

CANADIAN CULINARY FEDERATION
FÉDÉRATION CULINAIRE CANADIENNE



Standing Rules

Effective Date: June 2015

These Standing Rules of Order are in addition to the Bylaws of the C.C.F. and if / when a conflict emerges from their interpretation, the Bylaws shall take precedence over the standing rules. Amendments to C.C.F. Standing Rules require a majority vote of all registered delegates at an Annual Convention.

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SECTION 1 ANNUAL GENERAL MEETINGS

BE IT RESOLVED THAT: **The Code of Ethics** be changed to reflect the new name “Canadian Culinary Federation”

1.1 REGIONAL CONFERENCES

1.1.1 All pertinent proposals at Regional Conferences shall become part of the agenda for the National Conventions.

1.1.2 A newly elected Vice President may sit as an observer on all National Board meetings that take place after their election but prior to taking office at the upcoming AGM. Any related expenses are to be paid for by the newly elected Vice President.

1.2 AGENDA

1.2.1 The National Secretary will send the proposed agenda and other related information to all Branch Presidents one month prior to the Convention in order for them to study and prepare for discussion at the President's Day Meeting.

1.3 PRESIDENT'S DAY

1.3.1 One (1) member from each Branch of the C.C.F. shall be appointed by the Branch President or their replacement to accompany that Branch representative as advisor during the President's Day deliberations. This appointed person would not have a say in the deliberations, however, this role would only be of advisor to the Branch President or replacement.

1.4 CONVENTION MINUTES

1.4.1 The Minutes from the National Convention will be completed within ninety (90) days of the closing of the convention.

1.4.2 A synopsis of the Convention Minutes will be sent to every member of the CCF in the official language of their choice. A full set of minutes will be sent to all registered delegates and every Branch President, and any member requesting a full set from the National Secretary.

1.5 HOSTING NATIONAL CONVENTIONS

A C.C.F. National Board Member cannot be a C.C.F. Annual Convention Chair during their term of office.

SECTION 2 AWARDS

2.1 CHEF OF THE YEAR

2.1.1. The same guidelines shall be used across Canada for selecting the C.C.F. Chef of the Year.

2.2 SANDY SANDERSON AWARD

2.2.1 The same guidelines shall be used across Canada for submitting nominations to the National Board of Directors.

2.3 CCF BRANCH COMMUNICATION AWARD

2.3.1 This Award is to be presented at the Annual General Meeting or during the National Convention in any given year by the Board of Directors to the CCF Branch for outstanding communication to its members through a branch magazine, newsletter and/or website.

2.4 LIFETIME ACHIEVEMENT AWARD

2.4.1 The CCFCC established the Lifetime Achievement Award to recognize those who have achieved excellence in the culinary field and to honor those who have made significant contributions to the culinary profession. (Contributions include, and are not limited to, service (to the C.C.F. and others), publications, presentations, mentorship, research, education and training, innovative technology, and creative projects.)

Criteria:

1. Nominee must be a CCFCC member in good standing at the time of nomination.
2. Nominee must have a commitment to professional growth.
3. The nominee should have had a significant impact in the culinary field spanning at least 20 years.
4. The nominee should demonstrate a personal passion, contributed to and/or changed the course of the culinary profession in a positive way, irrespective of personal gain.
5. Nominee should serve as a role model and mentor that show dedication to the advancement of the culinary profession.
6. The nominee should have demonstrated the desire and ability to introduce new people to the culinary field.
7. The nominee's achievements should have had a lasting and significant impact in the culinary profession.
8. Nominee's outstanding creativity will be a part of culinary history.

Nomination Procedure:

1. Each nomination must have supporting documentation for the Branches to review at each Regional Conference.
2. Recipient is approved by a majority vote at each Regional Conference by the Branches. There may be no one or more than one approved each year.
3. Recipient(s) is (are) announced at the National Convention and presented with a certificate.

SECTION 3 BRANCHES

3.1 PRESIDENTS' DAY

3.1.1 The President, or one official delegate assigned by the Branch President and the Chair of the CCI shall meet with the National board of directors for one complete day either before or after the convention.

