

# STANDING RULES

**(Reference to Article 32 from Statutes (By Laws) for the governance of this document)**

- ✚ ©If not specifically mentioned, abide by Roberts Rules of Order. There are always some issues not covered which will need definition.

## 1. FUNDAMENTALS

- ✚ **1.1.** World Association of Chefs' Societies
  - Constitutional reference to our Statutes and Articles of Association
  - Collects membership fees from Associations
  - All monies and activities will be referred to as WORLDCHEFS, apart from the revenue and activities from WORLDCHEFS membership fees
- ✚ **1.2.** Head office / Permanent contact office
- ✚ **1.3.** Official languages of WORLDCHEFS
- ✚ **1.4.** Official logo
- ✚ **1.5.** Mission statement
- ✚ **1.6.** Support
- ✚ **1.7.** WORLDCHEFS becomes the business arm of World Association of Chefs' Societies
  - Marketing
  - Education Master Chef
  - Young Chefs Club
  - Train the Trainer
  - Sponsorship Deals
  - WORLDCHEFS without Borders
  - Congress and Selection
  - Presidium
  - Continental Directors
  - Office
    - Travel Policy
    - Functionality
    - Financial Performance
    - Marketing
  - Sanctioned International Culinary Exhibitions / Competitions

- Global Chefs Challenge

✚ 1.8. Communication / Information exchange

✚ 1.9. Evidence of membership

✚ 1.10. It is the duty of the WORLDCHEFS board, employees and the paid up member countries of the WORLDCHEFS to ensure that the constitution of the Association is strictly upheld and to check procedures are in place to achieve this.

## 1.1. Name

- ❖ 1.1.1. The official name of the Association is “Weltbund der Kochverbände” in German, “Fédération Mondiale des Sociétés de Cuisiniers” in French, “World Association of Chefs’ Societies” in English and “Asociacion Mundial de Sociedades de Cocineros” in Spanish.
- ❖ 1.1.2. The official recognised brand name in all languages will be known as WORLDCHEFS.

## 1. 2. Head Office / Permanent Contact Office

- ❖ 1.2.1. The WORLDCHEFS permanent head office is responsible for all archives and documents, including the list of the Board of Directors, the National Member Societies, the Affiliated Members, the Associate Members, the Corporate Members, the Honorary Members, and the list of accredited Judges, as well as the functional office for WORLDCHEFS Ltd, which is the business arm of WORLDCHEFS.
- ❖ 1.2.2. Sponsorship Contracts & Chronological Archive information.

## 1. 3. Official Languages of WORLDCHEFS

- ❖ 1.3.1. The four official languages of WORLDCHEFS are:
  - English
  - French
  - German
  - Spanish.
- ❖ 1.3.2. The working business language is English for all transactions with WORLDCHEFS.

## 1. 4. WORLDCHEFS Logo

- ❖ 1.4.1. All paid up National Society, Affiliate, Corporate or Associated members may make use of the logos, as stipulated in the Logo Application Manual.
- ❖ 1.4.2. No other entities are allowed to use the WORLDCHEFS Logo, for any purpose, including but not limited to, commercial purposes in relation to sales, advertising or promotion of goods, associations or services.

- ❖ **1.4.3.** National Society, Affiliate, Corporate, or Associate Members which have been struck from the memberships lists, will lose the right to use the WORLDCHEFS logo in any form whatsoever, with immediate effect.
- ❖ **1.4.4.** No deviations from the prescribed conditions of the use of the logo, in any media formats will be entered into.
- ❖ **1.4.5.** Any entity using the WORLDCHEFS Logo (or adaptations) without the explicit written authorization by WORLDCHEFS will be deemed to be using “parasite marketing” techniques and WORLDCHEFS reserves the right to take appropriate action to stop this.

## **1.5. WORLDCHEFS Mission Statement**

- ❖ **1.5.1.** WORLDCHEFS Mission Statement:  
WORLDCHEFS is a non-political, professional organization, dedicated to maintaining and improving the culinary standards of global cuisines. We accomplish these goals through education, training and professional development of our international membership. As an authority and opinion leader on food, WORLDCHEFS represents a global voice on all issues related to the culinary profession.

