



## **Policies and Statutes for The Academy of Chefs**

### **1. NAME**

- a) The organization will be called the **Academy of Chefs (AOC)** and will be known as the Honour Society of the South African Chefs Association (SA Chefs).
- b) The official acronym of the Academy of Chefs in all languages will be known as AOC. This acronym will be used throughout this document.
- c) All references in this document are gender inclusive.

### **2. LOGO**

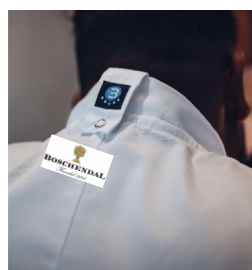
The logo or badge shall consist of a gold circle in the bottom left corner featuring the SA Chefs logo in the centre of it. Attached to the bottom right of the golden circle is a red ribbon with the inscription 'SA Chefs Honour Society' in white font. Above the red ribbon, are the words 'Academy of Chefs' written in cursive.

### **3. MISSION**

The Academy of Chefs is the Honour Society of the South African Chefs Association, and its primary goal is to support, promote and create programs that educate and develop young chefs in the culinary profession through passing on the skills, training, and expertise that exists within the Fellowship of the Academy.

#### 4. USE OF THE LOGO & CHEFS JACKET

- a) No entity will be allowed to make use of the AOC logo, for any purpose, including but not limited to, commercial purposes in relation to sales, advertising or promotion of goods, associations, or services without the express authorisation of the Chairperson of the AOC.
- b) No member may draft a letter of correspondence on behalf of the AOC without the authorisation and co-signature of the Chairperson.
- c) The AOC logo may be used below a members business signature both on correspondence and business cards, to signify membership.
- d) Official AOC chef's jacket/s can only be ordered via the Chairperson.
- e) The official chef's jacket for the AOC members will only bear the logo of the AOC, placed on the left-hand side of the chef's jacket, just above the pocket area. The SA Chefs logo must be placed on the left sleeve between the shoulder and elbow. The World Association of Chefs Society logo is to be placed on the right sleeve between the shoulder and the elbow. This jacket must be worn when attending all official AOC and/or SA Chefs Association events.
- f) Should a sponsor for jackets be attained, such a sponsor may have their logo embroidered on the back of the jacket just below the collar. This sponsor must be a reputable brand within the hospitality industry. The horizontal size for the sponsors logo should not exceed 100mm x 40mm and the vertical logo size should not exceed 70mm x 70mm
- g) The AOC logo may be utilised on the chef's jacket of any member's work chef's jacket if it is placed on the left shoulder sleeve arm of the chef's jacket.



## **5. MEMBERSHIP**

### **5.1 Eligibility**

*The AOC Fellows candidate must meet the following criteria to be eligible for nomination and induction into the AOC:*

- a) Have held an active culinary SA Chefs Professional member in good standing for a minimum of at least fifteen (15) consecutive years.
- b) Have served for one full active term as:
  - i. An elected SA Chefs Regional Officer; OR
  - ii. A SA Chefs Special Elected Committee Chair; OR
  - iii. Served on the SA Chefs National Board, OR
  - iv. Have represented South Africa as part of a full member of the Senior National Culinary team.
- c) Have attended a minimum of three (3) Annual General Meetings and or SA Chefs Conferences, prior to his/her nomination.
- d) Be a current SA Chefs Professional member in good standing within the hospitality industry.
- e) Must reside and work within the Republic of South Africa at the time of induction.
- f) Office bearers of the SA Chefs National and Regional offices are NOT eligible for AOC nomination during their current period serving office.
- g) CV to include:
  - Social responsibility work achieved in the hospitality industry.
  - Involvement in trade show activities as a culinary professional.
  - Proven track record of experience within the training and development of young chefs

### **5.2 Sponsorship for Nomination**

- a) All eligible AOC candidates must be sponsored by two (2) senior AOC Fellows.
- b) A senior AOC Fellow is a Fellow that has been inducted into the AOC for more than five (5) years prior, to being asked to sponsor a new candidate.
- c) A senior AOC Fellow is only permitted to sponsor one (1) candidate every four (4) years.