3.2 PROTOCOL

3.2.1 All branches shall welcome members from other branches and invite them to attend meetings, etc., even though they do not transfer their membership.

SECTION 4 CANADIAN CULINARY INSTITUTE

4.1 APPRENTICESHIP

4.1.1 It is requested that the CCDA and Red Seal Secretariat cross reference all provincial apprenticeship guides for trade of cook to identify common tasks for each level and coordinate input from provinces, industry, C.C.F. and educators to agree on a national apprentice outline.

4.1.2 CCI will recommend to provincial Cook Trade Advisory Committees/Boards that a formal practical assessment be incorporated as part of the Journeyperson's qualification.

4.2 CERTIFIED CHEF DE CUISINE

4.2.1 CCI recommend that non CCF members be assessed a levy of \$1,000 to challenge the CCI. The extra \$500 goes to the Branch to support their CCI program. (We cannot be exclusive as we were in the past. We must be open to anyone who wishes to challenge.)

4.2.2 CCI will update the list of evaluators and if Branches have recommendations for that list, submissions to be sent to the CCI Chair.

4.2.3 The Committee has accepted the draft program outline as distributed to all Branches. After editing, it will be finalized and sent out to all branches to assist them in putting on courses in their area.

SECTION 5 COMMITTEES/APPOINTMENTS

5.0 Every National committee will have a minimum of 3 members (i.e. one representative from each region of the CCF and a chair.)

5.1 NATIONAL CONVENTION COMMITTEE

A National Convention Committee shall be appointed, as an ad hoc committee, to investigate this area for clarification purposes. This committee would work with the National Board of Directors and the Marketing Director to accomplish this mandate. Further it is recommended that the organization of hosting a convention shall be a past-convention chair.

5.2 PASTRY CHEF COMMITTEE

A Pastry Chef Committee shall be appointed as an ad hoc committee. The said committee's mandate shall be - to develop criteria for this type of membership category and a criteria for the Pastry Chef of the Year Award - as requested in Motions 10.13 and 10.14 - Eastern Region - April 11, 1999. Further, it is recommended that the "proposed" committee shall present their criteria for examination by the C.C.F. Bylaws/Ethics Committee.

5.3 JUNIOR MEMBERSHIP COMMITTEE

BE IT RESOLVED THAT more information and structure come forth from National and Regional C.C.F. to develop junior membership. It is suggested there be a National Active Member as Co-Chair in partnership with a National Junior Member as Co-Chair.

5.4 GMO COMMITTEE

This committee, on behalf of the CCF, would write a letter to the Minister of Agriculture and cc the Liberal, NDP, & Green Party Agriculture Critics to let them know that this is an issue chefs care about and that labelling is needed to make informed purchasing decisions.

SECTION 6 CULINARY COMPETITIONS

6.1 PROMOTION

6.1.1 An agenda of all Culinary Competitions in Canada, and the name of the contact person, will be created by the National Culinary Competition Chairperson and forwarded to C.C.F. National Office. This agenda will be circulated by the National Office to all Branches to encourage participation.

6.1.2 The National Office will continually keep all Branches and the Federal Department of Tourism, and other suitable departments informed about all upcoming culinary shows where Canada may be represented and include information on team organizers and members. This is to be done well in advance of the competition.

6.2 PROPOSAL

6.2.1 The National Board of Directors along with the Culinary Competitions Committee shall adopt conforming rules to the WACS decision regarding the score sheets applied to judging National Teams.

6.3 NATIONAL SALON

6.3.1 The C.C.F. should consider having a National Salon each year in Canada, rotating between the three, (3) Regions.

6.4 CCF SANCTIONED CULINARY COMPETITION RULES AND CRITERIA

6.4.1 The C.C.F. Sanctioned Culinary Competition Rules and Criteria, as developed by the Culinary Rules Development Committee, shall be adopted officially by the C.C.F., with amendments to follow when necessary. This will standardize culinary competition rules and criteria across the country for all sanctioned salons.