## **1.6. Support**

- ❖ **1.6.1.** National Member Societies and Extraordinary Members which have duly paid their membership contributions should give moral support and, wherever possible and budgets permitting, material assistance to other WORLDCHEFS member societies.

## **1.7. WORLDCHEFS**

### **Approved International Culinary Competitions and Exhibitions**

- ❖ **1.7.1.** WORLDCHEFS National Member Societies, which invite National Teams to WORLDCHEFS approved Culinary Competitions or Exhibitions, must first seek the approval, in a timely manner, to the WORLDCHEFS Culinary Committee.
- ❖ **1.7.2.** The WORLDCHEFS Culinary Committee must be informed:
  - Twelve Months for Global & International Competitions;
  - Six Months for Continental & National Competitions;
  - In order to correctly and effectively organize a WORLDCHEFS Competition or Exhibition to achieve the correct standards, which are expected of a WORLDCHEFS approved event.
- ❖ **1.7.3.** The organizing party must be a legitimate WORLDCHEFS member and have paid its annual membership contribution. Only WORLDCHEFS approved judges can be used at WORLDCHEFS endorsed competitions.
- ❖ **1.7.4.** WORLDCHEFS National Member Societies, which are in arrears with their payments, will not be granted approval for the organization of a WORLDCHEFS approved competition or exhibition and therefore, will also have no entitlement to send a National Team to a WORLDCHEFS approved competition or exhibition.

- ❖ **1.7.5.** If WORLDCHEFS approval is granted to a Culinary Competition or Exhibition, a fee will be payable to the WORLDCHEFS Office. See current updated Culinary Guidelines for rules and fee structure.
- ❖ **1.7.6.** After official WORLDCHEFS approval has been given to the Culinary Competition or Exhibition they are entitled to promote the event in a professional way that mutually enhances their event and WORLDCHEFS, in alignment with WORLDCHEFS Marketing and Brand guidelines.
- ❖ **1.7.7.** The organizers must make sure that the guidelines and regulations for the WORLDCHEFS approved culinary competitions or exhibitions are respected.
- ❖ **1.7.8.** A current WORLDCHEFS Culinary Committee member is appointed to advise, give guidance to and observe the approved WORLDCHEFS Culinary Competition or Exhibition to ensure that the workings of the event meets with the official criteria of the WORLDCHEFS Culinary Guidelines set out by the WORLDCHEFS Culinary Committee. [www.worldchefs.org](http://www.worldchefs.org)
- ❖ **1.7.9.** The appointed advisor may not be a participating WORLDCHEFS judge for that particular event.
- ❖ **1.7.10.** The organizer must provide a complimentary WORLDCHEFS booth at all WORLDCHEFS approved International and Continental culinary shows.

## **1.8. Communication and General Information Exchange**

- ❖ **1.8.1.** WORLDCHEFS National Member Societies are requested to mutually exchange their journals and periodicals published by their societies.
- ❖ **1.8.2.** If this is not possible, general information may be sent to other member societies via the WORLDCHEFS Continental Directors or the WORLDCHEFS Office.
- ❖ **1.8.3.** Information is generally exchanged and listed electronically via the WORLDCHEFS website [www.worldchefs.org](http://www.worldchefs.org). Electronic means are also considered an official and legitimated form of communication.

## **1.9. Evidence of Membership**

- ❖ **1.9.1.** WORLDCHEFS will issue all National Associations with a Certificate of Membership, along with a registration number and how long they have been a member. This information shall be made available on the WORLDCHEFS website. This will allow any company or sponsor to make a check that the Association they wish to support is a bona fide national member of WORLDCHEFS.
- ❖ **1.9.2.** It is highly recommended that the individual WORLDCHEFS National Associations should issue their members with an identity document proving that they are the country's official WORLDCHEFS member.

## 2. MEMBERSHIP

### 2.1. National Member Societies

- ❖ **2.1.1.** Member benefits and opportunities
  - Attending a WORLDCHEFS congress and continental meetings;
  - Junior competition and meetings at the congress;
  - Attending approved WORLDCHEFS competitions, see current list on the updated website;
  - Monthly newsletter from the website [www.worldchefs.org](http://www.worldchefs.org) ;
  - News from your association on the website [www.worldchefs.org](http://www.worldchefs.org) ;
  - WORLDCHEFS Judges' seminars;
  - Education opportunities:
    - Train the Trainer;
    - Certification Programme;
    - Recognised Schools Programme;
  - Networking between member chefs across the globe.
  
