

**RULES**  
**OF**  
**THE CRAFT GUILD OF CHEFS**



Registered under the Friendly Societies Acts 1891, 1896, and 1974  
Register No. 43 S A

REGISTERED OFFICE:  
1 Victoria Parade  
By 331 Sandycombe Road  
Richmond, Surrey TW9 3NB

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## **ALL PREVIOUS RULES RESCINDED**

### **The Craft Guild of Chefs**

#### **1. NAME AND CONSTITUTION.**

The Guild is a Specially Authorised Guild established pursuant to the Friendly Societies Act 1891, 1896 and 1974. It shall be called THE CRAFT GUILD OF CHEFS (INCORPORATING THE COOKERY AND FOOD ASSOCIATION), and is hereinafter referred to as The Guild.

#### **2. REGISTERED OFFICE**

- 1). The registered office of the Guild shall be:  
1 Victoria Parade, by 331 Sandycombe Road, Richmond, Surrey, TW9 3NB.
- 2). The registered office shall not be changed, except by resolution of a Special General Meeting.
- 3). In the event of any change in the situation of the registered office, notice of such change shall be sent to the Financial Services Authority in the form prescribed by the Treasury Regulations.

#### **3. OBJECTIVES**

- 1). The Guild is established for the purpose of promoting the science and art of cookery pursuant to the special authority of the Lords of the Treasury, 10<sup>th</sup> June 1891 given under Section 7 (1) (f) of the Friendly Societies Act 1974, and in furtherance thereof the Guild shall develop and promote practical, supervisory and management skills relative to cookery and associated professions.
- 2). To admit after membership persons qualified to advance the Guild objectives and to establish classes of membership which will indicate to both the catering industry and the general public the craftsmanship, artistry and competency of Guild Members.
- 3). To establish codes of practice and conduct in the operation of professional kitchens and in the service of food to the public.
- 4). To encourage education and training in cookery, food service and associated professions, especially for young persons, not only for Guild Members, but for potential members.
- 5). To foster, at all stages, purity and quality in food production from raw materials to the table.
- 6). In the pursuance of the education and training of its Members, the Guild, either alone or in liaison with other bodies in this and other countries, will encourage courses of education, examinations, apprenticeships and other forms of educational training including lectures, seminars, conferences and publications.
- 7). To organise and support culinary exhibitions and competitions advancing the art of cookery and of food service.

- 8). To grant appropriate levels of membership and to confer honours and awards on those who have distinguished themselves in furthering the objectives of the Guild or who have in other ways advanced the art and science of cookery and food service.
- 9). To endeavour to assist qualified Members to obtain suitable employment.
- 10). To maintain and continue to develop the Guild's book collection for the benefit of Guild Members.
- 11). To form, or assist in the formation of Guild's, as and when necessary within the structure of the Guild and to fix fees for such Guilds, also to approve designatory letters.

#### **4. APPLICATION OF FUNDS**

- 1). All funds and assets of the Divisions of the Guild are regarded by the Financial Services Authority as property of the Guild. IN NO CIRCUMSTANCES may monies, except for the routine payment of accounts, be disbursed to any person, persons, business or organisation outside the Guild, without the specific authority, in writing, from the Committee of Management.
- 2). All moneys received on account of entrance fees, subscriptions, donations or otherwise, shall be applied in carrying out the objectives of the Guild in accordance with the rules.
- 3). The Committee of Management may, out of any surplus arising from the conducting of competitions, exhibitions, demonstrations and social functions, make grants for the advancement of the Guild's objectives in such manner as it shall from time to time decide.
- 4). Any Member who is found by the Committee of Management, after due inquiry, to have misapplied any of the funds of the Guild shall repay the amount misapplied and be excluded without prejudice to his liability to prosecution for such misapplication.

#### **5. INVESTMENTS OF FUNDS**

- 1). So much of the funds as may not be wanted for immediate use, or to meet the usual accruing liabilities, shall, with the consent of the Committee of Management, or of the majority of the Members present and entitled to vote in general meetings, be invested by the Trustees in any of the following ways, namely: - In the public funds, or in the purchase of land, or in the erection or alteration of offices or other buildings thereon, or in any investment in which Trustees are for the time being by law authorised to invest trust funds.
- 2). The Trustees, with the consent of a Special General Meeting, may hold, purchase or take on lease any land, and may sell, exchange, mortgage or lease any such land and erect, alter or pull down buildings on it; and a purchaser, assignee, mortgagee, or tenant shall not be bound to inquire as to the authority for any sale, exchange, mortgage, or lease by the Trustees, and the receipt of the Trustees shall be a discharge for all moneys arising from or in connection with such sale, exchange, mortgage or lease.
- 3). Mortgages or other assurances for securing money to the Guild may be vacated by a receipt endorsed or annexed, signed by the Trustees and countersigned by the National Chairman, in the form contained in the Fourth Schedule to the Friendly Societies Act 1974.

