Treasurer to develop the event summary and ensure the testing met the approved budget.
- Assist qualified chapter members with requirements and training to become a practical test evaluator.

## C. Scholarship Committee

In accordance with the bylaws, the scholarship committee is a standing committee. The committee evaluates and scores applications and makes recommendations to the chapter board. It should consist of two active chef members and one associate board member. The Vice-President of the chapter will serve as the non-voting chair of the committee. He/she can delegate this responsibility to another appropriate professional culinarian member if desired. No educators should be voting members of the committee to avoid any potential bias for or against applicants from particular schools.

Currently, the committee can award up to \$6,500 per year. The amount and number of scholarships may increase as the chapter adds more funds to the scholarship account. The awards will be in the form of one \$1,500 scholarship awarded to the Student Culinarian of the Year, two \$1,500 scholarships for students currently enrolled in a post-secondary culinary program, and one \$1,000 scholarship for a graduating senior from a Clark County School District (CCSD). These scholarships are good for attendance at any of the four Las Vegas post-secondary culinary. Two \$500 scholarships will be available for professional culinarian members to pursue continuing education in the form of seminars, college courses, or attendance at ACF or other professional conferences.

Applications for the currently enrolled students and high school students will be due in May. The scholarship winners are announced at the Chef of the Year dinner. Applications for professional culinarian members may be accepted at anytime.

All scholarship awards will be made, by check payable to the student or professional culinarian, after the completion of the semester, seminar, course, or conference. The awardee must provide proof of enrollment/attendance and passing all graded courses prior to receiving the check. The exception is the scholarship for the Student Culinarian of the Year. That check is given to the recipient at the Chef of the Year dinner.

The following are the criteria for the scholarships. The current application form is included as Appendix D .

## **SCHOLARSHIP CRITERIA**

### Currently Enrolled Students

- Must have completed at least one semester or quarter of a Las Vegas culinary arts program
- Must be a full-time student for the term of the scholarship
- Must be a current junior member of the ACF Las Vegas chapter
- Must have a current program grade point average of 2.75 or higher
- Must have financial need
- Must demonstrate a passion and commitment for the culinary industry
- Must show experience in the culinary industry – this can be either paid work experience or volunteer experience
- Must show a potential to benefit from the scholarship
- Must submit a complete application form (shown separately)

Applications will be graded on a point system with 50 as the highest points possible. The points will be allocated as:

- Grade Point Average – 10 points
  - 2.75 – 2.99, 2 points
  - 3.00 – 3.24, 5 points

- 3.50 – 3.74, 8 points
- 3.75 – 4.00, 10 points
- Financial Need – 10 points
- Culinary Experience – 10 points
- Passion and Commitment – 10 points
- Reference Sheets – 10 points

### High School Students

- Must be a graduating senior from a CCSD school
- Must be a vocational culinary or ProStart student.
- Must be a full-time student for the term of the scholarship
- Must have a high school grade point average of 3.0 or higher
- Must have financial need
- Must demonstrate a passion and commitment for the culinary industry
- Must show experience in the culinary industry – this can be either paid work experience or volunteer experience
- Must show a potential to benefit from the scholarship
- Must submit a complete application form (shown separately)

Applications will be graded on a point system with 50 as the highest points possible. The points will be allocated as:

- Grade Point Average – 10 points
  - 3.00 – 3.24, 3 points
  - 3.50 – 3.74, 6 points
  - 3.75 – 4.00, 10 points
- Financial Need – 10 points
- Culinary Experience – 10 points
- Passion and Commitment – 10 points
- Reference Sheets – 10 points

### Continuing Education Scholarships

- Must have been a paid Professional Culinarian of the ACF Chefs Las Vegas for at least one year prior to applying for the scholarship.
- Must have financial need
- Must demonstrate a passion and commitment for the culinary industry
- Must have at least five years of work experience in the culinary industry.
- Must show a potential to benefit from the scholarship
- Must submit a complete application form (shown separately)

## **D. Education Committee**

The education committee is an ad-hoc committee which can be formed as necessary. Currently, there is not a full committee, just an education chairperson. The

primary purpose of the committee is to plan educational seminars for the members and to have appropriate seminars approved by the ACF national office for Continuing Education Credits. Seminars are traditionally held at the beginning of the monthly chapter meeting. However, they can be held on alternative dates as appropriate. The following are some of the procedures for planning seminars.

- Contact educators or industry people knowledgeable on a particular topic to determine their willingness and availability to put on a seminar. Ensure that speakers from vendors will have a substantial educational component to their presentation: it should not be just a product demo or company promotion.
- Obtain a resume and an outline of their program.

Fill out Continuing Education Hours Request Form available on the ACF website at [www.acfchefs.org/download/documents/.../request\\_approved\\_cehs.pdf](http://www.acfchefs.org/download/documents/.../request_approved_cehs.pdf)

- Fax in the application, resume, outline, evaluation sheet and certificate.
- The ACF office will send a letter confirming the credit is okay.
- There is no cost to the chapter for these credits.
- Coordinate setup and audio visual needs with the Chef of the Year and venue representative.
- At the seminar, circulate an attendance roster.
- Coordinate with the Secretary so that attendees will receive a certificate at the next chapter meeting.
- At the conclusion of the seminar, have attendees complete the seminar evaluation form. The committee chair should keep them on file.
- Some recent seminars include
  - Outwest Meats
  - Christopher Ranch Garlic
  - Ice Carving
  - Dexter Russell Knives
  - Canadian Beef
  - Southwest Gas
  - Phillips Crab

## **E. Culinary Competition Committee**

The culinary competition committee is an ad-hoc committee which can be formed as necessary. There is no set amount of committee members. It should include all people from all membership categories who are willing to be actively involved in the substantial amount of work necessary to plan and execute a competition.

In recent years, the committee has hosted at least two competitions per year – the Las Vegas Culinary Challenge in conjunction with the Las Vegas International Restaurant Show in February or March and a competition in October or November to determine the Student Culinarian Team which will represent Nevada in the Western Regional competition. Additional competitions may be planned as demand arises. For example, a competition was just held in conjunction with the Team Las Vegas culinary

team tryouts. All competitions should adhere to ACF national procedures and guidelines. Full details on all competition procedures and requirements can be found at <http://www.acfchefs.org/AM/Template.cfm?Section=Competitions&Template=/CM/HTMLDisplay.cfm&ContentID=15867>. All forms related to competitions can be found at <http://www.acfchefs.org/AM/Template.cfm?Section=Downloads&Template=/CM/HTMLDisplay.cfm&ContentID=16010>.

The following are the basic procedures for planning and executing competitions.

