

American Academy of Chefs®



**Honor Society of the
American Culinary Federation®**

POLICIES AND PROCEDURES

Approved by the Board of Directors July 27, 2020

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AMERICAN ACADEMY OF CHEFS®

POLICIES AND PROCEDURES

INTRODUCTION:

Within these Policies and Procedures, the criteria to become a Fellow of the American Academy of Chefs (AAC), and to retain that Fellowship, are set forth. These Policies and Procedures also establish the importance of Fellowship in the American Academy of Chefs. Changes to these Policies and Procedures are made by a majority vote of the AAC Board of Directors, at their annual meeting.

OVERVIEW OF THE AAC COMMITTEE CHARGE:

The American Academy of Chefs (AAC) is the honor society of the American Culinary Federation, Inc. (ACF). The AAC shall develop, in these policies and procedures, a method to objectively honor certified chefs of the federation for devotion to the culinary profession. The AAC shall encourage the Fellows of this honor society to pass on their wealth of knowledge to future Fellows and chefs of the culinary profession. The AAC shall host functions that demonstrate the finest qualities of the culinary profession. The AAC shall select its own leadership from its Fellowship. This leadership shall represent the AAC on the governing boards of the ACF and the American Culinary Federation Education Foundation (ACFEF), as described in its constitution and bylaws.

SECTION 1- Guidelines for Becoming a Fellow of This Honor Society:

1. Fellowship in the American Academy of Chefs shall be composed of individuals of honorable character, and be ACF certified as:
 - Certified Master Chefs (CMC)
 - Certified Master Pastry Chefs (CMPC)
 - Certified Executive Chefs (CEC)
 - Certified Executive Pastry Chefs (CEPC)
 - Certified Culinary Educators (CCE)
2. The applicant must be a Professional Culinarian certified member of the ACF and a complete application is required.
3. Inquiries for Fellowship in the Academy must be on the application provided by the Academy and must include all pertinent information required, including hard copy and digital photographs, and place of employment. Mandatory requirements must be strictly adhered to, or the application will be summarily rejected.
4. Fellows in good standing, Regional Directors, Chapter Presidents or a National Officer can request applications and current requirements from the Academy office at the ACF national office.
5. All application forms will be numbered, and a nonrefundable fee of \$50 for each application will be requested to cover the handling costs. The deadline for applications is December 1st of the year preceding induction to fall into line with ACF general deadlines.
6. The applicant's name is published in an issue of the National Culinary Review in the year following the application deadline and at least twice in the Academy Connection, to allow AAC Fellows to comment to the AAC Chair and Vice Chair prior to induction.
7. Final approval of the applicant is made by the Academy Chair and Academy Vice-Chair. All decisions are final.

SECTION 2 - Guidelines for Retaining Fellowship in the Honor Society:

1. Fellows of the Academy should be regarded as being part of the finest group of certified professional executive chefs in the nation.
2. They should be most aggressive in providing their services to all culinarians, young and old. They should be willing to lead and teach, as well as to provide the culinary profession with fresh, innovative ideas. New programs should constantly be initiated by Academy Fellows to support the work of the ACF and the ACFEF.
3. They should make themselves available whenever necessary to serve on panel discussions or as guest speakers.

4. They should be responsible for organizing and conducting training seminars, workshops, and educational programs both locally and nationally.
5. They should always act as responsible professionals. They should always set a good example, be role models to others, and be proud of their profession. Fellowship in the Academy may not be used for personal profit or gain of the individual.

Subsection A - Mandatory Requirements:

1. An Academy Fellow must maintain membership in the ACF as a Professional Culinarian or a Senior Professional Culinarian. ACF guidelines will be followed.
2. An Academy Fellow must remain an active part of the culinary profession, maintain certification and actively participate in the ACF and other related culinary organizations.
3. An Academy Fellow may have their membership terminated if their ACF membership lapses for six (6) months. Upon which they will need to complete the guidelines for application into the American Academy of Chefs as a new Fellow, with the exception of deployed military.
4. An Academy Fellow is exempt from maintaining their certification if they were inducted prior to 1987 or they are a retired Senior Professional Culinarian.