- ❖ **2.1.2.** After becoming an official WORLDCHEFS Associate Member, the name of the member will appear on the official WORLDCHEFS list. Other benefits include receiving WORLDCHEFS information and the ability to participate in WORLDCHEFS congresses and other events of WORLDCHEFS.
  
- ❖ **2.1.3.** After becoming an official WORLDCHEFS Corporate Member, the name of the member will appear on the official WORLDCHEFS list. Other benefits include receiving WORLDCHEFS information and the ability to participate in WORLDCHEFS congresses and other events of WORLDCHEFS and networking with WORLDCHEFS membership.

## 3. OFFICIAL BODIES

- ❖ **3.1.** World Association of Chefs' Societies (WORLDCHEFS) – National Membership
- ❖ **3.2.** WORLDCHEFS Board
- ❖ **3.3.** Appointed Committees

### 3.1. WORLDCHEFS – National Membership

- ❖ **3.1.1.** As a rule, a general meeting of members is held every two (2) years in the form of a congress.

- ❖ **3.1.2.** The congress is convened by the Board by giving twelve (12) weeks advance notice with an announcement of the agenda in English, the official language of WORLDCHEFS. Fifty one percent (51%) of the total membership must be presented in order to have a quorum.
- ❖ **3.1.3.** The use of proxy votes will only be permitted on pre-circulated agenda items. The use of proxy votes will not be permitted on items introduced throughout the duration of the applicable business sessions. Only one proxy vote per member (Recognised Identity) is allowed.
- ❖ **3.1.4.** Application for the next congress, nominations for Continental Directors, and nominations for the Presidium must be submitted no later than 26 weeks prior to congress.
- ❖ **3.1.5.** Discrimination of any kind against a country, 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.
- ❖ **3.1.6.** Each National Member Society can be represented at the congress with only one (1) vote. Voting delegates should submit a letter of authorization from their member association, giving them permission to vote on behalf of their country.
- ❖ **3.1.7.** Members of national societies are encouraged to attend the congresses. The congress costs of all participants from societies will be paid by their respective societies, or by the individuals themselves.
- ❖ **3.1.8.** Each National Member Society, which is unable to send its own representative to the Congress, is entitled to be represented by one other member society. This fact must be communicated to the Secretary General before the Congress. Each National Member Society may carry only one (1) additional vote (proxy) other than its own.
- ❖ **3.1.9.** Voting by secret ballot may be requested by the Board of Directors or at least five (5) National Members Societies, which have voting rights. A breakdown in % terms must be given, after a secret vote, to make sure that the process is transparent and managed correctly with the votes cast.
- ❖ **3.1.10.** National board members do not all have to be chefs, the board should consist of at least 80% chefs with a tolerance of 20% of non-chefs.
- ❖ **3.1.11.** The WORLDCHEFS Executive Board may, at its discretion, communicate to the WORLDCHEFS voting members, through electronic mail and the Website, any changes to the Standing Rules that are going to have a direct benefit to the organization. Voting will take place through the current continental directors and be ratified at the next congress.
- ❖ **3.1.12.** Amendments to the Statutes (By Laws) must be communicated to the members nations, twelve (12) weeks before the Congress, and require a majority by a two-thirds of eligible votes either present by proxy or participants' proxy holders who are entitled to vote.
- ❖ **3.1.13.** The General Assembly, within the framework of the Congress, is the supreme body of WORLDCHEFS and its decision is final. All the legitimate parties belonging to WORLDCHEFS must accept this arbitration ruling in a democratic manner.
- ❖ **3.1.14.** The President will appoint a Sergeant of Arms, who will be responsible for ensuring orderly proceedings at the Congress meeting.
- ❖ **3.1.15.** Dr Bill Gallagher Young Chefs Forum must be included at each congress.
- ❖ **3.1.16.** WORLDCHEFS Global Young Chefs Challenge (Hans Bueschkens Trophy).
- ❖ **3.1.17.** WORLDCHEFS Global Chef Challenge.