- Have the date and budget for the competition approved by the Board of Directors prior to officially scheduling the competition. The budget may change as sponsors are found for the event.
- Determine which categories of competition will be held.
- Complete appropriate application with the national office to have the competition approved and posted on the ACF website.
- Order competition medals from the ACF national office.
- Ensure all members know the date and procedures for the competition. Advertise the competition to all potential competitors, including those out of state.
- Coordinate application and fee payment process.
- Find sponsors to fund some of the expenses of the contest, including prizes. The more and better prizes available, the easier it will be to market the competition.
- Coordinate with the competition sponsors and venue regarding all logistics and setup for the competition. If the competition is not held at a culinary facility, this may include rental of all large equipments – ovens, refrigeration, prep tables, etc. as well as receiving approval from the Fire Marshall.
- Recruit ACF approved judges. Make transportation, lodging, and dining arrangements for them as necessary.
- Recruit members to assist with the setup, execution, and cleanup of the competition.
- Complete the appropriate forms to inform the national office of the results of the competition.
- Submit all revenues, receipts for reimbursement, and invoices to the Treasurer within two weeks of the competition. Provide all appropriate information to the Treasurer to develop the event summary and ensure the competition met the approved budget.

## **IV. AFFILIATED ORGANIZATIONS**

### **A. Associate Advisory Board**

The mission of the Associate Advisory Board is to positively and significantly contribute to the support of the ACF (American Culinary Federation) Chefs Las Vegas through continued education, and adhering to the bylaws of the ACF Chefs Las Vegas and the American Culinary Federation. The chair of the associate advisory board is an

ex-officio member of the Board of Directors. He/she should coordinate with the Secretary and Treasurer regarding any membership and dues issues. The full bylaws of the Associate Advisory Board can be found in Appendix E

This support comes in many forms including sponsorship of meetings, supplying products for meetings, attending and purchasing tickets for chapter meetings and events, recruiting members, and buying advertising on the chapter website and in the Chef of the Year book. The Associate Advisory board currently plans at least two large fundraisers for the chapter each year. The Golf Tournament is held in April and the Taste of Downtown has been held in February or March. The proceeds of the Taste of Downtown are designated to the ACF Chefs Las Vegas Scholarship Fund. The Associate Advisory Board takes on full responsibility for planning and executing these events. Coordination with the Board of Directors regarding the event should include:

- Have the date and budget for the event approved by the Board of Directors prior to officially scheduling the event.
- Obtain approval from the Board of Directors for additional expenses as they arise.
- Submit all revenues, receipts for reimbursement, and invoices to the Treasurer within two weeks of the competition. Provide all appropriate information to the Treasurer to develop the event summary and ensure the competition met the approved budget.

## **B. Student Culinarian Chapter**

In accordance with the bylaws, all Junior and Student Culinarians are automatically considered members of the ACF Chefs Las Vegas Student Culinarian Chapter. The ACF Chefs Las Vegas offers financial and advisory support to the students. In addition to supporting all regular organization activities, the Student Culinarian Chapter conducts its own membership meetings and events. The Student Culinarian of the Year and the members of the Student Leadership team are ex-officio members of the Board of Directors.

The following are the guidelines for the Student Culinarian Chapter

### **Purposes of the Student Chapter**

1. To bring culinary students together to stimulate thought and discussion.
2. To provide extracurricular learning and fellowship between young culinarians.
3. To prepare the students for future opportunities.
4. To assist the student members in becoming professional culinarians.
5. To obtain knowledge about the varied, interesting, and profitable careers in foodservice.
6. To develop future leaders in the culinary profession.
7. To encourage students to give back to the community.

## **Benefits of Membership**

1. Access to educational seminars and demonstrations by industry professionals.
2. Opportunities to tour foodservice establishments and vendors.
3. Provide opportunities to network with respected chefs from our industry.
4. Work as a team with fellow students outside of the classroom.
5. Opportunities for community service, such as Chefs for Kids.
6. Opportunities for competitions.
7. Certifications.
8. Scholarships.
9. Employment Opportunities.

## **Structure of the Student Chapter**

The Chapter shall consist of members currently enrolled in the American Culinary Federation (ACF), Officers composed of three members elected to the position of Leadership Team Member; and an Advisor(s). Leadership team members need to be an active student member for 6 months prior to serving. Beginning in 2010 the Leadership Team positions will be changed to President, Vice President and Secretary/Treasurer.

## **Board of Directors Responsibilities**

### Leadership Team (President, Vice President Secretary/Treasurer)

He/she shall issue communications and make recommendations that in, his/her opinion, tend to promote the prosperity, welfare, and usefulness of the Student Chapter.

The Leadership Team shall appoint the following standing committees for a one year term.

- a) Seminars/Demos
- b) Fundraising
- c) Special Events
- d) Membership
- e) Publicity and Publications (to include a club newsletter)
- f) Miscellaneous committees as needed

The Leadership Team shall be responsible for maintaining accurate membership records, recording the minutes of all meetings, and handling meeting notices and any other correspondence as needed.

They shall also be responsible for maintaining accurate accounts and balance of funds for the ACF Student Chapter.

The Leadership Team/(President, Vice President Secretary/Treasurer) shall meet at least once a month. All elected officers must attend these meetings. The Team or the Advisor may call meetings.

All officers shall deliver to the Advisor all accounts, record books, papers, and property belonging to the club within two (2) weeks following their retirement or termination of services.

### **Authority of the Board of Directors**

Authority to conduct all business of the ACF Student Chapter is vested in the Board of Directors which is comprised of the elected officers. All three elected officers must be present in order to hold a vote on any issue. A majority is required for any vote to pass.

### **Election of Board of Directors and Leadership Team(President, Vice President Secretary/Treasurer)**

All members of the Board of Directors are elected for a one-year term.

Elections will take place between the April meeting and May 1<sup>st</sup> of each year. The elections shall occur via email, using the current on file email of the Student Member. Emailed votes will be sent to the official Student Chapter email address. At the February and March meetings interested parties that have met the qualifications can nominate themselves or be nominated by others. At the April meeting, members will have an opportunity to hear speeches from members interested in running. The advisor and at least one full time chef instructor will tally the votes for all elections. The results of all elections will be recorded in the minutes of the May meeting.

### **Dues**

No additional to National/Chapter dues at this time - to be evaluated each year.

### **ACF Student Chapter Account**

The ACF Student Chapter shall have an account through the ACFLVC Chapter of Las Vegas. Deposits and withdrawals from this account shall be monitored and facilitated by the Student Chapter Leadership Team/ *Secretary/Treasurer*, ACFLVC Treasurer and Advisor.

### **Structure of Culinary Club Meetings**

The order of business for meetings of the Student Chapter shall be as follows:

1. Roll call
2. Reading of minutes of last meeting
3. Reading of communications
4. Report of officers
5. Report of committees
6. Introduction of new members
7. Unfinished business
8. New business
9. Educational program/Demo

Roberts rules of order, revised shall govern all meetings, including discussions and debates.

## **Changes to Guidelines**

These guidelines shall not be altered without the approval of the ACF Student Chapter Officers, Professional Member Board of Directors and the Advisor(s).

### **c. Chefs for Kids**

Chefs for Kids, Inc. is a joint venture of the ACF Chefs Las Vegas and the University of Nevada Cooperative Extension. The Chefs for Kids, Inc. program works to eliminate malnutrition and hunger through education and awareness. Often in a society where television and computers bring information to our doorstep, we assume that simple facts like knowing that a pear grows on a tree or that a balanced diet is essential to good health throughout a lifetime are well known by everyone. Surprisingly, many children lack the essential nutrition knowledge necessary to fight personal battles with poor eating habits.