SECTION 3 - Honorary Fellowship in AAC:

The AAC shall have a class of Fellowship called "Honorary" for those persons that would not normally meet the criteria as AAC Fellows but have dedicated many years of service to the promotion of the culinary profession, the American Culinary Federation and/or the American Culinary Federation Educational Foundation.

1. The individual's accomplishments and references must be noted in documentation for consideration.
2. Sponsors must submit a letter with at least 400 words outlining the accomplishments of the nominee and the reasons why he/she should be made an Honorary Fellow. Honorary Fellows of the American Academy of Chefs do not have the right to vote.
3. These persons shall be of exemplary character. The deadline for nominations is December 1st of the year preceding induction.
4. The Chair may approve **no more than six (6)** candidates per year for this honor.

SECTION 4 - Guidelines for Termination of Fellowship in the Honor Society:

1. The American Academy of Chefs shall always be considered an honor society within the ACF, and Fellowship therein requires the utmost integrity. Therefore, the Academy may suspend or expel a Fellow who has given false or misleading information on his or her application or in support of or against another's application, or whose conduct prior to or while a Fellow of the Academy is unbecoming and not in accordance with the precepts of the Academy. The Fellow shall have the right to be heard by the Fellowship of the Academy as a body. Termination of the Fellowship shall be by secret ballot and shall be conclusive.
2. All Fellows and applicants for Fellowship in the Academy pledge, on their honor, not to use or display the Academy certificate, Academy medal or any Academy emblem or insignia in their homes, offices, kitchens or in any public or private place, unless they are a Fellow in good standing (see subsection A – Mandatory Requirements) in both the Academy and the American Culinary Federation. All must agree to return the Academy certificate, medal, pin and emblem upon written request from the Academy Chair.
3. An Academy Fellow may have their membership terminated if their ACF membership lapses for six (6) months. Upon which they will need to follow the complete guidelines for application into the American Academy of Chefs as a new Fellow, with the exception of deployed military.

SECTION 5 – Fellowship:

Upon induction, each Fellow shall receive an official Academy certificate, a medallion and ribbon and a mini-medal consisting of bar, ribbon and mini AAC medal.

SECTION 6 – Local, Regional and National AAC Activities:

1. Fellows of the Academy should be leaders within their own chapters, spearheading the chapter's activities.
2. Academy Fellows can be chef advisors or mentors in local junior colleges or secondary school programs, as well as be willing to assist in regional Academy dinners, cooperating with sister chapters.
3. Academy Fellows should be proud of their Fellowship in the honor society of the American Culinary Federation and in their profession, and should always list certification and Academy Fellowship designation after their name.
4. Academy Fellows should strive to further the education of young culinarians.
5. Academy Fellows should promote Fellowship to worthy chefs of the utmost integrity.

SECTION 7 – Elective Officers, Duties, Nominations, Elections:

The only National Officers of the AAC shall be a Chair of the AAC, a Vice-Chair and an Ambassador.

Subsection A - Duties and Terms of AAC Elective Officers:

1. The Chair of AAC shall be elected by the AAC Fellowship in odd-numbered years for a two (2) year term, may serve two (2) consecutive terms and may not hold any other nationally elected office in ACF during term as AAC Chair.
2. The duties of the AAC Chair:
 - Oversee the operation of AAC (including securing sponsors and funds for the AAC).
 - Chair all meetings of AAC.
 - Serve on the Board of Directors of ACF with a vote.
 - Serve on the Board of Governors of ACF with a vote.
 - Appoint ad hoc committees of AAC.
 - Appoint the Regional Directors.
3. The Vice-Chair of AAC shall be elected by the AAC Fellowship in odd-numbered years for a two (2) year term, may serve two (2) consecutive terms and may not hold any other nationally elected office in ACF during term as AAC Vice-Chair.
4. The duties of the AAC Vice-Chair:
 - Review and oversee the minutes of all AAC meetings as recorded by the Academy Administrator.
 - Prepare an annual budget for the operation of AAC with the assistance of the Chair of AAC for approval by the AAC Fellowship.
 - Coordinate all ad hoc committees appointed by the Chair of AAC and review their reports before being submitted to the Chair of AAC and the Fellowship of AAC.
 - Assist the AAC Chair in securing sponsors and funds for the AAC.
 - Fulfill any other duties assigned by the Chair of AAC.
 - Serve on the Board of Governors of ACF with a vote.
5. Ambassador of AAC shall be the outgoing Chair of AAC and shall serve as a member of the AAC Board of Directors as both Ambassador and Chair of the AAC Board of Directors until another person is elected to the post of Chair of AAC, and may not hold any other nationally elected office in ACF.
 - The duties of the Ambassador appointment:
 - Fill any vacancies in AAC elected office until a special election can be held.
 - Fulfill any other duties assigned by the Chair of AAC.
6. The standing subcommittees of AAC shall be:
 - Honorary Board of Trustees:
 - The Chair of the Honorary Board of Trustees shall be the outgoing chair of the past Chair's Council. Vacancies will be appointed by the Academy Chair. The HBOT Chair shall serve a maximum of two, two-year terms unless re-appointed by the Academy Chair for a third two-year term.
 - Members of the Honorary Board of Trustees will be invited to the annual dinner of the Honorary Board of Trustees, held during the National Convention.

- Board members will receive a digital copy of *The National Culinary Review*, a report of the Academy status and an annual report of the AAC.
- There shall be ten (10) members of the Honorary Board of Trustees, including the Academy Chair, Academy Vice-Chair and the Chair of the Honorary Board. No Trustee shall serve longer than four (4) years, unless he/she becomes HBOT Chair under the special circumstances outlined below; in which case he/she may serve an additional four (4) years, or six (6) years, to a total of ten (10) years.
- Potential new members of the HBOT shall be reviewed both by the HBOT Chair and the AAC Chair. The decision of the AAC Chair is final.
- Past Chair’s Council:
 - The Chair of the Past Chair’s Council will be the outgoing Academy Ambassador.
 - If the outgoing Academy Ambassador is an elected official of the ACF, he/she may not serve. In this case, the current Past Chairs must elect a Past Chair’s Council Chair; or cede the right to do this to the Academy Chair who will appoint a Past Chair’s Council Chair to cover the period the outgoing Academy Ambassador is serving as an elected ACF official.
 - The council will consist of all past chairs of the Academy.
 - The council shall serve to advise the present Academy Chair, Academy Vice-Chair and Executive Committee of the Academy.
- Scholarship Committee:
 - The Chair of the Scholarship Committee shall be appointed by the Academy Chair.
 - There shall be one committee member appointed by the Academy Chair from each region every two (2) years.
- Other Academy Committees:
 - The Chairs of all other academy committees shall be appointed by the Academy Chair.

Subsection B - Nominations for Elected AAC Office:

Any candidate who seeks office in the American Academy of Chefs both locally and nationally will do so by maintaining the highest standards of the American Academy of Chefs, and therefore should make no unsubstantiated negative remarks during his or her campaign against any Fellow of the Academy who seeks said local or national office. This will include verbal comments, letters, campaign statements, e-mails, etc. Such derogatory comments will eliminate that individual from being eligible to assume any leadership within the American Academy of Chefs, and that individual will be disqualified from seeking or holding office subject to the review of the Board of Trustees of the American Culinary Federation Foundation, Inc., in its relationship with the American Academy of Chefs.