- d) The sponsor must submit a written recommendation of no less than 100 words including reasons and proven facts supporting the nomination, which must be co-signed by a second senior fellow of the AOC
- e) The candidate is required to submit a detailed Curriculum Vitae, covering *inter alia* but not limited to evidence of meeting the criteria set out point 5.1 above.
- f) The candidate will supply two (2) recent, high resolution print quality full colour photos, in professional chef's whites. The photos may not be older than six (6) months. The picture must be a minimum of 5cm by 7cm in size and may be submitted in electronic format.

### **5.3 Voting**

Once the above has been successfully submitted to the Chairperson, the Chairman and Vice Chairman of AOC will review the potential candidates who meet the requirements as stipulated above, considering the following:

- a) There may not be more living AOC Fellows than the number of years that SA Chefs has been in existence.
- b) Successful candidates will then be put forward to a vote by AOC members, and a successful outcome for each candidate put forward will require a minimum of positive votes from 50% plus 1 of the current AOC members per candidate.

### **5.4 Induction**

- a) All eligible AOC candidates which have been successful in their nomination and election into the AOC, will be inducted at an official SA Chef's event during the year of their acceptance
- b) On induction the new member will be presented with:
  - i. Numbered and dated Medal with Ribbon
  - ii. Official AOC Chef Jacket
  - iii. AOC Pin
  - iv. Numbered and dated Academy Certificate

- c) *Symbolism of the Colours*
  - i. The red in the ribbon reflects the passion for the profession.
  - ii. The gold trim on the ribbon reflects the highest level of recognition
  - iii. The gold medallion was created to welcome Fellows into the Honour Society

## **5.5 Member Responsibilities**

Fellows of the Academy represent a distinguished group of culinary professionals in the republic of South Africa and required to:

- a) Enthusiastically provide their services, time, and experience, to all SA Chefs, through activities, conferences, trade shows and the culinary industry as a whole.
- b) Fellows should demonstrate leadership.
- c) Embrace and encourage fresh innovative culinary ideas.
- d) Initiate and support new programs for and on behalf of SA Chefs.
- e) Be available as guest speakers, panel participants and mentors.
- f) Assist, organise and conduct seminars, and workshops across South Africa.
- g) Always act in a responsible and professional manner.
- h) Be a role model and proud professional member in good standing, of the SA Chefs.
- i) Fellows are encouraged to use the designator AOC after their name in correspondence and on their business cards.

## **5.6 Termination / Resignation / Disciplinary**

The Academy of Chefs is the Honour Society of SA Chefs, and Fellowship therein requires the utmost integrity. Termination and or suspension of AOC Fellowship may be initiated, if a Fellow has transgressed any one of the below:

- a) A Fellow has given false or misleading information on his or her application.
- b) A Fellow has given false or misleading information in support of or against another's application.

- c) A Fellow's conduct prior to or whilst a Fellow of the Academy is unbecoming and not in accordance with the principles of the AOC.
- d) The Fellow's SA Chefs Professional membership has been revoked and or lapsed.
- e) Should a Fellow resign from the Academy of their own accord, then point 5.6 (m) will be automatically come into force.
- f) All Fellows and applicants for Fellowship in the Academy pledge, on their honour, 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 in both the AOC and the SA Chefs.
- g) All AOC Fellows shall be bound and abide by the SA Chefs Rules, Policies and Procedures, as amended from time to time, including without limitation, the Ethics Code and the Sa Chefs rules governing Unethical Conduct, the procedure for joining the SA Chefs, and termination and suspension of membership.
- h) Discrimination of any kind against a private person or groups of people on account of ethnic origin, gender, language, religion, politics, or any other reason is strictly prohibited and punishable by suspension or expulsion from the AOC.
- i) A fellow puts the AOC or any of its members into disrepute or dishonour.
- j) The Fellow shall have the right to be heard by the Fellowship of the Academy as a body.
- k) A fellow is or acts disruptive, disrespectful, dishonest in matters pertaining to AOC business.
- l) Termination of the Fellowship shall be by secret ballot and shall be conclusive and must reflect a 50% plus 1 majority of current AOC members.
- m) All AOC Fellows agree to return all official AOC paraphernalia, *inter alia* but not limited to: AOC Certificates, the AOC Medal, the AOC Pin, and the AOC Jacket, upon termination of Fellowship, within a period of thirty (30) days from termination and/or resignation. They will furthermore lose the right to make use of the AOC logo in any form.