Chefs for Kids, Inc. has chosen to fight this battle by providing nutrition education to students in “high needs” schools in Nevada’s Clark County School District. The chefs team up with nutrition educators from University of Nevada Cooperative Extension who developed nutrition curricula for first and second grade children. Students learn about choosing foods that provide the greatest benefit to their bodies and about the role that physical activity plays in a healthy lifestyle. The curriculum is tailored to the needs and abilities of the children being served.

Some of the highlights of the past years include:

- Education to 12 core ‘high needs” schools each year with a second grade program.
- The video curriculum, “Adventures with Chefs for Kids,” is being taught to first grade students at high needs schools throughout the Clark County School District. This curriculum includes a five-part video that supports accompanying lesson plans.
- A snack program has been created in the 12 core schools. Through the Chefs for Kids program, all students are provided a healthy snack once a month – that’s over 79,000 snacks per year. The snacks reinforce the concept that healthful snacking is important to the well being of individuals, young and old alike.
- Fabulous breakfasts were prepared and served by the chefs at 12 high need schools throughout the year. Almost 10,000 students were fed.
- Chefs for Kids, Inc. provided Thanksgiving baskets and Holiday food gift cards for several families in each of our 12 schools. All of the food was prepared and packaged so that the families would only have to heat it and serve.
- A spectacular Christmas Eve breakfast and a pre-Mother’s Day luncheon were prepared and served to the residents of Sade Tree Shelter. Not only were their

bodies fed, but that also their spirits as they received a visit and gifts from Santa on Christmas Eve.

- Chefs for Kids, Inc. has helped many needful students from the Clark County School District's Highly Gifted Program to attend specialized training programs to fulfill their potential as students.
- Now in its 19<sup>th</sup> year, the educational program has reached over 28,000 students since its inception. One hundred percent of the proceeds from the dinner and auction will remain in Clark County. As the Chefs for Kids program continues to grow, so shall education, awareness, and good health for a lifetime.

## **D. Team Las Vegas**

Team Las Vegas was formed to compete in the Culinary Olympics in Erfurt Germany. The Culinary Olympics is a gathering of more than 1000 cooks and confectioners from 33 countries. Over 115 national and regional teams and about 300 individual exhibitors compete in the Culinary Olympics held every 4 years. In 2004, Team Las Vegas won 9 silver medals and ranked 20<sup>th</sup> in the world. The Team is currently working towards competing in October 2012.

Team Las Vegas has its own committee including a chair, team coordinator, fundraising coordinator, finance person and other members. The finance person controls the accounting for the team in coordination with the chapter Treasurer. The team itself consists of 4 chefs, 1 pastry chef, 1 alternate chef, 1 alternate pastry chef, 5 student culinarian assistants, and at least 1 team coach. Requirements to become a member of the team include

- Become a member of the ACF Chefs Las Vegas
- Commit to monthly team practice and team events.
- Commit to traveling and promoting the team
- Must have a current US Passport.
- A commitment letter from employer in support of your team involvement

## **V. AWARDS GUIDELINES**

### **A. Chef of the Year**

#### **Requirements and Qualifications**

The Chef of the Year Award has been established to pay tribute to that member whose culinary expertise and exemplary dedication have enhanced the image of the chef and the association. He/she should be a person who commands the respect of the members because of character and performance. The award will be in recognition of the dedication and contribution of time and knowledge to the association and community by the person who has accomplished the most to benefit the association.

1. At the January general membership meeting, the President will announce that Chef of the Year is open for candidacy. The requirements, qualifications, duties, and responsibilities of the Chef of the Year will be available at that meeting as well as posted on the chapter website.
2. Member submits his candidacy in writing to the Chairman of the Board or current Chef of the Year.
  - a. Present position
  - b. Culinary Expertise: special skills
  - c. Professional Goals
  - d. Why deserve and how going to handle Chef of the Year position
3. Candidates' names submitted to membership. Also submitted – nominations from the floor at the February and March membership meetings.
4. Candidate must have been a member of the local chapter for a minimum of one year.
  - a. The reigning President will not be eligible for Chef of the year until one year after leaving office.
  - b. Candidate cannot be a former Chef of the Year.
5. The evaluation period will be from January 1 through December 31 of the year prior.
6. A Chef of the Year selection committee will be appointed by the Board of Directors and will consist of two disinterested non-office holding members and the reigning Chef of the Year as Chairperson. The committee will screen and rank the candidates. The ranked candidates will be provided to the Board of Directors who will present the top three candidates to the membership for their vote and selection by the March meeting. The committees will screen and rank candidates based on the preceding rules and guidelines.
7. The candidates will be allowed to address the membership at the April general membership meeting.
8. The winner will be determined by a majority vote. Voting will be a secret mail in ballot. The ballots will be mailed within 2 days of the April general membership meeting and will need to be mailed to the chapter P.O. box within 2 weeks of when they are mailed. The ballots will be collected by the election committee and counted by the Chef of the Year and the election committee and verified by the President. In case of a tie, the president will cast the deciding vote. The selection will be announced at the Chef of the Year Banquet.
9. Point System
  - a. All points must have proper documentation in order to be accepted.
  - b. Points will be given as indicated, the candidate with the most points will be rated 1, 2, 3, and so forth.
 

i. Association officer	20 points
ii. Board member	15 points
iii. Committee chairperson (each committee)	10 points
iv. Committee co-chairperson	5 points
v. ACF National or Regional convention	5 points
vi. Participation in ACF Culinary Arts Competition	5 points

- vii. Participation in local approved culinary events 5 points
  - viii. Attendance at General meeting educational seminars 5 points
  - ix. Public relations work, promotion of local ACF 3 points
  - x. Participation in other special functions 5 points
  - xi. ACF Certified Culinarian 5 points
  - xii. Sponsoring a new member (max. 5) 2 points
  - xiii. Host, Chef of the Year or Christmas Dinner 5 points
- c. In case of a tie, 1, 2, or 3 ranking, all tied candidates will be presented to the membership for vote.

## **B. Student Culinarian of the Year**

The requirements for this award are under revision and will be posted when determined.

### **Guidelines to Qualify**

### **Voting Procedures**

### **Award Procedures**

## **C. Associate Member of the Year**

In accordance with the Associate Advisory Board bylaws, the following are the guidelines and voting procedure for the Associate Member of the Year

### **Guidelines to Qualify for Associate of the Year**

- Associate should sponsor or co-sponsor chef's dinners/door prizes, serve on various committees (Chef for Kids), Golf Tournament, Newsletter Committee, Christmas Party) and support the chef's organization with donations (time/product)
- Associate should be an active member in good standing of the association for a minimum of one year.
- Chef's Board may have one nominee.
- Advisory Board will have one nominee.

### **Associate of the Year Voting**

- Nominees will be placed on a ballot that will be distributed to all active associate members in good standing. Each member will have one vote for Associate of the Year.
- Associate of the Year will be awarded to the nominee with the most votes submitted by the established time.
- Chef's Board will have one combined vote.