1. All nominees must be Professional Culinarians and Fellows of AAC.
2. A nominee must have been a Fellow of AAC for ten (10) years.
3. Nominations open at the annual AAC meeting in even-numbered years.
4. A nominee must file a nomination letter with the AAC National Office by December 1st in even-numbered years, signed by the nominating AAC Fellow, and including a statement that the nominee is willing to serve, signed by the nominee.
5. A nominee must send a resume and recent culinary photo in toque, taken within one year, to the National AAC Office by December 1st in even-numbered years.
6. The Candidates will need to prepare a 5-minute video detailing to the Fellows why they should be elected to AAC office. The video will be posted on the ACF website / AAC section for viewing. If the serving Chair and/or Vice-Chair are re-nominated and are unopposed, # 6 is unnecessary.)
7. If a run off is required for either the Chair or Vice-Chair, a question and answer virtual meeting will take place prior to voting.
8. If there is a vacancy in any AAC national office, there will be a “Special Nomination Process”. Numbers 1 and 2 above apply and numbers 3, 4, 5, 7 will be replaced with:
 - Nominations will be open for thirty (30) days starting with the effective day of the vacancy. The AAC National Office shall notify all AAC Fellows of a vacancy and the dates the nominations are open.

- A letter of nomination shall be sent to the AAC National Office, along with a statement by the nominee that he/she is willing to serve.
- The nominee will have fifteen (15) days from the close of nomination to send a candidate statement, bio and a current culinary photo in toque to the AAC National Office.

Subsection C – Election of Officers of AAC:

1. The Chair of the AAC Nominations & Elections Committee shall arrange for a ballot to be mailed to all eligible Fellows through a third (or independent third) party. The ballots shall be distributed by May 1st of odd-numbered years to all voting Fellows of the AAC and must be returned to the independent third party postmarked by May 15th of the same year.
 - In the case of the re-nomination of a Chair and/or Vice Chair, and either or both of these positions is unopposed, the position(s) will not be balloted.
 - If the Chair or Vice Chair elections are uncontested, the Chair of the Nominations & Elections committee shall cast 1 vote for each uncontested office.
2. The ballots will be counted by a third party (or independent third party) and that party will notify the AAC Nominations & Elections Chair of the results. The AAC Nominations & Elections Chair will certify the election results and notify the results to the current AAC Chair, National ACF President, candidates and the Board of Trustees of the ACFEF by June 15th, of that year.
3. The winner of the election is the nominee with the most votes. If there is more than one candidate, the winning candidate must garner 50 percent plus one of the votes. If a candidate does not garner 50% plus one of the votes, there will be a second ballot between the two leading candidates, under the same conditions of process as outlined above, and the candidate with the majority of votes will be declared the winner.
4. Fellows will be notified via email when election results are finalized and all candidates have been notified
5. The installation of the new officers will take place at the Annual AAC Meeting by the outgoing Chair of AAC, or by the Chair of Past Chair Committee in the case of reelection of the Chair, and will be effective the last day of the Annual ACF Convention.

Subsection D - Special Elections:

In the case of a special election, the same third party (or independent third party) process shall be followed as outlined above, but the timelines will be different.

1. Special elections ballots shall be mailed 30 days after the close of nominations and shall be returned within fifteen (15) days to the independent third party.
2. The ballots shall be counted by the independent third party within 10 days and results will be notified to the AAC Nominations & Elections Chair who shall certify the results.
3. The AAC Nominations & Elections Chair will notify the current AAC Chair, National ACF President, candidates and the Board of Trustees of ACFEF as soon as possible.
4. For special elections, the installation of the new officer shall be as soon as possible after the certification of the vote by the Chair of the AAC Nominations & Elections Committee and shall be effective the date of the vote certification.
5. Fellows will be notified via email when election results are finalized and all candidates have been notified.

SECTION 8 - Regional Officers:

1. The Regional Directors are appointed by the AAC Chair and will serve a term that shall coincide with the term of the appointing AAC Chair.
2. Up to twelve (12) Regional Directors shall represent their regions to the AAC Chair and coordinate activities of AAC within their regions.
3. The Regional Directors shall make recommendations of Fellows in their region deserving recognition to the AAC Chair. The Regional Directors will assist in securing sponsors and funds for the AAC for their individual regions, meeting all financial requirements yearly.