- ❖ **3.1.18.** WORLDCHEFS Global Pastry Challenge.

## **3.2. WORLDCHEFS Board**

- ❖ **3.2.1** In the event of any disputes between legitimate WORLDCHEFS member societies, the President will designate member(s) of the Board to act as an intermediary if the parties wish to be mediated, or if the interest of WORLDCHEFS is at stake.
- ❖ **3.2.2.** WORLDCHEFS Board is also required to intervene on its own initiative if the interests or unity or functionality of WORLDCHEFS are threatened. Towards this purpose and for fair and equal handling of the issues, supporting documents are requested to be made available by the relevant WORLDCHEFS member parties. The WORLDCHEFS Board of Directors will issue a statement, which should be considered final, and no further correspondence may be entered into.
- ❖ **3.2.3.** If a Continental Director becomes the President of WORLDCHEFS, he or she should recommend a replacement person to the Board. This proposal should then be ratified at the next Continental regional meeting and the replacement will serve for the remaining term of office.
- ❖ **3.2.4.** Board Term is four (4) years.
- ❖ **3.2.5.** Continental Directors term is to a maximum of Two (2) Terms at four (4) years each. If a Continental Director changes mid-stream as an interim, due to a Continental Director stepping down, his or her term will start from the next Congress vote.

## **3.3. Standing Committees**

- ❖ **3.3.1.** The following are the Standing Committees of WORLDCHEFS. The President, in consultation with the Board will appoint the Committee and Committee members, who will serve at the pleasure of the Board, but no longer than a four year period. In order to provide for continuity, some committee, some members may be reappointed. All actions of all Standing Committees are subject to Board approval. If you are unable to make or perform your duties or you have relocated from your area you may be requested to vacate your position. Committee members do not have to be chefs.
- ❖ **3.3.2.** The Committees are asked to meet at various WORLDCHEFS shows and /or events and only in special cases can the Board approve travel/ meeting expenses. Much of the work carried out should be done via electronic means and conference calls.
- ❖ **3.3.3.** The Committees may include:
  - The Statutes and Standing Rules (By Laws) Committee;
  - Congress Committee;
  - WORLDCHEFS without Borders Committee;
  - Culinary Committee;
  - Educational Committee;
  - Honorary Life Membership Committee;
  - Women Leadership Committee;
  - From Article 20 in the Statutes the Treasurer position will be replaced by Assistant Vice President, who will undertake to have a Committee to review financial

governance of WORLDCHEFS. This position has no voting rights and is by appointment from the Presidium.

#### ❖ **3.3.5. Culinary Committee**

- **3.3.5.1.** The President appoints a WORLDCHEFS Culinary Committee, which serves at the discretion of the Board. The Culinary Committee membership consists of a representative of each of the major WORLDCHEFS shows, including a representative of the military and a pastry chef. (For specific details see the Culinary Guidelines).
- **3.3.5.2.** The Culinary Committee is instructed to prepare and maintain guidelines and rules on WORLDCHEFS International Culinary Exhibitions and competitions, and to ensure the further development of such events. It also supervises the correct conduct of such competitions and the qualification criteria of the judges accredited by WORLDCHEFS and their instructions.
- **3.3.5.3.** The Culinary Committee is also responsible to maintain and administer the list of WORLDCHEFS approved judges.
- **3.3.5.4.** The Culinary Committee reviews requests for WORLDCHEFS sanctioned events.
- **3.3.5.5.** The tenure of the Culinary Committee is reviewed by the WORLDCHEFS Board of Directors.
- **3.3.5.6.** All actions of the Culinary Committee must be approved by the Board.