6.4.2 The effective date of the C.C.F. Sanctioned Culinary Competition Rules and Criteria shall be June 5, 1998. This document shall replace any and all previous C.C.F. Sanctioned Culinary Competition Rules and Criteria and these rules and criteria shall take effect immediately as all C.C.F. Branches have received a copy of these rules.

6.5 TEAM CANADA

6.5.1 No Team exhibiting at International Shows may call themselves "Team Canada" unless prior approval has been obtained, in writing, from the Board of Directors of the C.C.F.

6.5.2 The name of the Culinary Team of Canada, under the auspices of the C.C.F., be named, confirmed and maintained as "CCFCC Culinary Team Canada"

6.5.3 The Canadian Culinary Federation request and maintain the ownership of the following domain names:

www.ccfcculinaryteamcanada.com
www.ccfcculinaryteamcanada.ca
www.ccfcculinaryteamcanada.net
www.ccfcculinaryteamcanada.org

6.5.4 It will be the responsibility of all CCFCC Team Managers to transfer to newly appointed Team Managers, all files, contracts and all inventories for teams to be maintained / available for all members of teams to share said inventory from various storage areas.

6.5.5 All CCFCC Team Managers are to submit their budgets to the C.C.F. Board of Directors for approval. The C.C.F. Board of Directors and respective Team Managers will work together to finance all ventures.

6.5.6 Record keeping and disbursement of team funds becomes the responsibility of the C.C.F. National Treasurer.

6.6 C.C.F. NATIONAL TEAMS

The C.C.F. will establish the following positions and selection procedures with respect to C.C.F. National Teams:

6.6.1 C.C.F. CULINARY TEAM CANADA

6.6.1.1 The C.C.F. Culinary Team Canada Manager will be appointed for a four year term and will be determined by application process to the C.C.F. appointed Selection panel, according to the criteria established by the C.C.F. The successful candidate will be announced at the National Convention in the same year that IKA HOGA takes place. The newly appointed C.C.F. Culinary Team Canada Manager will assume full official duties in June of the year following IKA HOGA.

6.6.1.2 The C.C.F. Culinary Team Canada Manager will be responsible for the selection of all C.C.F. Culinary Team Canada members and ensuring the team members will be selected from each region of the country and that each member be a National member in good standing for a minimum of two (2) years prior to being a team member.

6.6.1.3 The C.C.F. Culinary Team Manager will co-manage the C.C.F. National Youth Team.

6.6.2 C.C.F. BOCUSE d'Or TEAM

6.6.2.1 The Manager of the C.C.F. Bocuse d'Or Team will be appointed for a four year term and will be determined by application process to the C.C.F. appointed Selection Panel, according to the

criteria established by the C.C.F. The successful candidate will be announced at the National Convention in the same year as the Bocuse d'Or competition; at which time he/she will assume full official duties of Manager of the C.C.F. Bocuse d'Or Team. He/she will remain as Manager for two consecutive Bocuse d'Or competitions.

6.6.2.2 The competitor who will represent Canada at the Bocuse d'Or will be selected by competition according to the criteria established by the C.C.F. and be held at a C.C.F. revenue generating event three (3) years prior to the international competition year. The Competitor must be a National member in good standing for a minimum of two (2) years prior to the competition.

6.6.2.3 The C.C.F. judge for the international Bocuse d'Or competition will be appointed by the National President in consultation with the Culinary Chair and the Bocuse d'Or Team Manager.

6.6.3 C.C.F. NATIONAL PASTRY TEAM

6.6.3.1 The Manager of the C.C.F. National Pastry Team will be appointed for a four (4) year term and will be determined by application process to the C.C.F. appointed Selection panel, according to the criteria established by the C.C.F. The successful candidate will be announced at the National Convention in the same year as the Coupe du Monde competition; at which time he/she will assume full official duties of Manager of the C.C.F. National Pastry Team. He/she will remain as Manager for two consecutive Coupe du Monde competitions.