## **6. HONORARY MEMBERSHIP**

- a) As the AOC represents the Honour Society of the SA Chefs it is generally accepted, that the AOC holds no power to confer on any individual or organisation any honorary status in the name of the AOC.
- b) Any Honorary status, recognition and such like must be issued in the name of SA Chefs and the criteria as well as procedures thereof are to be found on the SA Chefs website.
- c) It is further recorded that the SA Chefs Association equally have no power to confer on any individual or organisation any honorary status in the name of the AOC.

## **7. OFFICE BEARERS 7.1.**

### **AOC Chairperson**

- a) The Chairperson of AOC shall be elected by a majority (50% plus 1) of the AOC Fellowship for a two (2) year term.
- b) The AOC Chairperson may serve a maximum of two consecutive terms and may not hold any other nationally elected office within SA Chefs during term as AOC Chairperson.
- c) Should the AOC Chairperson after his/her first term wish to stand for a second term, an election must be held. All eligible Fellows who qualify for the position of Chairperson may be nominated in this election

### **7.2. Eligibility**

To serve as AOC Chair, an AOC Fellow shall:

- a) Be an active Fellow of AOC and in good standing.
- b) Been an AOC Fellow for a minimum of 4 years.
- c) Not bring another AOC Fellow into disrepute verbally, via email correspondence, letters, campaign statements both prior and during the election process.

### **7.3. Voting**

- a) The outgoing Chairperson invites nominations for AOC Chairperson.
- b) An accepted and signed nomination form must be delivered to the outgoing Chairperson and SA Chefs appointed administrator.
- c) The nomination must include a current curriculum vitae, and a current high-quality photo in chef's whites with chef's toque.
- d) The election process falls under the auspices and control of the designated SA Chefs Administrator and the election is by secret ballot.
- e) The SA Chefs President will be responsible to advise the AOC Fellow members of the result of the election.
- f) The induction of the new AOC officer/s will take place at a suitable occasion by the outgoing Chairperson of AOC, or by a former AOC Chairperson in the case of re-election of the Chairperson.

### **7.4. Chairperson Responsibilities**

- a) The newly elected Chairperson shall within twenty-one (21) business days, nominate a Vice Chairman, who must be validated by a secret ballot amongst the Fellows of AOC. This election will be the sole responsibility of the AOC and will be run independently of SA Chefs.
- b) Oversee all operational of AOC
- c) Secure sponsors and funds for the AOC in synergy with SA Chefs
- d) Chair regular meetings of AOC.
- e) Attend regular SA Chefs Board meetings, at the invitation of the SA Chefs President
- f) Maintain and present formal reports and correspondence to both the AOC and the SA Chefs, when required to do so
- g) Maintain and present budgets for each AOC activity to SA Chefs.
- h) Appoint *ad hoc* committees of AOC when required to assist with activities
- i) Prepare and maintain an annual budget for the operation of AOC according to the principles as stipulated by SA Chefs.



- j) Maintain at all times the list of AOC Fellows, contains as many Fellows as the number of years of establishment of SA Chefs (Established 1974), including replacements for deceased fellows.
- g) The Chairman must ensure that a file be opened for all members or member applications. This file will contain the members application documents, membership number and copy of member certificate (if applicable). These files are to be archived with the SA Chefs Association.