4. The Regional Directors shall perform other duties as assigned by the AAC Chair.

SECTION 9 - Chapter Director:

1. Each ACF chapter that has an AAC Fellow shall have an AAC Director.
2. Chapters should notify the Academy Office of the names and contact details of their Chapter AAC Directors, or of Chapter Officers who have AAC affairs within their area of responsibility.

Subsection A - Suggested Selection Process for Chapter Director:

1. One (1) AAC Fellow in a chapter—that person is the AAC Director for that chapter.
2. Two (2) to four (4) AAC Fellows in a chapter—the chapter's President will nominate one of the AAC Fellows as chapter Director.
3. Five (5) or more AAC Fellows in a Chapter—the AAC Fellows will elect an AAC Director from their Fellowship.

The chapter AAC Director shall represent the AAC Fellows in that chapter. The chapter AAC Director shall coordinate all AAC activities in his or her chapter and communicate them to the Regional Director.

SECTION 10 - Removal from Office:

Removal from office of any elected officer shall be in accordance with the Policies and Procedures of the ACF Ethics Committee and the Constitution and Bylaws of the ACF, remembering that the body electing or appointing is the only body that can remove.

SECTION 11 - Reports to the ACFEF Board of Trustees:

The AAC Chair shall make all reports concerning the AAC to the Board of Trustees of the American Culinary Federation Education Foundation.

SECTION 12 – Funding:

All income (unless otherwise designated) sent to ACFEF or on behalf or in the name of the AAC shall be placed in an operating fund for AAC's use. All expenses of the AAC (including, staff, officer expenses, administrative supplies and equipment, awards and rewards, and project and program expenses) shall be charged against this income.

SECTION 13 – Meetings:

Subsection A - Meetings for ACF Board of Directors

The AAC Chair is requested to attend all meetings of the Board of Directors of ACF and the Board of Governors of ACF.

Subsection B - The Annual Fellowship Meeting

The annual meeting of the AAC shall consist of all business at hand.

SECTION 14 - Officer Expenses:

Officers must follow procedures set forth by the ACF and ACFEF.

SECTION 15 – Awards:

All award recommendations are to be postmarked by December 1st of the year preceding award presentation. All award recipients will receive one ticket to attend the annual dinner to receive their award. Award recipients may also be invited to other AAC functions as determined by the AAC Chair.

Subsection A - Chair's Medal Criteria:

The AAC Chair's Medal is awarded at the discretion of the AAC Chair. If given, only one medal will be presented annually to a deserving individual for his or her demonstration of the highest qualities of professionalism in the culinary profession.

Subsection B – Chef Good Taste Award:

The Chef Good Taste Award is given to an Academy Fellow who has been actively involved in furthering the culinarian's greatest achievement, taste, and upholding the traditions of classical cuisine. The local AAC chapter director and/or chapter president must contact the regional director and recommend the person for the award furthering the nomination to the AAC Chair and Vice Chair for review and final selection.

Subsection C – Sharing Culinary Traditions Award:

The Sharing Culinary Traditions Award is given to one Academy Fellow who has demonstrated unwavering dedication to the education of future culinarians. The local AAC chapter director and/or chapter president must contact the regional director and recommend the person for the award furthering the nomination to the AAC Chair and AAC Vice-Chair for review and final selection.

Subsection D - Lt. General John D McLaughlin Award:

The Lt. General John D. McLaughlin Award is awarded at the discretion of the AAC Chair. If given, the individual must be of high honor, distinction and have been involved in the culinary field. The individual chosen is an Academy Fellow in good standing and currently active in the AAC, fostering the advancement of the Culinary Profession and is either active or retired military in any branch of the United States of America Military.