## **D. Hall of Fame**

To celebrate its 25<sup>th</sup> anniversary in 1994, the Fraternity of Executive Chefs of Las Vegas formed the Hall of Fame to honor members who have made a commitment to the success of the organization over the years. Stockyard Farms, run by the Roger Lam family, designed and donated the medallions that would honor members of the Hall of Fame. Zero, one, or two people can be inducted into the Hall of Fame each year.

### **Nomination and Voting Procedures**

The Chair of the Board coordinates the nomination and voting process. He/she solicits nominations from the President and all former chapter presidents. The President and former presidents are presented with a list of nominees. Each votes whether to approve the candidate for the Hall of Fame. If the nominee receives a simple majority of yes votes, they can be inducted. If there are more than two nominees, the two that have the most yes votes will be inducted in that particular year. There is no limit to the number of times candidates can be nominated for the Hall of Fame.

## **APPENDIX A SAMPLE MEETING AGENDAS**

### **Board of Directors Meeting**

1. Call to Order
2. Secretary's Report – Approval of previous month's minutes followed by discussion of any other secretarial issues such as website, flyers, etc.
3. Treasurer's Report – Approval of report followed by discussion of any other treasury issues, such as accountant, IRS, funds management
4. Associate Advisory Board Report
5. Student Culinarian Chapter Report
6. Chefs for Kids Report
7. Team Las Vegas Report
8. Chef of the Year Report – including schedule of meetings and events, sponsorship of meetings of meetings and events, budgets for meetings and events, Chef of the Year book.
9. Education Committee Report – Update on seminars.
10. Information from National or Western Region ACF
11. Other Committee Reports – Certification, Scholarship, Competition, Building etc.
12. Other Old Business
13. New Business
14. Set Next Meeting Date and Time
15. Motion to Adjourn

## **Chapter Meeting**

1. Welcome from the President
2. Chef of the Year
  - a. Thank you to host location – chef, employees
  - b. Thank you to sponsors
  - c. Allow host and sponsors to speak if desired.
  - d. Announce next meeting and event dates
3. Education Committee Report
  - a. Thank you to seminar presenter
  - b. Announce next seminar
4. Associate Advisory Board Report
5. Student Culinarian Chapter Report
6. Chefs for Kids Report
7. Team Las Vegas Report
8. Other Committee Reports – Certification, Scholarship, Competition, Building etc.
9. Information from National or Western Region ACF
10. Introduction of New Members and Guests
11. Any other Business
12. Raffle

# APPENDIX B SAMPLE TREASURER'S REPORT

## Treasurer Report October 2009

### Investment

A.G. Edwards	31-Aug-09	30-Sep-09		+/-
Scholarship CD	0	0	50% of Scholarship/Bldg. fund	
Bldg. Fund CD	0	0	50% of Scholarship/Bldg. fund	
Bldg. Fund \$\$ Mrkt.	164,655.77	164,597.09		
<b>TOTAL</b>	<b>\$164,655.77</b>	<b>\$164,597.09</b>		<b>-58.68</b>

### Checking

Bank of America

Beginning balance as of 10/01/2009	\$11,133.77
Total credits	\$275.00
Total debits	-\$3,354.33
Ending balance as of 10/31/2009	\$8,054.44

**Grand Total** **172,651.53**

# ACF Event Statement

	Cash	Check	Credit Card	Total
Monthly Meeting Door Donations	\$240.00	\$10.00		\$250.00
Monthly Meeting Door Donations Juniors				\$0.00
Dues National				\$0.00
Dues Local				\$0.00
Dues Local				\$0.00
Chef of the year tickets				\$0.00
Chef of the year Ad's				
Holiday Party				\$0.00
Golf Tournament				\$0.00
Taste of Downtown				
Spice Sale				\$0.00
ACF Certification Exams				\$0.00
	\$240.00	\$10.00	\$0.00	

**Revenue**

Cash	\$240.00
Checks	\$10.00
Credit Card	\$0.00
total revenue	\$250.00

List check names:

**Expense**

Details: \_\_\_\_\_

total expense \_\_\_\_\_ \$0.00

net \_\_\_\_\_ \$250.00

Deposit Cash	\$240.00
Deposit Check	\$10.00
Credit Card	\$0.00
total revenue	\$250.00

Notes:

Credit Card Sales: \_\_\_\_\_

# ACF LV Junior Chapter

Date: 27-Oct-09

Beginning Balance \$2,415.00

**Revenue**

Cash	\$170.00
Checks	\$5.00

total  
revenue \$175.00

**Expense**

_____	
_____	
_____	
_____	

\$0.00

total  
expense \$0.00

net \$2,590.00

## BANK OF AMERICA RECONCILIATION

Description	Summary Amt.
Beginning balance as of 10/01/2009	\$11,133.77
Total credits	\$275.00
Total debits	-\$3,354.33
Ending balance as of 10/31/2009	\$8,054.44

Date	Description	Amount	Running Bal.
10/1/2009	Beginning balance as of 10/01/2009		\$11,133.77
10/1/2009	BANKCARD DES:MERCH FEES ID: INDN:ACF CHEFS OF LAS VEGAS CO ID:1210	-\$36.95	\$11,096.82
10/5/2009	AMERICAN EXPRESS DES:COLLECTION ID:5270673791 INDN:ACF CHEFS OF5270673791 CO ID:1134	-\$5.95	\$11,090.87
10/13/2009	Check 4840 Flowers for funeral	-\$97.29	\$10,993.58
10/14/2009	Check 4842 Web Site Maintenance	-\$330.00	\$10,663.58
10/16/2009	Check 4841 The Orleans – ACF Meeting	-\$2,500.00	\$8,163.58
10/19/2009	WAL-MART #3350 10/19 #000568037 PURCHASE WAL-MART #3350 LAS VEGAS NV	-\$12.91	\$8,150.67
10/19/2009	Check 4843 Ebarq	-\$42.10	\$8,108.57
10/19/2009	OFFICE MAX 499 10/17 #000651623 PURCHASE OFFICE MAX 4995 S LAS VEGAS NV	-\$123.18	\$7,985.39
10/19/2009	USPS 314892001 10/17 #000102923 PURCHASE USPS 3148920016/1 LAS VEGAS NV	-\$176.00	\$7,809.39
10/21/2009	AMERICAN CULINAR DES:REBATES ID:NV013 INDN:NV013 ACF Chefs of Las CO ID:1131	\$125.00	\$7,934.39
10/26/2009	Deposit	\$150.00	\$8,084.39
10/30/2009	Monthly Maintenance Fee	-\$29.95	\$8,054.44

# APPENDIX C

## ROBERTS RULES OF ORDER GUIDELINES

### Introduction to Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - c. Wait until the Chairman recognizes you.
2. Make Your Motion
  - a. Speak in a clear and concise manner.

- b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject.
- 3. Wait for Someone to Second Your Motion
- 4. Another member will second your motion or the Chairman will call for a second.
- 5. If there is no second to your motion it is lost.
- 6. The Chairman States Your Motion
  - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
- 7. Expanding on Your Motion
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
- 8. Putting the Question to the Membership
  - a. The Chairman asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

#### Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

- 1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
- 2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- 3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
- 4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
- 5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.  
Most importantly, *BE COURTEOUS*.