### **7.5 Removal from Office**

- a) Should the elected Chairperson fail to carry out their duties to the satisfaction of the Fellows of the AOC and ten (10) or more request in writing to the SA Chefs Board of Directors that they be censured, the chairperson should be required to present their case before a representative committee of five (5) senior members of the Academy thereafter it should be put to the vote of the AOC where a majority vote (50% plus 1) shall prevail.
- b) The five (5) senior members referred to in clause 7.5 (a) above must be selected by the Chairman within twenty-one (21) days after being elected as Chairman and these senior members will form the AOC disciplinary committee and will serve for a period of two (2) years from date of inception.
- c) Should the board of SA Chefs with a majority vote (50% plus 1) find that the elected AOC Chairperson has not acted in good faith for the AOC and/or SA Chefs or has lost his professional good standing membership within SA Chefs, they may initiate disciplinary action or expulsion independently from the AOC.

## **8. MEETINGS & EVENTS**

- a) The Chairperson in conjunction with the Vice Chairperson must arrange at least one AOC event for members annually.
- b) This annual event is to be preceded by a formal AOC regional meeting.

- c) Except as otherwise provided by law, or SA Chefs Rules, the act of the Chairperson means action at a meeting of AOC by vote of a majority, (50 plus 1) of the AOC Fellows present at the time of the vote.
- d) Any action required or permitted to be taken by Fellows of the AOC or any committee thereof may be taken without a meeting if all fellows of the AOC or the committee consent in writing and/or by vote (50% plus 1) to the adoption of a resolution authorising the said action.
- e) Any one or more Fellows of the AOC or any committee thereof, may participate in a meeting of such AOC or committee by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

## **9. FINANCE**

- a) All AOC finances fall under the direction of SA Chefs. As such all financial procedures, reporting and management must be according to the current financials policies and procedures as stipulated from time to time by the SA Chefs Financial Committee and the SA Chefs Board of Directors.
- b) All fund raising, sponsorship negotiation, annual budgets, event budgets must be conducted prior to initiation and must have a pre-approval from the SA Chefs board and or their designated administrator.
- c) SA Chefs shall reimburse all travel and lodging costs for the Chairperson to attend invited official SA Chefs board meetings.
- d) Income funds collected by the AOC are allocated against a designated cost centre within SA Chefs finances and are managed by the SA Chefs Treasurer and Board of Directors. Such income funds may not be disbursed for any event and/or to any person without the express authorisation of the AOC Chairperson.
- e) All approved budgeted expenses of AOC, including Chairperson expenses, administrative supplies, induction costs, awards, and rewards, shall be charged against this income.

- f) The assets of the AOC are invested and managed by the SA Chefs Treasurer according to the instructions of the SA Chefs Board.
- g) The AOC will pay to SA Chefs no more than 10% of its funds, if available, at the end of the financial year as a show of good will and support towards any secretarial carried out on behalf of the AOC

## **10. DOMICILE & GENERAL**

- a) The official language of the Academy of Chefs in all correspondence will be English
- b) The SA Chefs head office is responsible for all archives and documents, including but not limited to the list of the AOC members, financial records, and all minutes from AOC meetings.
- c) The AOC's permanent head office is in Johannesburg, currently situated at:

SA Chefs  
University of Johannesburg  
School of Tourism & Hospitality,  
Cnr. Bunting & Annet Road, Auckland  
Park.

## **11. AMENDMENTS**

- a) Any AOC Fellow in good standing may propose an amendment to the AOC Statutes, Policies and Procedures.
- b) The proposed amendment, to be adopted, must receive a majority vote (50% plus1) by the AOC fellows.
- c) The amendments must be ratified by a simple majority of the SA Chefs Board of Directors.

## **12. FINAL PROVISIONS**

- a) The above Statutes, Policies and Procedures enter into force in March 2023, as approved by the majority vote of the Fellows of the AOC and duly ratified by the Board of Directors of SA Chefs.
- b) Upon approval, the above hereafter replaces any previously existing Statutes, Policies and Procedures of the Academy of Chefs of SA Chefs.