Subsection E – Joseph Amendola Award:

The Joseph Amendola Award is awarded at the discretion of the AAC Chair. If given, the individual chosen must be an Academy Fellow in good standing achieving the highest standards as a Pastry Chef or Master Baker who has devoted their career to their profession and to the mentoring of young individuals who will be future pastry chefs.

Subsection F – Lawrence A. Conti, CEC, AAC, HOF, Chairs' Achievement Award:

This award is given to an Academy Fellow who is not only dedicated to the American Academy of Chefs but also to the culinary profession. This individual must be an ACF member for a minimum of twenty five (25) years and be active in the AAC and the ACF, making the advancement of both organizations a personal priority. The award will be presented each year at the discretion of the AAC Chair.

Subsection G – Lifetime Achievement Award:

The Lifetime Achievement Award was introduced to raise funds for the American Academy of Chefs initiatives, and to recognize an Academy Fellow who has shown outstanding dedication to our profession. Therefore, it should only be given to an active or retired Academy member.

- The American Academy of Chefs Lifetime Achievement Award will be given to an individual who has been a member of the ACF for a minimum of thirty five (35) years and a member of the Academy for a minimum of twenty (20) years. The individual should be regarded as an industry trendsetter and possess an unflagging commitment to excellence – providing leadership, motivation, and inspiration to colleagues and the youth of the culinary industry. The individual will have devoted much time to the American Culinary Federation, the Academy of Chefs, community service and willingly shares their knowledge and ideals with all who seek it. The award recipient must also be an icon of high cooking standards and be highly respected in the foodservice industry and by The Academy.
- Copies of the nominations will be mailed to the selection committee in January. A teleconference will be organized to discuss the possible candidates by the selection committee.
- The Selection Committee will consist of the following: up to three (3) and at least one (1) past previous Lifetime Achievement Award Recipients; two (2) Lifetime Achievement Award National Co-chairs and the American Academy of Chefs Chair and Vice Chair.
- Upon the final selection of a qualified individual who meets the criteria without reproach, the individual that made the written nomination shall serve as the Chairperson to the American Academy of Chefs Lifetime

Achievement Dinner. All profits from the dinner should be sent to the AAC office no later than 60 days after the conclusion of the dinner.

- Applicants not selected will need to be re-nominated the following year.

Subsection H – American Academy of Chefs Culinary Hall of Fame (HOF) and Honorary Culinary Hall of Fame (HHOF):

1. Selection Process for the AAC Culinary Hall of Fame Committee:

- a. There will be a member from each ACF region on the Hall of Fame Committee.
- b. The Senior member of the Committee will assume the Chair of the Committee in his/her last year as a member of the committee.
- c. The Past chair will serve as Advisor to the new Chair and will participate in all activities but will have no vote. In case of a vacancy, the Past Chair will act as Chair.
- d. The term of office for the Hall of Fame chair will be one year.
- e. Each member will serve five (5) years, four (4) years active and last year as Chair. The first year shall be as alternate, the second, third and fourth years shall be as a main member, and the fifth year shall be as chair.
- f. The committee will be appointed by the AAC Chair; and shall include one member from each region of the ACF.
- g. The Academy Vice-Chair will serve on the committee in an 'ex-officio' capacity.
- h. The Committee Chair, along with the AAC Chair, and the AAC Administrator will be responsible for disseminating all information to the committee prior to the annual vote.