#### ❖ **3.3.6 Finance Office Functionality**

- **3.3.6.1.** The WORLDCHEFS Managing Director, in conjunction with Presidium, will be responsible for all financial aspects including but not limited to: the daily accounts, the balance sheets, the profit and loss statement and the investment portfolio.
- **3.3.6.2.** The WORLDCHEFS Managing Director shall maintain the list of paid up National Membership and Honorary, Corporate, Affiliate and Associate Members.
- **3.3.6.3.** The Managing Director will prepare and present to the Board, periodic financial statements and will cause a financial audit to be performed every year in liaison with WORLDCHEFS appointed legal registered accountancy firm.
- **3.3.6.4.** The Finance Review Team for yearly audit will consist of the Managing Director, and two or three nominated National Members and the appointed accountancy firm to acknowledge that the protocols are met.
- **3.3.6.5.** It is also expected that the office will provide monthly statements to the Board to track the financial performance of WORLDCHEFS in the format of PNL (Profit & loss statement).

#### ❖ **3.3.7. The Congress Committee**

- **3.3.7.1.** The Congress Chairperson, in conjunction with the WORLDCHEFS Managing Director and appointed Congress Company, will verify compliance to the set criteria; the Congress Chairperson will receive and screen all National member



congress candidates and recommend a limited number of congress candidates to the membership for a vote.

- **3.3.7.2.** Additionally, responsibilities include occasional travel to a specific site, approval of congress venues and related costs and other aspects.
- **3.3.7.3.** The Congress Chairperson, in conjunction with confirmation from the WORLDCHEFS Board, has the right to change a congress venue if it deems it appropriate. This decision shall be based on cost, government & environmental change and anything which may expose WORLDCHEFS to financial implications which would damage WORLDCHEFS or the overall wellbeing of the members of WORLDCHEFS.

❖ **3.3.8. The Statutes and Standing Rules (By-Laws) Committee**

- **3.3.8.1.** The Statutes and Standing Rules (By Laws) Committee maintains the WORLDCHEFS Statutes and Standing Rules (By Laws) and solicits input from the membership. It will review, modify, prioritize and /or recommend any suggestions to the board.
- **3.3.8.2.** New Statutes endorsed by the Board, will be emailed & mailed to the membership and brought for discussion and voted on at each congress.
- **3.3.8.3.** The Statutes and Standing Rules (By Laws) Committee consists of a minimum of three and a maximum of five (5) Committee members.
- **3.3.8.4.** The Standing Rules are recommended to the Board by The Statutes and Standing Rules (By Laws) Committee, ratified at Congress and governed by the Board in compliance with Article 32 of the Statutes.

❖ **3.3.10. The Education Committee**

- **3.3.10.1.** The Education Committee oversees the development and implementation of all WORLDCHEFS approved educational activities including, but not limited to certification, WORLDCHEFS Train-The-Trainer programme and other educational related programmes.
- **3.3.10.2.** The Education Committee administers and monitors the programmes and recommends to the board new educational initiative.

➤ Worldchefs Certified Levels

- Worldchefs Certified Master Chef (8499-07)
- Worldchefs Certified Master Pastry Chef (8499-08)
- Worldchefs Certified Culinary Educator (8499-09)
- Worldchefs Certified Executive Chef (8499-05)
- Worldchefs Certified Chef de Cuisine (8499-04)
- Worldchefs Certified Pastry Chef (8499-06)
- Worldchefs Certified Sous-Chef (8499-03)
- Worldchefs Certified Chef de Partie (8499-02)

❖ **3.3.11. WORLDCHEFS Office Marketing and Communications**

- **3.3.11.1.** The WORLDCHEFS Office will be the caretaker of initiatives with Public Relations (PR) activities.
- **3.3.11.2.** The WORLDCHEFS Office is charged with maintaining and enhancing the image of chefs on a worldwide basis.
- **3.3.11.3.** The WORLDCHEFS Office oversees the proper use of the WORLDCHEFS name and logo and will periodically issue guidelines to the membership in concurrence from the WORLDCHEFS Board of Directors.

❖ **3.3.12. WORLDCHEFS without Borders Committee**

- The WORLDCHEFS without Borders (WCWB) Committee to establish qualifications and criteria for approval of Disaster Relief Aid candidates.
- WCWB Committee will include one WORLDCHEFS Board Member to assist as ongoing liaison with the WORLDCHEFS Board of Directors.
- All WCWB Committee expenses, disbursements or donations to WORLDCHEFS Member and Non-Member countries for Disaster Relief Aid shall be approved by majority vote of the WCWB Committee Members and submitted to the WORLDCHEFS Board of Directors for final approval.

