



BRITISH CULINARY  
FEDERATION

**CONSTITUTION**



## **BRITISH CULINARY FEDERATION MISSION STATEMENT**

The British Culinary Federation is a non political professional chefs' association, dedicated to maintaining and improving the culinary standards of cuisine in the United Kingdom. This is achieved by education, training and professional development of our national membership as an authority and opinion leader on food in the UK.

Name; The name of the association is The British Culinary Federation.  
Office; PO BOX 10532, Alcester, Warwickshire, B50 4ZY.U.K.  
Tel/Fax ++44 (0) 1789 491218.

- 1.1 The Federation is called "The British Culinary Federation" and shall consist of an unlimited number of Active Members, Associate Members, Corporate Members, Culinary Partners, (Platinum, Gold, Silver & Bronze) Honorary and Retired Members (State Pensionable age) of long standing.
- 1.2 The objectives of the Federation are as follows:
- 1.3 To raise the profile of professional chefs throughout the United Kingdom.
- 1.4 To represent the views and aspirations of the membership.
- 1.5 To act as a forum for the exchange of ideas, knowledge and skills.
- 1.6 To formulate plans to enhance the educational opportunities, both academic and vocational, for all chefs.
- 1.7 To encourage other relevant trade associations to join the Federation.
- 1.8 To become the leading consultative body for chefs within the hospitality and catering industry.
- 1.9 To further the aims and objectives of Worldchefs, the World Association of Chefs' Societies (WACS).
- 1.10 To organise the selection of junior and senior culinary teams to officially represent England in Worldchefs (WACS) officiated competitions world-wide.
- 1.11 To promote fellowship and goodwill by arranging social activities for the benefit of the membership.

## **2. MEMBERSHIP**

- 2.1 The British Culinary Federation was initially formed from the amalgamation of the membership of the Chefs and Cooks Circle and Midlands Association of Chefs in 2005.

2.2 Members will receive a Certificate of Membership which includes membership of Worldchefs (WACS); BCF lapel pin; the official magazine, Culinary News; a copy of the constitution and any other information connected with the British Culinary Federation.

2.3 Membership of the British Culinary Federation automatically ensures membership of Worldchefs, the World Association of Chefs' Societies (WACS). Members are entitled and encouraged to attend Worldchefs(WACS) World Congresses which are held biennially, but without individual voting rights, plus other Worldchefs/ WACS events, including the Worldchefs Northern European meeting, held annually.

### 3. MEMBERSHIP CATEGORIES AND FEES

3.1 Membership categories within the British Culinary Federation are as follows:

- i. Junior Member (up to age of 23)
- ii. Associate Member
- iii. Chef Member
- iv. Corporate Member ( max 4 )
- v. Culinary Partner ( Platinum )
- vi. Culinary Partner ( Gold )
- vii. Culinary Partner ( Silver )
- viii. Culinary Partner ( Bronze )
- ix. Retiring Members at State Pensionable age.
- x. Honorary Member (Awarded)

### 4. FEES/SUBSCRIPTIONS

4.1 Subscriptions to be paid annually, preferably by Direct Debit. Current subscription rates can be obtained from the British Culinary Federation's website or the Administrator/Secretary.

### 5. EXECUTIVE COUNCIL

5.1 The inaugural British Culinary Federation Executive comprised of 4 members from the joining associations (2 from each Association) The Chefs & Cooks Circle and the Midland Association of Chefs. This initial Executive Council served for a probationary term of 2 years from the date of appointment.

5.2 The term of office for the Executive Council is to be ongoing. There is no restriction on the number of years a member may serve on the Executive Council subject to correct conduct, commitment and professionalism towards the Federation.

### 5.3 EXECUTIVE COUNCIL

The Executive Council is comprised of:

- (i) Honorary President
- (ii) President
- (iii) Executive Vice President
- (iv) Vice-Presidents

5.4 The Executive Council is to ensure that the Committee of Management carries out the business of the British Culinary Federation effectively and efficiently and that it complies with the constitution of the Federation. It should also ensure that the aims and objectives of the British Culinary Federation are observed.

5.5 The Executive Council is empowered to suspend and/or dismiss any/all member(s) of the Committee of Management, if it believes the constitution has been compromised. However, it must call an EGM within 28 days to ratify the suspension and or dismissal.

### 5.6 HONORARY PRESIDENT

As a special honour, the membership of the British Culinary Federation, on advice from the Executive Council and the Committee of Management, may grant the title of Honorary President of the British Culinary Federation. There can only be one one Honorary President at any particular time.

### 5.7 HONORARY MEMBER OF BRITISH CULINARY FEDERATION

Nominations for Honorary Membership must be approved by the BCF Executive Council and the Council of Management.

Nominations for Honorary Membership should be forwarded to the Administrator/Secretary with a written statement on why they should be considered for Honorary Membership. This award is for persons who, over the years, have contributed to the BCF and have been an inspiration in our industry. Current members of the BCF Board and Executives are not eligible for Honorary Membership whilst in office.