2. Selection Process for the AAC Culinary Hall of Fame Inductees:

- a. Candidates must be sponsored by a chapter President, member of the Hall of Fame, or a national officer, with a letter of sponsorship explaining the applicant's exemplary achievements and contributions that would qualify the candidate for the ultimate honor the AAC Culinary Hall of Fame has to offer by December 1st of the year preceding induction.
- b. AAC Culinary Hall of Fame committee members cannot endorse a candidate.
- c. Candidates cannot solicit Fellowship into the Culinary Hall of Fame.
- d. An in-depth biography must be submitted and accompany the mandatory requirements along with a high resolution color photo in culinary attire and toque taken within the past year. Upon nomination, the Academy Administrator will forward a copy of the formal application form to the nominee. This form is to be used as a guideline for information required by the committee to enable it to review the nominees.
- e. The Culinary Hall of Fame medal and certificate of honor will be presented to the recipient during the ACF National Convention at the Annual Academy Dinner, which will be complimentary to that year's recipients or to any others designated by the Academy Chair.
- f. An inductee need not be present for acceptance if he or she is physically unable to do so. Presentations may be made by a regional director at the inductee's local chapter or at ChefConnect.
- g. The AAC National Office will place a plaque with the American Academy of Chefs Culinary Hall of Fame recipient's name and year of induction on the Culinary Hall of Fame Wall.
- h. There will be a maximum of no more than three (3) inductees elected into the Culinary Hall of Fame in any one year, except posthumously. A simple majority vote by the Culinary Hall of Fame Committee will be needed to approve new inductees.
- i. Posthumous Candidates must be sponsored by a Chapter President, member of the Hall of Fame, or a National Officer, with a letter of sponsorship with a maximum of 400 words explaining the applicant's exemplary achievements and contributions that would qualify the candidate for the ultimate honor the AAC Culinary Hall of Fame. Deadline for submission is December 1st of the year preceding induction. Posthumous candidates must have been an AAC Fellow. The candidate's name will be placed on the ballot and they need to receive a simple majority of votes from the AAC Hall of Fame Committee to be inducted into the Culinary Hall of Fame.

- j. All voting will be by secret ballot. No ballot can be challenged. The first ballot shall be by mail, and be secret. The second and subsequent balloting, in case of a tie, will be by email and by the nature of the email process, will be confidential by individual, but the Academy Office will be aware of the voters' decision, but will keep those votes confidential. In the case of a third or subsequent ballot to break a tie, the Academy Chair will have a casting vote.

Eligibility Criteria:

Candidate must be:

- Of exemplary character, contributing no less than thirty (30) years to the betterment of the culinary profession.
- A professional chef.
- A member of the American Culinary Federation for thirty (30) years.
- A Fellow of the American Academy of Chefs for 20 years.
- Be an AAC Fellow in good standing, a Professional Culinarian or a Senior Professional Culinarian.
- Candidates must be least 62-years-old. Exception: must meet the above criteria and be a person who is under the age of 62-years-old and is disabled or deceased and has contributed many years to the culinary profession.

3. Voting Process for AAC Culinary Hall of Fame Inductees:

- a. Copies of all applications and biographies will be sent by the Academy Administrator by mail, email, or be placed onto the ACF website in Portal form. Applications will be disseminated to committee members as they are received in the Academy office. The deadline for receipt of applications is December 1st of the year prior to induction.
- b. Notice of the teleconference will be sent to all Culinary Hall of Fame Committee members. It is required that confirmation of participation be made to the Academy Administrator.
- c. Original ballot:
- d. Ballots with the names of candidates will be mailed to the Fellows of the Culinary Hall of Fame committee for their votes after the teleconference review of nominee paperwork. Their votes may be cast for 3 – 2 – 1 or none. The 3 nominees with the simple majority of votes will be inducted into the Culinary Hall of Fame. Ballots must be mailed into the Academy office and be received by the due date. If it is not possible to mail ballots in, they may be faxed, or scanned and emailed and the original ballot must be returned to the Academy office for the vote to be counted. Confidentiality will be maintained by the Academy administrator.
- e. Second ballot:
 - In the event that there is a tie vote of two (2) or more candidates, the names will appear on a second ballot via email. The Culinary Hall of Fame committee must vote for one (1) candidate only in order to establish a tie-breaker. If a third ballot is necessary, the AAC Chair will give a casting vote.
- f. If a candidate is not successfully selected in the first year, his or her application will be automatically reviewed the following two (2) years, provided an updated letter of nomination is sent to the Academy office by December 1st of that year. If the candidate is not successfully selected a third time, the application is then removed for a two (2) year wait period. After three (3) years, the process may be started again with a new nomination. Should the candidate not be selected after the additional three (3) years, their name will be removed from further consideration for the Culinary Hall of Fame.
- g. All completed ballots will be mailed directly to the national office. The Academy Administrator will send notice of the voting results of the Culinary Hall of Fame Committee and to the candidate sponsors.
- h. The Academy Administrator will send notice of the induction process to the selected candidates.