## 4. FINANCES

- ❖ 4.1. Expenditure
- ❖ 4.2. Authority to sign
- ❖ 4.3. Auditors
- ❖ 4.4. Travel Policy

### 4.1. Expenditure

- ❖ **4.1.1.** The following are payable from the financial resources of WORLDCHEFS prior to approval of the Executive Committee:
  - a) The WORLDCHEFS general administrative costs and miscellaneous expenditures.
  - b) The travel and subsistence costs of the WORLDCHEFS Board and the WORLDCHEFS appointed Committees to attend official WORLDCHEFS meetings.
  - c) WORLDCHEFS approved programmes.
  - d) The WORLDCHEFS Office salaries need to be ratified by the WORLDCHEFS Board.

### 4.2. Authority to Sign

- ❖ **4.2.1.** WORLDCHEFS is duly represented and committed by the joint signatures of the WORLDCHEFS Managing Director, President or Vice-President and WORLDCHEFS Secretary General.
- ❖ **4.2.2.** Use may be made of the assets of WORLDCHEFS as follows:

- a) For amounts up to Euro. 5000. —, by the single signature of the WORLDCHEFS Managing Director and approval by the President.
- b) For amounts of more than Euro. 5000. —, by the joint signatures of either the WORLDCHEFS President and/or WORLDCHEFS Vice-President with that of the WORLDCHEFS Secretary General.

❖ **4.2.3.** Any changes to the Board increments must be passed by the Congress.

### **4.3. WORLDCHEFS Auditors**

- ❖ **4.3.1.** The WORLDCHEFS and WORLDCHEFS Ltd Annual Financial accounts are audited using the services of a Licensed Chartered Accountant (Firm) of recognition and approved by the Board of Directors.
- ❖ **4.3.2.** Final documented audit books of WORLDCHEFS and WORLDCHEFS Ltd shall be distributed to the Presidents of National Member Associations six (6) weeks prior to the Congress so the vote of confidence can be performed in a professional and timely manner.

## **5. HONOURS**

- ❖ 5.1. Honorary President of WORLDCHEFS
- ❖ 5.2. Honorary Members of WORLDCHEFS

### **5.1. WORLDCHEFS Honorary President**

- ❖ **5.1.1.** As a special honour, the Congress may grant the title of WORLDCHEFS Honorary President. There may not be more than one WORLDCHEFS Honorary President at any particular time.

### **5.2. WORLDCHEFS Honorary Members - New Applications**

- ❖ **5.2.1.** The application process is made available to all countries, either by the WORLDCHEFS website, or by sending an email to the President of each paid up WORLDCHEFS member country. This application will be made available at least nine (9) months before a Congress.
- ❖ **5.2.2.** All applicants must read and understand both the nomination process and election criteria to ensure that the application is valid.
- ❖ **5.2.3.** If any nomination is received without following this procedure and providing the strict request for all information, then the application will not be considered.
- ❖ **5.2.4.** All applications must be sent through with all details, as outlined in the nomination and criteria sections to the HLM email address [honorariummembers@worldchefs.org](mailto:honorariummembers@worldchefs.org) no less than six (6) months before the congress date.
- ❖ **5.2.5.** Unsuccessful applications are not automatically carried over to the next congress. Unsuccessful applicants must reapply and submit all relevant documentation at the relevant time for the next congress.
- ❖ **5.2.6.** Current members of the WORLDCHEFS Board or Executive should not be eligible for Honorary Membership whilst in the Office.

- ❖ **5.2.7.** – WORLDCHEFS Honorary Members will receive a WORLDCHEFS certificate on their appointment, a special pin and the WORLDCHEFS medal and ribbon.
- ❖ **5.2.8.** The number of living WORLDCHEFS Honorary Members may not exceed the number of paid up active WORLDCHEFS member countries affiliated to WORLDCHEFS six (6) months before a congress.
- ❖ **5.2.9.** All applications are to be sent to the Honorary Life Membership Committee for selection and recommendation and these will be presented at a Board meeting for approval prior to the Congress. All decisions on who is successful are final and no correspondence will be entered into, either verbally or in writing.

## **FINAL PROVISIONS**