6.6.3.2 The competitor who will represent Canada at the Coupe du Monde will be selected by competition according to the criteria established by the C.C.F. and be held at a C.C.F. revenue generated event three (3) years prior to the international competition year.

6.6.3.3 The C.C.F. judge for the International Coupe du Monde competition will be appointed by the National President in consultation with the Culinary Chair and the National Pastry Team Manager.

6.7 CCF NATIONAL YOUTH TEAM SELECTION CRITERIA

6.7.1 The Board of Directors will request applications from Canada's leading culinary training institutions expressing their interest and commitment to form C.C.F. Youth Team Canada.

6.7.2 Interested parties will be invited to put together a team consisting of one (1) coach and two (2) student team members to participate in a mini

selection competition to be held at a non-partisan college and judged by internationally approved judges. The cost involved in the selection process would be by each college. A coach would have to be a member of the C.C.F. and participants would have to be junior members.

6.7.3 Upon selection, the chosen college or institution would be provided with a base monetary fund from the C.C.F. All additional expenses to be raised by the chosen college to make up the rest of the monies required.

6.8 CCF JUNIOR CULINARY COMPETITION

6.8.1 That a policy be developed to qualify an eligible candidate to represent their province and territories.

- a) The local C.C.F. Branch is to provide a facility for the competition.
- b) The winners compete at a provincial competition.
- c) The C.C.F. Branches in a province are financially responsible for the Provincial competition.
- d) Provincial sponsorship would be sought within the provinces.

6.8.2 Eligibility

6.8.2.1 A National Junior member may compete in the C.C.F. Junior Culinary Competition.

6.8.2.2 Any National Junior member will be eligible to compete up to one year after attaining Trade Qualification or TQ5.

6.8.2.3 An eligible candidate may represent their province or territory in the C.C.F. Junior Culinary Competition for one time only.

6.8.2.4 The C.C.F. Junior Culinary Competition Manual will be given to each of the qualifying apprentices, no later than one (1) month before the C.C.F. Junior Culinary Competition.

6.8.3 The National Treasurer will mail to the Chair of the C.C.F. Junior Culinary Competition, a detailed income statement, no later than ninety (90) days after the completion of the C.C.F. Junior Culinary Competitions.

6.8.4 The National Convention Hosting Committee will compile a written statement regarding all estimated costs related to the location, the equipment, the rooms and the staff involved in running the competition. The hosting committee will send the written statement to the C.C.F. Junior Culinary Competition Chair, no later than four (4) months prior to the C.C.F. Junior Culinary Competition.

6.8.5 The competitor will provide a \$250.00 deposit, to be refunded on completion of the C.C.F. Junior Culinary Competition.

6.8.6

a) Withdrawal from the C.C.F. Junior Culinary Competition requires no less than thirty (30) days notice prior to the competition, to the C.C.F. Junior Culinary Competition Chair. Failure to give 30 days notice will forfeit the \$250.00.

b) Withdrawal for medical reasons after the thirty (30) days deadline will be accepted without loss of deposit.

6.8.7 The C.C.F. will pay for hotel accommodation and convention registration for all C.C.F. Junior Culinary Competition competitors.

6.8.8 Any vacancies may be filled at the discretion of the C.C.F. Junior Culinary Competition Chair.

6.8.9 All schools from a province providing cook training will be given an opportunity to participate in the provincial cook-offs for the C.C.F. Junior Culinary Competition.

SECTION 7 FINANCES

7.1 BUDGET

7.1.1 The budget of the C.C.F. will be submitted to the Finance Committee three (3) full months in advance of the fiscal year end.

7.1.2 BE IT RESOLVED THAT all C.C.F. financial reports and their respective budgets be constructed following the same procedural guidelines as found in the "uniform system of accounts" for non profit organizations or a like.

7.1.3 The National Treasurer prepare and distribute to each Branch President and elected Directors of the C.C.F. a semi annual report, itemizing all expenditures to date, as relating to the C.C.F. budget presented at the National Convention (AGM). This report will be required to be distributed at the end of September of each fiscal year.