4. Selection Process for Honorary AAC Culinary Hall of Fame Inductees:

- a. Only one Honorary Culinary Hall of Fame Fellow may be accepted in any one (1) year.
- b. Honorary Culinary Hall of Fame candidates shall be selected at the discretion of the AAC Chair and Vice-Chair.
- c. Honorary Culinary Hall of Fame recipients will be recognized during the ACF National Convention at the Annual Academy Dinner, which will be complimentary to that year's inductee or to any others designated by the National Academy Chair.
- d. A chef honored in the Honorary Culinary Hall of Fame will receive a medal. Individuals other than chefs who are honored will receive the same medal.
- e. An in-depth biography of the recipient must be submitted and accompany the mandatory requirements; also, a high-resolution photo taken within the past year. Photo of Chefs must be taken in culinary attire and toque.
- f. An inductee need not be present for acceptance if he or she is physically unable to do so. Presentations may be made by a Regional Director at the inductee's local chapter or at a ChefConnect.
- g. The AAC National Office will place a plaque with the American Academy of Chefs Culinary Hall of Fame recipient's name and year of induction on the Culinary Hall of Fame Wall located in the National office.
- h. The selection of an inductee into the Culinary Hall of Fame must be by a majority vote of the Selection Committee.
- i. Honorary Culinary Hall of Fame candidates will be discussed during the annual Culinary Hall of Fame Committee teleconference, and will be included on the ballot papers under the category 'honorary' nominee.

Eligibility Criteria:

The Honorary Culinary Hall of Fame Member must:

- Have been involved in a culinary-related field or culinary profession for thirty (30) years or more.
- A Fellow or Honorary Fellow of the American Academy of Chefs.
- Be a person of exemplary character.
- Candidates must be least 62-years-old. Exception: must meet the above criteria and be a person who is under the age of 62-years-old and is disabled and has contributed many years to the culinary profession.

5. The American Academy of Chefs Culinary Hall of Fame™ Celebrated Chefs:

This category was created by the Culinary Hall of Fame Committee to recognize individuals for their outstanding achievements in the culinary industry by inducting them into the American Academy of Chefs Culinary Hall of Fame as a Celebrated Chef.

Eligibility Criteria:

Culinary Hall of Fame Celebrated Chef must be:

- Of exemplary character
- A professional chef
- Recipients of this honor are trendsetters in the industry and have distinguished themselves in the culinary world.
- These individuals are nationally and/or internationally recognized through print and/or live media for their contributions to the profession.
- They are culinary icons and continue to serve as role models by mentoring and providing support to future culinarians.

SECTION 16 Changes to Policies and Procedures:

Any changes to the AAC Policies and Procedures must receive a majority vote by the AAC board.

Special Circumstances:

- Emergency interim or pro-tem modifications to these Policies and Procedures may be made as needed, but should, if still necessary after the fact, be confirmed in the Policies and Procedures at the next AAC Board of Directors meeting.
- The process for these modifications would be by email to: The AAC Chair and Vice-Chair, AAC Ambassador, Chair of the Past Chairs Council, Chair of the Honorary Board of Trustees, Chair of the Culinary Hall of Fame, Regional Academy Directors, Military Regional Director Sergeants-at-Arms and all Committee Chairs and Co-Chairs.
- Emails will be sent out by the Academy Coordinator for return to the Academy Office. To implement the modification, a majority yes vote will be required.
- The final decision to implement or not to implement the modification will rest with the AAC Chair.