### 6. COMMITTEE OF MANAGEMENT

6.1 The Committee of Management shall comprise of the following officers:

Chairman  
Vice-Chairman  
Treasurer  
International Culinary Team Manager  
Social Events Officer  
Culinary Partners Liaison Officer  
Competitions Officer  
Youth/Education Liaison Officer  
Magazine Editor

WACS Liaison Officer  
Fundraising Officer  
Sponsorship Officer  
Toques Blanches Liaison Officer  
Administrator/Secretary (Ex Officio)  
Communications/Website Officer (Ex Officio)

- 6.2 The term of office for the Committee of Management is for 2 years from the date of appointment with the option of a further two years of office, should they wish and no other suitable person stands for election and with the approval of the Executive Council and Committee of Management.
- 6.3 The Committee of Management will, prior to the Annual General Meeting, announce the Chairman and Vice Chairman for the coming year. It will take into account the seniority, suitability and worthiness of the candidate. Members will receive notification of the Chair and Vice-Chair selected for the ensuing 2 years, in a notice concerning the Annual General Meeting, along with the nominations received for the Committee of Management.
- 6.4 The Administrator/Secretary is an ex-officio paid appointee and will be selected by the committee and the appointment confirmed at each Annual General Meeting. He/she will remain in office during the pleasure of the committee. An assistant secretary may be co-opted to assist in secretarial duties.
- 6.5 The Chair will preside at all committee meetings and general meetings. He/she and the Treasurer shall ensure that all the books of the Federation are accurately and correctly maintained. In the absence of the Chair, the Vice-Chair will preside. In the case of absence of both the Chair and Vice-Chair, then the meeting will be postponed until a date can be arranged at which the Chair or Vice-Chair can preside. In exceptional circumstances the meeting can be chaired by the President or Vice President, with the approval of the Committee of Management. A minimum of six members will form a quorum at committee meetings.
- 6.6 Nominations for the Committee of Management shall be made in writing to the Administrator/Secretary at least 28 days prior to the AGM. Voting will take place at the AGM. Only members in good standing (ie. up to date with subscriptions) are eligible to vote.
- 6.7 Election votes can be cast in person at the AGM by paid up members only, or by email to the Administrator/Secretary.
- 6.8 The Committee of Management may co-opt to the committee extra members in good standing to assist in its duties. These co-opted members may not fulfill the posts of Chair, Vice-Chair or Treasurer. Co-opted members may only serve until the next AGM, where they may be considered for normal election as laid down in this constitution.
- 6.9 The Committee of Management is to meet as often as required to effectively carry out the business of the Federation. At least six meetings per year are to be called.

## **7. DISPOSAL OF FUNDS**

- 7.1 All monies received on behalf of the Federation shall be paid into a bank by the Treasurer, the bank to be a suitable bank as decided by the committee. No payments are to be made, other than for stationery and postage, unless for purposes sanctioned by the committee. All cheques made out by the Treasurer are to be countersigned by either the Chair, or a properly mandated member of the Executive Council .

## **8. ACCOUNTS**

- 8.1 The accounts of the Federation are to be closed as soon as possible after the last day of March each year and audited by a sub-committee of three members. The Executive Council, Administrator/Secretary and the Treasurer are ineligible to act as members of this sub-committee. The accounts for the previous year will be brought forward for adoption at the Annual General Meeting. A copy of the accounts is to be presented to all members of the Association at the AGM, along with the minutes of the previous meeting.

## **9. ANNUAL GENERAL MEETING**

- 9.1 An Annual General Meeting will be held in April or May each year at a suitable venue. The date, time and venue to be notified to all members at least 28 days before the event. The reports from the Chair and Officers, together with the accounts for the previous year, will be read and any other business dealt with.
- 9.2 Any proposal to alter, amend or add to the constitution should be forwarded to the Administrator/Secretary at least 3 months before the meeting. All amendments must be approved by at least a two-thirds vote at the AGM.

## **10. EXTRAORDINARY GENERAL MEETING**

- 10.1 An Extraordinary General Meeting may be called at anytime by the Executive Council. The date, time and venue to be notified to all members at least 28 days before the event.

## **11. BY-LAWS**

- 11.1 The Committee of Management may enact and adopt such by-laws as deemed necessary for its efficient administration, save that they shall not be inconsistent with the constitution.

## **12. AMENDMENTS TO THE CONSTITUTION**

- 12.1 Amendments to the constitution may only be made at the AGM or at a specially convened EGM. For the amendment to carry it requires to gain at least two-thirds of the votes cast by members.

### **13 DISSOLUTION**

- 13.1 If the Executive Council decides it is necessary or advisable to dissolve the British Culinary Federation, it shall call a meeting of all the members. Not less than 28 days notice shall be given to the members (stating the terms of the resolution to be proposed).
- 13.2 If the proposal is confirmed by a two thirds majority of those present and voting, the Executive Council shall have the power to realise any assets of the British Culinary Federation and distribute them at their discretion amongst the members, or to another organisation with similar objectives to those of the British Culinary Federation, or to a charity.

### **14. BRITISH CULINARY FEDERATION LOGO**

All paid up BCF Members, Associate, Corporate and Culinary Partners may make use of the logo. This does not include the use of the Worldchefs logo for promotion. However, it can be used by members on their personal cards. Any of the above members who are not paid up or have been struck off from membership will automatically lose the right to use the logos.