

American Culinary Federation Foundation, Inc.

Policies and Procedures

Title: Bylaws

Department: Administration

Purpose: The bylaw policies and procedures are to ensure that members, officers, and staff have a uniform guide to any and all questions concerning the By-laws of the American Culinary Federation Foundation (ACFF).

The Purpose of the ACF shall be to provide funds to worthwhile charity and community activities, culinary scholarships, Culinary Education programs, and culinary research and development.

Article III Officers

The chairman of the Board of Trustees shall be authorized to jointly sign with the Board-designated ACFF staff person ACFF checks for more than \$2500 in the absence of the Treasurer. In the absence of the Board-designated ACFF staff person, the chairman and the Treasurer shall jointly sign all ACF checks.

The Treasurer shall have authority to jointly sign with the Board-designated ACFF staff person all checks over \$2500. The Treasurer shall also have such other powers and duties as may be assigned by the Chairman or Board of Directors.

The Secretary/Treasurer shall preside at all meetings of ACFF in the absence of the Chairman.

Article IV Committees

The standing committees of ACFF shall establish their operating policies & procedures that must be approved by the Board of Trustees of ACFF as well as any amendments. They shall propose their budget to the Board of Trustees of ACFF for approval annually. They shall nominate the members and chair of their committee that shall be approved by the Board of Trustees of ACFF. They are subject to audit by the ACF's CPA firm and the ACF Internal Audit Committee.

The ACFF special committees will be appointed by the ACF Board of Directors, along with the committee members and chairs. Special committees shall work as advisory committees to the ACFF, and their chairs shall hold trustee positions on ACFF for the duration of their appointment.

Article IV Amendments

Any member of the Board of Trustees may propose an amendment to the Bylaws of the ACFF by submitting the motion to the ACFF Secretary/Treasurer. The ACFF Secretary/Treasurer will send a copy to the ACF Bylaws Chair for research. The researched motion with recommendations will be returned within 30 days to the ACFF Secretary/Treasurer. The ACFF Secretary/Treasurer shall

mail a copy of the amendment with recommendations to the members of the Board of Trustees no less than 30 days before the next meeting of the Board of Trustees.