#### **6. MEMBERSHIP**

- 1). The election of any person or organisation to membership and the subscription payable (as shown in Appendix 1 or any amendment thereof), by each class of membership shall be subject to the Rules for the time being in force.
- 2). Membership of the Guild shall consist of the following:

- a) Students
- b) Associates
- c) Member Craftsmen
- d) Master Craftsmen
- e) Fellows
- f) Partners in Business
- g) Small Enterprise Members
- h) Honorary Members
- i) Governors
- j) Vice-President

3). **STUDENT.** Election to this grade shall be by the Committee of Management from persons following a recognised course of study or training at a catering college, or place of work, or in the Armed Forces or the Merchant Navy. This grade has no designatory letters and no voting rights.

4). **ASSOCIATE.** Individuals, not necessarily engaged in the Catering Industry, who wish to support the aims and objectives of the Guild, and who are approved by the Committee of Management. The Committee of Management shall have power to upgrade an Associate to Member if his services to the Guild over a period of time warrant such upgrading. An Associate is entitled to the designatory letters "A.C.G.C.", but has no voting rights.

5). **MEMBER CRAFTSMAN.** Election to the grade of Member Craftsman shall be by the Committee of Management from persons directly concerned or engaged in catering management, cookery or allied subjects, or in teaching any of these subjects, who have been proposed and seconded by two Members of the Guild. A Member is entitled to use the designatory letters "M.C.G.C.", and is entitled to vote at meetings.

6). **MASTER CRAFTSMAN.** Election to the grade of Master Craftsman shall be by the Committee of Management from persons directly concerned or engaged at the highest level in catering management, cookery or allied subjects, or in teaching any of these subjects, who have been proposed and seconded by two Members of the Guild. A Master Craftsman is entitled to use the designatory letters "Master C.G.C.", and is entitled to vote at meetings.

7). **FELLOW.** Election to the grade Fellow shall be on the recommendation of Divisional Chairmen, and approved by the Vice President's Council from suitably qualified Members of standing who have been proposed and seconded by two Fellows of the Guild and have not less than five years continuous membership of the Guild. The appointment shall be on merit, and the fact that a Member has five years or more continuous membership shall not in itself be an entitlement to upgrading. A Fellow is entitled to use the designatory letters "F.C.G.C.", and is entitled to vote at meetings.

8). **PARTNERS IN BUSINESS.** Election to this grade shall be by the Committee of Management from any company or organisation involved in the catering industry and wishing to have membership on a group basis. Partners in Business Membership do not bestow any grade of individual membership on an employee of said organisation and is not entitled to vote at meetings.

9). **SMALL ENTERPRISE MEMBER.** Election to this grade shall be by the Committee of Management from any college or small enterprise involved in the catering industry and wishing to have membership on a group basis. Small Enterprise Membership does not bestow any grade of individual membership on an employee of said Small Enterprise and is not entitled to vote at meetings

10). **HONORARY MEMBER.** Honorary Members shall be persons not necessarily engaged in the catering industry, but who have rendered outstanding service to the Guild. Honorary Members are elected by the Committee of Management, provided always that notice of nomination shall have been given at a previous meeting of that Committee. An Honorary Member is entitled to use the designatory letters "H.M.C.G.C.", but has no voting rights.

11). **GOVERNOR.** A Governorship is awarded by the Vice President's Council, upon recommendation by Divisional Chairmen, to Fellows with at least twenty years of Guild membership, who have given outstanding service to the Guild, or held a principal Divisional or National office, or have served on the Committee of Management, rendering distinguished service in so doing. The number of Governors is limited to forty and they are entitled to use the designatory letters "G.C.G.C.", maintaining their voting rights.

12). **VICE-PRESIDENTS.** The appointment of a Vice-President is an honour for exceptional service to the Guild. Nominees should have at least twenty years membership of the Guild and served on Committees at Divisional and National levels or have been National Chairman. Nomination is made by the Committee of Management, approved by the Vice-President's Council and appointed by the President. Six Vice-Presidents shall form the Vice-President's Council, which acts as an advisory body to the Committee of Management and determines Honours and Awards. Four Vice-Presidents in attendance and entitled to vote shall form a quorum. The Honours and Awards Committee shall comprise members of the Vice-President's Council, and by invitation, the National Chairman, additionally the outgoing National Chairman, shall be invited to attend the first meeting following retirement from office. The Committee shall meet not later than the 31<sup>st</sup> March of each year under the Chairmanship of the Chairman of the Vice-President's Council. Invitees attend in an advisory capacity and will not be entitled to vote.