## **Simplified Roberts Rules of Order**

### **· Main ideas:**

- o Everyone has the right to speak once if they wish, before anyone may speak a second time.
- o Everyone has the right to know what is going on at all times.
- o Only urgent matters may interrupt a speaker.
- o The [members] discuss only one thing at a time.

### **· How to do things:**

#### **1. You want to bring up a new idea before the group.**

After recognition by the [president], present your motion. A second is required for the motion to go to the floor for debate, or consideration.

#### **2. You want a motion just introduced by another person to be killed.**

Without recognition from the [president] simply state "I object to consideration." This must be done before any debate. This motion requires no second, is not debatable and requires a 2/3 vote.

#### **3. You want to change some of the wording in a motion under debate.**

After recognition by the [president], move to amend by

1. adding words,
2. striking words or
3. striking and inserting words.

#### **4. You like the idea of a motion under debate, but you need to reword it beyond simple word changes.**

Move to substitute your motion for the original motion. If it is seconded, debate will continue on both motions and eventually the body will vote on which motion they prefer.

**5. You want more study and/or investigation given to the idea under debate.**

Move to refer to a committee. Try to be specific as to the charge to the committee.

**6. You are tired of the current debate.**

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3 vote.

**7. You have heard enough debate.**

Move to close the debate. Requires a 2/3 vote. Or move to previous question. This cuts off debate and brings the assembly to a vote on the pending question only. Requires a 2/3 vote.

**8. You want to postpone a motion until some later time.**

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3 vote. A majority is required to table a motion without killing it.

**9. You are unsure that the [president]has announced the results of a vote correctly.**

Without being recognized, call for a "division of the house." At this point a standing vote will be taken.

**10. You are confused about a procedure being used and want clarification.**

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The [president] will ask you to state your question and will attempt to clarify the situation.

**11. You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.**

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

**12. You want to change an action voted on at an earlier meeting.**

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, as 2/3 vote is required.

**· You may INTERRUPT a speaker for these reasons only:**

- o to get information about business - **point of information**
- o to get information about rules - **parliamentary inquiry**
- o if you can't hear, safety reasons, comfort, etc. - **question of privilege**
- o if you see a breach of the rules - **point of order**
- o if you disagree with the [president]'s ruling - **appeal**

· **You may influence WHAT the [members] discuss:**

o if you would like to discuss something - **motion**

o if you would like to change a motion under discussion - **amend**

· **You may influence HOW and WHEN the [members] discuss a motion:**

o if you want to limit debate on something - **limit debate**

o if you want a committee to evaluate the topic and report back - **commit**

o if you want to discuss the topic at another time - **postpone or lay it on the table**

o if you think people are ready to vote - **previous question**

## **APPENDIX D SCHOLARSHIP APPLICATIONS**

### **ACF CHEFS LAS VEGAS STUDENT CULINARIAN SCHOLARSHIP CRITERIA AND APPLICATION**

The ACF Chefs Las Vegas will be awarding three scholarships for students attending culinary school in the Fall 2008 semester or quarter. The awards will be in the form of two \$1,500 scholarships for students currently enrolled in a post-secondary culinary program and one \$1,000 scholarship for a graduating senior from a Clark County School District (CCSD). These scholarships are good for attendance at any of the four Las Vegas post-secondary culinary schools.

Applications for the currently enrolled students and high school students will be due by April 30, 2008. A scholarship committee will evaluate and score the applications and make recommendations to the chapter board. The board has final approval on all scholarship awards. The committee will consist of two active chef members and one associate board member. The Vice-President of the chapter will serve as a non-voting ex-officio member of the committee. No educators will be on the committee to avoid any potential bias for or against applicants from particular schools. The scholarship winners will be announced at the Chef of the Year dinner in June.

All scholarship awards will be made, by check payable to the student, after the completion of the Fall semester or quarter. The awardee must provide proof of full-time enrollment/attendance, passing all graded courses with a grade of C or better, and current membership in the ACF Chefs Las Vegas prior to receiving the check

## SCHOLARSHIP CRITERIA

### Currently Enrolled Students

- Must have completed at least one semester or quarter of a Las Vegas culinary arts program
- Must be a full-time student for the term of the scholarship
- Must be a current student member of the ACF Las Vegas chapter and maintain membership through at least December 2008.
- Must have a current program grade point average of 2.75 or higher
- Must have financial need
- Must demonstrate a passion and commitment for the culinary industry
- Must show experience in the culinary industry – this can be either paid work experience or volunteer experience
- Must show a potential to benefit from the scholarship
- Must submit a complete application form
- 

### High School Students

- Must be a graduating senior from a CCSD school
- Must be a vocational culinary or ProStart student.
- Must be a full-time student for the term of the scholarship.
- Must have a high school grade point average of 3.0 or higher
- Must join the ACF Chefs of Las Vegas as a student member by November 30, 2008.
- Must have financial need
- Must demonstrate a passion and commitment for the culinary industry
- Must show experience in the culinary industry – this can be either paid work experience or volunteer experience
- Must show a potential to benefit from the scholarship
- Must submit a complete application form



# ACF CHEFS LAS VEGAS

## Student Application for Scholarship

Name of Applicant

\_\_\_\_\_

### For ACF Scholarship Committee Use Only

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date sent to Committee: \_\_\_\_\_

Committee total score: \_\_\_\_\_ Scholarship awarded: \_\_\_\_\_ Amount:  
\_\_\_\_\_

NOTES:

*Scholarship Application Guidelines*

For Currently Enrolled Students - The applicant must be enrolled in an accredited, post-secondary school of culinary arts in Las Vegas. The applicant must have completed one or more semester or other complete grading period in the program prior to the date of the scholarship application.

For High School Students – The applicant must be a graduating senior from a Clark County School District high school that has been accepted for admission to an accredited, post-secondary school of culinary arts in Las Vegas.

Applications are due by April 30, 2008. The application is expired after committee review.

The applicant is responsible to ensure the legibility, accuracy and completeness of the application and its supporting documentation.

Supporting documentation that must be attached to this application includes:

- A current college or high school transcript (unofficial).
- A current resume
- A 500 – 700 word essay describing why the student is deserving of this scholarship. This essay should include information regarding the student’s passion and commitment to the culinary industry, their work and volunteer experience, their expected career path, and/or what makes them different from other applicants.
- A 200 – 250 word essay describing their financial need and in what ways the scholarship will assist the student in paying his/her educational experience.
- Two completed recommendation forms, from past or present employers, culinary or hospitality instructors, or other industry/community professionals.

#### ***General Information***

Applicants will be considered on the basis of financial need, cumulative grade point average, amount of culinary work and volunteer experience, strength of applicant's statement, strength of reference sheets, and overall professionalism of the application.

Scholarship checks will be made payable to the recipient upon completion of the Fall 2008 semester or quarter and provision of evidence of full-time student status, completion of all courses with a C or better, and current student membership in the ACF Chefs Las Vegas.