7.1.4 A qualified bookkeeper will be employed by the Canadian Culinary Federation to assist the Treasurer with day to day bookkeeping and the year

end statements and documentation required for the annual audit by the accountants.

7.2 CONTRACTS

7.2.1 Contractual obligations of a financial nature, entered freely and by mutual consent between two parties or factions of the C.C.F. i.e. the National Board of Directors and a local Branch, or any duly appointed and authorized individuals or groups within the C.C.F., for the purpose of hosting, staging, or conducting conferences, conventions, trade shows or seminars, be fulfilled within a period of 120 days of the conclusion of such conferences, conventions, trade shows or seminars.

7.2.2 Extension of payments or forgiveness of these obligations may be arranged only with the full consent of all affected parties.

7.3 EXPENSES

7.3.2 The C.C.F. National will pay into the Convention Account, all monies for the National Board of Directors or Board appointed persons attending the convention. These expenses shall not be the responsibility of the hosting branch.

7.3.3 Chairpersons of all Standing Committees and Ad Hoc Committees, who have been invited to the National convention by the National President, shall have their travel and accommodation expenses paid by the C.C.F.

7.4 FINANCE COMMITTEE

7.4.1 Any member in good standing of the C.C.F. requesting information pertaining to the finances of the organization may do so by:

- A. Request specific information from the National Treasurer.
- B. Requesting that the Audit Committee investigates on his/her behalf if not satisfied with the Treasurer's answer.
- C. According to the C.C.F. Article 17, bylaw #17.1, send a letter to the National President requesting availability of the books for inspection.

7.5 LOANS

7.5.1 The National Board shall not contemplate any loans based on accounts receivable for the C.C.F. All loans negotiated shall be approved in writing by all Board Members including Regional Vice-Presidents.

7.6 AIR MILES REWARDS

A policy shall be developed for the use of air miles accumulated through C.C.F. activities. Furthermore, air miles are made available to send C.C.F. representatives to events, appropriate to their portfolio(s).

7.7 FUNDRAISING

The National Board of Directors establishes a C.C.F. day wherein each branch hosts a fund raising event/dinner for the C.C.F. and the local branch, with the funds divided 50/50 between the local branch and the C.C.F. National Office.

SECTION 8 HANS BUESCHKENS MEMORIAL FUND

8.1 The C.C.F. Board of Directors has been asked and has agreed to accept responsibility to:

a.) Investigate establishment of the Hans Bueschkens Memorial Foundation (Trust) as a legal entity, for the purpose of raising and distributing funds.

b.) Establish a Board of Trustees to function independently, but under the umbrella and with the support of the C.C.F.

8.2 The C.C.F. Board will undertake the above, with legal advice, to establish criteria and administer the fund.

8.3 One member of the Bueschkens family will be included in the Board of Trustees of this fund.

1 One present and one past member of WACS will be included in the Board.

2 AMERICAN CULINARY FEDERATION

SECTION 9 MEMBERSHIP

9.1 AMERICAN CULINARY FEDERATION

9.1.1 The C.C.F. will accept members of the ACF as direct transfers, providing the person meets the requirements of the local Branch and providing the transferee is in good standing in a recognized chapter of the ACF and the President of that ACF Chapter provides a letter verifying the member's status.

9.2 NATIONAL JUNIOR MEMBERSHIP

9.2.1 The fee structure for CCF National Junior Membership is twenty-five (\$25) per annum (plus applicable taxes). The fee will increase by five (\$5) every three (3) years. The fee structure will be reviewed periodically by the

CCF National Board.

9.2.2 Each Junior Chapter President takes an active part in representing his/her members during regional and national meetings and conferences.

9.2.3 A Junior Member of the C.C.F. will be appointed by the current Board of Directors to serve as National Junior Member on the CCF National Board. The National Junior Member's responsibilities would include, representing all junior members across the country, helping make their voices heard at a national level, and assisting the board in communicating information and policies to the junior membership.