Return completed application and required attachments by May 1, 2010 to:

**ACF Chefs Las Vegas Scholarship Committee  
C/O Jean Hertzman, Ph.D., CCE  
4026 Chalfont Ct.  
Las Vegas, NV 89121**

## Personal Information:

Name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## Educational Institution Information:

Name of educational institution: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_  
Are you a full-time or part-time student? \_\_\_\_\_  
How many credit hours have you completed? \_\_\_\_\_  
How many credit hours do you have remaining? \_\_\_\_\_  
What is your cumulative grade point average (GPA)? \_\_\_\_\_  
What is your anticipated date of graduation? \_\_\_\_/\_\_\_\_/\_\_\_\_

## Applicant's Statement of Verification:

*I, the undersigned applicant, pledge that the information submitted in this application is true and correct. I understand that any willfully false statement, attachment or documentation will prompt permanent barring from receiving an ACF Chefs Las Vegas Scholarship.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**ACF CHEFS LAS VEGAS  
SCHOLARSHIP RECOMMENDATION FORM**

**TO THE APPLICANT:** Please give this form to an individual who is familiar with your culinary and academic potential and plans for continued education. Please have the evaluation mailed directly from the evaluator to:

ACF CHEFS LAS VEGAS SCHOLARSHIP COMMITTEE  
c/o Jean Hertzman, Ph.D., CCE  
4026 Chalfont Ct.  
Las Vegas, NV 89121

Applicant's Name \_\_\_\_\_ SS # \_\_\_\_\_  
Present Address \_\_\_\_\_  
\_\_\_\_\_

**TO THE RATER:** The applicant named above is being considered for an ACF Chefs of Las Vegas Scholarship and has asked that you rate his or her ability, background, and personality. Your cooperation in making these ratings will assist us in evaluating the applicant. Please mail the completed form directly to \_\_\_\_\_.

1. How long have you known the applicant and in what capacity? (Give dates if possible) \_\_\_\_\_
2. Please rate (by checking) the applicant in each area listed below in comparison to other potential students you have known. If you are not familiar with a particular characteristic for the student, please leave that item blank:

	Outstanding 5	Superior 4	Adequate 3	Marginal 2	Inferior 1
Intellectual Ability					
Oral Communication Skills					
Written Communication Skills					
Culinary Skills					
Hospitality Mindset					
Ability to Work with Others					
Motivation/Perseverance					
Sense of Responsibility					
Maturity and Stability					
Dependability and Punctuality					
Energy Level					
Initiative					
Leadership Potential					

3. **COMMENTS:** Include any particular strengths which he or she possesses, as well as any weaknesses. We will appreciate your candid appraisal.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Position: \_\_\_\_\_  
School/Company: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**ACF CHEFS LAS VEGAS  
SCHOLARSHIP RECOMMENDATION FORM**

**TO THE APPLICANT:** Please give this form to an individual who is familiar with your culinary and academic potential and plans for continued education. Please have the evaluation mailed directly from the evaluator to:

ACF CHEFS LAS VEGAS SCHOLARSHIP COMMITTEE  
c/o Jean Hertzman, Ph.D., CCE  
4026 Chalfont Ct.  
Las Vegas, NV 89121

Applicant's Name \_\_\_\_\_ SS # \_\_\_\_\_  
Present Address \_\_\_\_\_  
\_\_\_\_\_

**TO THE RATER:** The applicant named above is being considered for an ACF Chefs of Las Vegas Scholarship and has asked that you rate his or her ability, background, and personality. Your cooperation in making these ratings will assist us in evaluating the applicant. Please mail the completed form directly to \_\_\_\_\_.

3. How long have you known the applicant and in what capacity? (Give dates if possible) \_\_\_\_\_
4. Please rate (by checking) the applicant in each area listed below in comparison to other potential students you have known. If you are not familiar with a particular characteristic for the student, please leave that item blank:

	Outstanding 5	Superior 4	Adequate 3	Marginal 2	Inferior 1
Intellectual Ability					
Oral Communication Skills					
Written Communication Skills					
Culinary Skills					
Hospitality Mindset					
Ability to Work with Others					
Motivation/Perseverance					
Sense of Responsibility					
Maturity and Stability					
Dependability and Punctuality					
Energy Level					
Initiative					
Leadership Potential					

3. **COMMENTS:** Include any particular strengths which he or she possesses, as well as any weaknesses. We will appreciate your candid appraisal.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Position: \_\_\_\_\_  
School/Company: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**ACF CHEFS LAS VEGAS  
PROFESSIONAL CULINARIAN  
SCHOLARSHIP CRITERIA AND APPLICATION**

The ACF Chefs Las Vegas will award six scholarships per year of a maximum of \$500 each for Professional Culinarian members to attend continuing education classes, for-credit classes, and educational conferences. Scholarship applications will be reviewed continuously through the year until the six scholarships are awarded. All applications must be received by the Scholarship Chair by the 20<sup>th</sup> of the month. Copies will be reviewed by all members of the Board of Directors and voted on at the next board meeting. Applicants will receive written confirmation of the decision within two weeks and the scholarship award will be announced at the next general meeting.

All scholarship awards will be made, by check payable to the member, after submission of proof of registration in the activity. The recipient must also submit proof of actual attendance and successful attendance in the activity. If this is not done within one month of the expected completion date, the member will be subject to penalty, including reimbursement of all funds paid and revocation of chapter membership.

**SCHOLARSHIP CRITERIA**

- Must have been a Professional Culinarian (formerly active) member of the ACF Chefs Las Vegas for at least two years prior to submitting the application and at the time of receiving the funds.
- Must have attended a combination of at least six chapter or national ACF activities within the year prior to submitting the application. Chapter activities could include dinner meetings, board meetings, Chefs for Kids breakfasts or dinner, golf tournament, associate board Taste functions, or chapter sponsored competitions and certification testing.
- Must demonstrate a passion and commitment for the culinary industry



# ACF CHEFS LAS VEGAS

## Professional Culinarian Application for Scholarship

Name of Applicant

\_\_\_\_\_

### For ACF Board of Directors Use Only

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date sent to Board: \_\_\_\_\_

Scholarship awarded: \_\_\_\_\_ Amount: \_\_\_\_\_

NOTES:

### *Scholarship Application Guidelines*

The application will be considered incomplete and will not be reviewed by the Board if it is missing any required items. The applicant is responsible to ensure the legibility, accuracy and completeness of the application and its supporting documentation.

Supporting documentation that must be attached to this application includes:

- A current resume
- A 500 – 700 word essay describing what the scholarship will be used for, why you are deserving of this scholarship, and how your attendance will benefit you and the ACF Chefs Las Vegas. This essay should include information regarding your passion and commitment to the culinary industry and your involvement with ACF Chefs Las Vegas and other community organizations.
- One completed recommendation form, from past or present employers, culinary or hospitality instructors, or other industry/community professionals.

#### *General Information*

Applicants will be considered on the basis of amount of culinary experience, commitment to the industry and the chapter, strength of applicant's statement, strength of reference sheets, and overall professionalism of the application.

Return completed application and required attachments to:

**ACF Chefs Las Vegas Scholarship Committee  
C/O Jean Hertzman, Ph.D., CCE  
4026 Chalfont Ct.  
Las Vegas, NV 89121**

## Personal Information:

Name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (    ) \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## Educational Activity Information:

Name of program: \_\_\_\_\_  
Name of sponsoring organization: \_\_\_\_\_  
Dates of program: \_\_\_\_\_  
Total cost of program: \_\_\_\_\_  
Purpose of attending program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (    ) \_\_\_\_\_  
Fax: (    ) \_\_\_\_\_

## Applicant's Statement of Verification:

*I, the undersigned applicant, pledge that the information submitted in this application is true and correct. I understand that any willfully false statement, attachment or documentation will prompt permanent barring from receiving an ACF Chefs Las Vegas Scholarship.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**ACF CHEFS LAS VEGAS  
SCHOLARSHIP RECOMMENDATION FORM**

**TO THE APPLICANT:** Please give this form to an individual who is familiar with your culinary and academic potential and plans for continued education. Please have the evaluation mailed directly from the evaluator to:

ACF CHEFS LAS VEGAS SCHOLARSHIP COMMITTEE  
c/o Jean Hertzman, Ph.D., CCE  
4026 Chalfont Ct.  
Las Vegas, NV 89121

Applicant's Name \_\_\_\_\_ SS # \_\_\_\_\_  
Present Address \_\_\_\_\_  
\_\_\_\_\_

**TO THE RATER:** The applicant named above is being considered for an ACF Chefs of Las Vegas Scholarship and has asked that you rate his or her ability, background, and personality. Your cooperation in making these ratings will assist us in evaluating the applicant. Please mail the completed form directly to \_\_\_\_\_.

5. How long have you known the applicant and in what capacity? (Give dates if possible) \_\_\_\_\_
6. Please rate (by checking) the applicant in each area listed below in comparison to other potential students you have known. If you are not familiar with a particular characteristic for the student, please leave that item blank:

	Outstanding 5	Superior 4	Adequate 3	Marginal 2	Inferior 1
Intellectual Ability					
Oral Communication Skills					
Written Communication Skills					
Culinary Skills					
Hospitality Mindset					
Ability to Work with Others					
Motivation/Perseverance					
Sense of Responsibility					
Maturity and Stability					
Dependability and Punctuality					
Energy Level					
Initiative					
Leadership Potential					

3. **COMMENTS:** Include any particular strengths which he or she possesses, as well as any weaknesses. We will appreciate your candid appraisal.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Position: \_\_\_\_\_  
School/Company: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

# **APPENDIX E**

## **ACF CHEFS LAS VEGAS ASSOCIATE ADVISORY BOARD BY-LAWS – REVISED FALL 2002**

### **Mission Statement**

*To positively and significantly contribute to the support of the ACF (American Culinary Federation) Chefs Las Vegas through continued education, and adhering to the by laws of the ACF Chefs Las Vegas and the American Culinary Federation.*

### **Election of Board Members and Term**

- Board members will be selected from active, 1 year, Associate Members in good standing that the board deems as significant contributors or potential contributors to the success of the ACF Chefs Las Vegas and the Southern Nevada Culinary Community.
- Interviews of each candidate will be conducted by the Associate Board; A Board vote will be taken following the completion of all candidate interviews to determine which candidates will be installed.
- Membership term/number of Board Members
- No membership term
- Maximum Board members (12) active.
- Position Replacement at Advisory Board Discretion
- If a current board member leaves his or her current company, said company will be given the opportunity to replace the position to maintain representation on the board (preferably within 30 days of vacancy). If said company chooses not to be represented then the Board will nominate a candidate for the position.
- Maximum of one representative per company.

### **Board Member Requirements**

- Member (Associate) in good standing of the ACF Chefs Las Vegas.
- Attends monthly meetings of the Associate Board.
- Miss 2 meetings in a row (unexcused) membership privileges will be reviewed and revoke at the Board's discretion.
- Miss 4 meetings for the calendar year (excused or unexcused) membership privilege will be revoked.
- Attend Monthly Chef's Meetings
- Sponsor or Co-sponsor monthly ACF Chefs of Las Vegas meetings or educational seminars.

### **Honorary Members (Lifetime)**

- After serving as Chairman, Co-chairman and an additional two years in any order (total of six years service) as approved by the Board.
- No voting privileges.
- Honorary member can attend meetings and events at will.

### **Election of Board Chairperson**

- Nominations for Associate Board Chairperson will be submitted by the current associate board members at the January meeting.
- Voting for the Chairperson will be conducted at the April Associate Board meeting to allow time for preparation of the announcement at the June “Chef of the Year” dinner meeting.
- Chairperson term will be July 1 – June 30<sup>th</sup> to coincide with the “Chef of the Year” term.
- The outgoing chairperson will serve as supporting Chair for the new Chairperson and will serve as acting Chair in the absence of the current Chairperson.

### **Duties of Chairperson**

- Conduct Board Meetings
- Attend Chef’s Board Meetings
- Attend General Monthly Meetings
- Coordinate duties with Chef of the Year
- Assist the Chef of the Year with donations and sponsors for general meeting; assist in scheduling, etc.
- Respond to associate members requests
- Oversee associate committees, golf Tournament, Christmas dinner, Chef for Kids and fund raisers.
- Term is one year beginning with July 1 and ending June 30, so as to coincide with the Chef of the Year.
- When term is over, the chair then becomes the supporting chair.
- Host Board social functions.

### **Guidelines to Qualify for Associate of the Year**

- Associate should sponsor or co-sponsor chef’s dinners/door prizes, serve on various committees (Chef for Kids), Golf Tournament, Newsletter Committee, Christmas Party) and support the chef’s organization with donations (time/product)
- Associate should be an active member in good standing of the association for a minimum of one year.
- Chef’s Board may have one nominee.
- Advisory Board will have one nominee.

### **Associate of the Year Voting**

- Nominees will be placed on a ballot that will be distributed to all active associate members in good standing. Each member will have one vote for Associate of the Year.
- Associate of the Year will be awarded to the nominee with the most votes submitted by the established time.
- Chef’s Board will have one combined vote.

# APPENDIX E CHEF FOR KIDS BYLAWS

BYLAWS

CHEFS FOR KIDS, INC.

86-0860581

A NON-PROFIT CORPORATION



Chefs for Kids

REVISED AUGUST 2009

#### ARTICLE ONE—ORGANIZATION

1. The name of this organization shall be:  
Chefs for Kids, Inc.
2. The organization shall have a seal which shall be in the following form:  
Chefs for Kids, Inc.
3. The organization may, at its pleasure by the vote of the membership body, change its name.

#### ARTICLE TWO—PURPOSES

1. To work toward the elimination of malnutrition and hunger through education and awareness.
2. To prepare and serve food for the designated “high needs” schools.
3. To review any proposal brought before the organization to help children.