9.2.4 National Junior Members shall be entitled to all activities and benefits of the Federation.

9.3 LIFE MEMBERSHIP

9.3.1 Any member who has converted from local membership only, to full C.C.F. membership under by-law 8.2 may have the 10 year C.C.F. membership bylaw 3.5 waived, in order to qualify for Life Membership in the C.C.F., provided other requirements for Life Membership have been fulfilled.

9.4 NATIONAL ACTIVE MEMBERSHIP

9.4.1 The fee structure for CCF National Active Members is one hundred and ten dollars (\$110.00) per annum (plus applicable taxes) The fee will increase by five (\$5) every three (3) years. The fee structure will be reviewed periodically by the CCF National Board.

9.4.2 There shall be an initiation fee of \$30.00, plus applicable taxes for new members.

9.4.2.1 In as much as there are regular notifications mailed to the members regarding the expiry of their annual membership and the need to renew, and whereas specific deadlines are prescribed for membership renewal, the following represents the policy regarding dues in arrears.

- a) When notification of the need to renew membership has been
- b) Made by the Branch or the member does not renew after the expiry date for renewal, the member will be deemed to be in arrears.
- c) The period of arrears will begin on the day after the dues were payable and continue for no more than twelve (12) months during which time the member has the option of fulfilling the obligation to pay the dues in arrears.
- d) Should the above not transpire, the National Administrator will tag the membership record as Lapsed with all benefits of membership having ended.

- e) The Branch can allow a lapsed member to be renewed with the understanding that yearly payments must be kept current going forward. The member's years of service will be maintained if all dues in arrears are paid in full; alternately the member can pay the yearly member fee and the thirty (\$30) reinstatement fee however, the member years of service will be set to zero.

9.4.3 Members of the Canadian Armed Forces shall pay 50% of the National Active Membership dues.

9.4.4 There shall be five dollars (\$5) from each National Member's Fees, on a yearly basis, put towards the Honor Society.

SECTION 10 NATIONAL OFFICE

10.1 All official C.C.F. documents shall be available in both official languages when requested. C.C.F. members shall advise their preference to the National Secretary.

10.2 All documents published by the national office to be presented to the delegates at the mini-conference will be translated before being sent to the delegates and Branch Presidents.

SECTION 11 PARAPHERNALIA

11.1 As part of the initiation kit, for new National members, will receive the official CCFCC medal, CCFCC lapel pin and CCFCC blazer crest.

11.2 The C.C.F logo and trademark will be registered legally for protection.

11.3 Certificates and kits for new members are mailed directly by the national office and send member kits by register able format by the National Office to the member or Branch as directed by the Branch and new member.

SECTION 13 PROFESSIONAL RECOGNITION

- 13.1 The project of professional recognition of the trade of cook shall become a national mandate. This will ensure that all branches and organizations that have worked on a similar project may centralize their energies and collate all information into one dossier which will subsequently be approved by the members of the C.C.F. at a future national convention and then submitted to the appropriate Government Departments according to proper directives.

SECTION 14 REGIONS

- 14.1 For the purposes of electing Regional Vice-Presidents, the regions of CCF will be defined as follows:
- A. Western (All branches in British Columbia, Alberta, Saskatchewan and Manitoba)
 - B. Central (All branches in Ontario)
 - C. Eastern (All branches in Quebec, Newfoundland, Nova Scotia, New Brunswick and Prince Edward Island)

SECTION 15 ROSTER

- 15.1 The National Roster shall be updated on an annual basis. (This could be done through the use of computer stickers sent out with the Newsletter until next printing)

SECTION 16 SCHOLARSHIPS

16.1 CCF REGIONAL SCHOLARSHIPS ADMINISTERED by the CCF

16.1.1 The C.C.F. will recognize any outstanding qualified applicants on a regional basis annually, in the form of a C.C.F. Regional Scholarship Award. A centrally administered endowment fund will disperse these scholarships after the recipients are announced at the C.C.F. National Convention. Regions may name the award with the approval of the Board. The awards will be available to one C.C.F. National Junior Member in good standing, in each Region, who is currently a registered apprentice and/or student enrolled in a culinary program.