#### ARTICLE THREE—MEMBERSHIP

1. Membership in this organization shall be open to all who wish to support and help with the program: Chefs for Kids. All General Members (those not elected Officers or Board Members) should be registered with the organization and may vote in the election of Officers and Board Members (Board of Directors). Their input is invited during all meetings and they will not be charged dues. They will not vote on conducting the business or the running of the organization.
2. The Board of Chefs for Kids, known as the Board of Directors (or Directors), will consist of eleven, of which 51% or a majority will be chefs and members of the American Culinary Federation (ACF). Five members of the Board of Directors will be considered Officers of the Board, and the remainder will be Board Members. It is recommended that the outgoing President of the ACF Chefs of Las Vegas be a Board Member of Chefs for Kids.

#### ARTICLE FOUR—MEETINGS

1. Regular meetings of this organization shall be held at least once a month.
2. The presence of six members of the Board of Directors shall constitute a quorum and shall be necessary to conduct the business of this organization; but a lesser number may adjourn the meeting for a period of not more than two weeks from the date scheduled by these bylaws and the Secretary shall cause a notice of

this newly scheduled meeting to be sent to all those members who were not present at the meeting originally called. A quorum as hereinbefore set forth shall be required at any adjourned meeting.

3. Special meetings of this organization may be called by the Chairperson or President when he/she deems it best for the interest of the organization. Notices of such meeting shall be e-mailed, mailed or phoned to all members at their addresses as they appear in the membership roll book at least five but not more than ten days before the scheduled date set forth for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting, by whom called and the location of such meeting.
4. At the request of two or more members of the Board of Directors or three or more General Members of the organization, the President shall cause a special meeting to be called, but such request must be made in writing at least ten days before the requested schedule date.
5. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

#### ARTICLE FIVE—VOTING

1. At all meetings, except for the election of the Board of Directors, all votes shall be viva voice, except that for the election of the Board of Directors, ballots shall be provided and there shall not appear any place on such ballot any mark or marking that might tend to indicate the person who cast such ballot.
2. At any regular or special meeting, if a majority so requires, any question may be voted upon in a manner and style provided for election of the Board of Directors.
3. At all votes by ballot, the Chairperson of such meeting shall immediately prior to the commencement of balloting appoint a committee of three who shall act as “Inspectors of Election” and who shall, at the conclusion of such balloting, certify in writing to the Chairperson the results, and the certified copy shall be physically affixed in the minute book to the minutes of that meeting.
4. No Inspector of Election shall be a candidate for office or shall be personally interested in the question voted upon.
5. Elections:  
An election will be held once every two years for the election of the Board of Directors. An elected Officer or Board Member will serve a term of two years in the elected position with the option to run for a second two-year term. There is a

four year limit in the current position. They may run for another position or seat on the Board.

Officers are:

- President
- Vice President
- Chairperson of the Board
- Secretary
- Treasurer

The elections will take place in June with nominations opening at the May meeting; the new Board taking office at the July meeting.

#### ARTICLE SIX—BOARD OF DIRECTORS

1. The business of this organization shall be managed by a Board of Directors consisting of eleven members (Officers and Board Members).
2. The Board Members to be chosen for the ensuing two years shall be chosen at the annual meeting of this organization in the same manner and style as the Officers of this organization and they shall serve for a term of two years.
3. The Board of Directors shall have the control and management of the affairs and business of this organization. Such Board of Directors shall only act in the name of the organization when it shall be regularly convened by its Chairperson, after due notice to all the Directors of such meeting.
4. Six of the members of the Board of Directors shall constitute a quorum and the meetings of the Board of Directors shall be held regularly as needed.
5. Each Director shall have one vote and such voting may not be done by proxy.
6. The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.
7. Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board for the balance of the term.
8. A Director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any Director. A Director may be represented by counsel upon any removal hearing. The Board of Directors shall adopt such rules as it may in its discretion consider necessary for the best interests of the organization, for this hearing.
9. Absences  
To ensure the success of the organization, all Directors are expected to attend monthly meetings. Should a Director be absent for three (3) or more consecutive meetings

without a written request to the President, his/her office shall be declared vacant and a successor shall be appointed by the Board to fill the expiration of the term. However, a leave of absence for a period of not more than three months shall be granted to any member of the Board of Directors upon advance written request addressed to the Board of Directors.

#### ARTICLE SEVEN—ORDER OF BUSINESS

1. Roll Call
2. Reading of the Minutes of the Preceding Meeting
3. Reports of Committees
4. Reports of Officers
5. Old and Unfinished Business
6. New Business
7. Good and Welfare (All requests for help should be submitted in writing and kept with the minutes of the meeting.)
8. Adjournments

#### Motions:

Any motions to be placed before the Board must be sponsored by a Director (except for the Chairperson presiding over the meeting) and then seconded. The motion is then open for discussion. A vote will be taken following discussion:

- Approved
- Opposed
- Abstained

The Chairperson will not vote because, in the event of a tie, the Chairperson will cast the deciding vote. All motions should take place at monthly meetings and recorded in the minutes of that meeting.

#### ARTICLE EIGHT—OFFICERS

1. The officers of this organization shall be as follows:
  - o President
  - o Vice President
  - o Chairperson of the Board
  - o Secretary
  - o Treasurer
2. The Chairman of the Board shall preside at all membership meetings; present at each meeting of the organization; report on the work of the organization; appoint all committees, temporary or permanent; see that all books, reports, and

certificates as required by law are properly kept or filed; be one of the officers who may sign checks or drafts of the organization; and have such powers as may be reasonably construed as belonging to the Chief Executive of any organization.

3. The President will preside at any meetings in which the Chairperson is unable to do so and present at that meeting accordingly.
4. The Vice President shall in the event of the absence or inability of the President to exercise his or her office, become Acting President of the organization with all the rights, privileges, and powers as if he or she had been the duly elected President.
5. The Secretary shall keep the minutes of the organization in appropriate books; file any certificate required by any statute, federal or state; serve all notices to members of the organization; be the official custodian of the records and seal of the organization; present to the membership at any meeting all communication addressed to the Secretary of the organization; submit to the Board of Directors any communications which shall be addressed to the Secretary of the organization; attend to all correspondence of the organization; and exercise all duties incident to the Office of Secretary.
6. The Treasurer shall have the care and custody of all monies belonging to the organization, be solely responsible for such monies or securities of the organization, and be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it necessary for the Treasurer to sign the checks issued upon it. The Treasurer shall render at stated periods as the Board of Directors shall determine a written account of the finances of the organization, and such report shall be physically affixed to the minutes of such meeting. He or she shall exercise all duties incident to the Office of Treasurer.
7. Officers by virtue of their office shall be members of the Board of Directors.
8. No Director shall for any reason be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an Officer or Board Member from receiving any compensation from the organization for duties other than as a Board Member or Officer.

#### ARTICLE NINE—SALARIES

1. The Board of Directors shall hire and fix the compensation of any and all employees which they, in their discretion, may determine to be necessary in the conduct of the business of the organization.

## ARTICLE TEN—COMMITTEES

1. All committees of this organization shall be appointed by the Board of Directors and their term of office shall be for a period of two years or less if sooner terminated by the action of the Board.
2. The permanent committees shall be:
  - Breakfast
  - Education
  - Dinner
  - Fundraising
  - Truck/transportation

## ARTICLE ELEVEN—AMENDMENTS

1. These bylaws may be amended, altered, repealed, or added to by an affirmative vote of six members of the Board of Directors.