16.1.2 An endowment will be established to ensure the perpetuity of the fund. If a region does not have a nominee for a particular year, the award remains in the principal.

16.1.3 CRITERIA

a) Any C.C.F. branch may submit a nominee(s) to the Regional Vice-President a minimum of one month prior to the region's conference. A descriptive letter of the qualified applicant(s) will be included.

b) The qualified applicant must submit a personal letter highlighting their career to date, viewpoints of our industry and aspirations for the future. Accompanying letters of recommendation from their employer(s) and the college instructor(s) are required.

c) Applications are reviewed by the Regional Vice President in consultation with a committee struck for the purpose at the regional conferences. Each region will submit their nominee to the CCI Chair for processing no later than two weeks after the regional conference.

d) The selection will be made on standard criteria outline for all regions.

I) Phone interview with the qualified applicant (or in person).

II) Verification of recommendation letters.

III) Participation in volunteer and extra curricular and community activities

IV) Accomplishments in industry

e) Selected recipients for each region will be confirmed at the Regional Conferences. If there is no recipient for a region, the designated funds will remain in the endowment and revert to the principal.

f) The recipients for each region will be confirmed at the National Convention at which time the award will be released to the recipient. The recipient may be presented with the award at the convention but attendance is at the individual's expense.

16.2 FUNDING FOR THE NATIONAL SCHOLARSHIPS

16.2.1 A fund for the National Scholarship will be established in the next 5 years as an endowment fund with a minimum balance of \$25,000 to award 4 regional scholarships.

16.2.2 The fund will be administered by the Canadian Culinary Institute (CCI).

16.2.3 Three regional awards will be allocated annually from the interest generated by the fund. The C.C.F. Board may elect to top up awards in the interim.

16.2.4 The fund will continue to grow to a maximum of \$100,000 at which time a new fund may be established.

16.3 PER CAPITA CONTRIBUTION –

Each branch of the C.C.F. shall present a per capita contribution of NO LESS THAN \$ 2.00 PER ACTIVE MEMBER to the CCI scholarship fund annually at the AGM.

CANADIAN CULINARY JUNIOR EXCHANGE

17.1 The three primary objectives of the program are to provide:

- a. A meaningful work experience,
- b. The opportunity to enhance culinary skills,
- c. The opportunity to experience and learn about the culinary culture of another province.

17.2 Any funds raised for the Canadian Junior Culinary Exchange will be sent to the National Treasurer.

17.3 All monies collected will be held in trust, by the CCF Treasurer, for the sole purpose of providing junior members the opportunity to be a part of an culinary exchange program with Juniors in other provinces.

17.4 Criteria for selection of candidates are as follows:

- a. Must be a junior member in good standing (branch and nationally).
- b. Have an outstanding academic record and excellent attendance record
- c. Demonstrate leadership or leadership potential and have a history of community and/or extracurricular involvement in the cooking field
- d. The ability to assess and exhibit appropriate behaviour in a variety of situations
- e. Social and cross-cultural sensitivity
- f. The ability to cope personally with the challenges of living in a different Province. This includes adjusting to different cultures, systems, lifestyles, language and living conditions
- g. Capacity to act as an ambassador of the CCF
- h. Willingness to abide by the rules and regulations of the Exchange Program

17.5 Selection Process

- a. Selection is based on academic merit, extracurricular and community activities, leadership potential, and knowledge of the culinary field.
- b. A standard application package must be completed and sent to the Canadian Junior Culinary Exchange Committee. (Put website address here, to obtain and send application)

c. Successful applicants will be required to fill out and send, to the Canadian Junior Culinary Exchange Committee, the medical and press release forms before departure.

17.6 Financial Terms

- a. The CCF Canadian Culinary Exchange will provide for all transportation costs; including but not limited to, air flights, taxi, and/or bus fares.
- b. Host branch will provide food and lodging for the Junior during their stay.
- c. Junior will provide for any personal items they require.

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