**N.B. All previous categories of Cookery and Food Association are entitled to continue utilising their designatory letters or may adopt the new designatory letters as specified above.**

13). **PRIVILEGES OF MEMBERSHIP.** Upon payment of the prescribed annual subscription:

- a). All members are entitled to attend all General and Special Meetings of the Guild, but only those with voting rights may vote.
- b). All members shall be entitled to receive a certificate showing the grade to which they belong. Every such certificate shall remain the property of the Guild and must be returned to the Guild on cessation of membership. In the event of a certificate being lost, destroyed or otherwise defaced, a member may apply for a duplicate to be issued for which a charge of not more than £10.00 may be made.
- c). All members shall be entitled to receive the official publication of the Guild without charge, and free use of the library for reference purposes only.
- d). All members shall be entitled to use the appropriate designatory letters.
- e). All members shall be entitled to purchase and wear or display badges and emblems of the Guild.

14). **OBLIGATIONS OF MEMBERSHIP**

- a). Every member of every grade shall as necessary notify the Secretary of any change of address. If any member shall fail to notify their change of address, they shall not be entitled to receive notice of any of the General Meetings, or other proceedings of the Guild. In these circumstances, no meeting or other proceedings of the Guild shall be invalidated because of the non-receipt of such notice.
- b). No member of the Guild or member of his immediate family shall have any pecuniary interest in or financial reward from the management or administration of the Guild.

## 7. SUBSCRIPTIONS

1). **Annual Subscription.** Every Member of the Guild, (other than Honorary Members), shall pay an annual subscription approved by the Committee of Management and ratified by the

Members at an Annual General Meeting or Special General Meeting. The subscription shall be payable by persons elected to Membership of the Guild as from the date of election.

2). **Reduced Subscriptions.** Members of any grade, with a minimum of fifteen years of continuous membership on reaching State retirement age, or retiring through ill health, will be eligible to pay a reduced annual subscription subject to approval by the Committee of Management. (See Appendix 1). The member seeking this benefit, must have no arrears of subscriptions, and have fully paid each year subscription as stipulated by the Committee of Management.

3). **Date of Payment.** Applications for Membership should be accompanied by the appropriate subscription. Thereafter, subscriptions will be due annually from the date of election.

## 8. ARREARS

No Member of the Guild whose annual subscription is one year in arrears shall be entitled to receive notice of, nor to attend, nor to take part in any meetings of the Guild's nor to receive the Guild's publications. At the discretion of the Committee of Management a Member may be reinstated on application and full payment of any arrears of Subscriptions.

## 9. DISQUALIFICATIONS AND FORFEITURES OF MEMBERSHIP

1). Any Member may resign on giving three months notice writing to the National Secretary, but shall pay any subscription due at the date of resignation. He shall return to the Guild all Certificates and Log Books issued to him.

2). The Committee of Management may, without assigning any reason, refuse to accept any application or renewal subscription and refuse to permit any Member of any grade to continue as a Member. Any Member so affected has the right to appeal under rule 23.

## 10. MEETINGS

1). The ANNUAL GENERAL MEETING shall be held no later than the 30<sup>th</sup> of April of each year at such time and place as may be decided by the Committee of Management.

2). A SPECIAL GENERAL MEETING shall be held whenever the Committee of Management think it expedient and whenever fifty Members so request in writing delivered to the National Secretary.

3). No less than twenty eight, (28), days notice of any General Meeting, stating the business to be transacted at such meeting, shall be given to every member in writing, left at or posted to his last known address, or a Notice may, at the discretion of the Committee of Management, be included in the Journal of the Guild and left at or posted to the last known address of each member.

4). All General Meetings shall be held at the registered office unless the Committee of Management, (either generally or in a particular case), otherwise decide.

5). At all General Meetings, the National Chairman, or if he be not present, the National Vice-Chairman, or in both their absence, a Trustee, shall preside. Thirty-one members of any grade present, and entitled to vote shall form a quorum and no business shall be transacted at any such General Meeting unless the quorum is present at the commencement of the business. A Special General Meeting may be called from time to time by the National Secretary at the request of the Committee of Management, but at such Special General Meetings no other business than that specified in the Notice shall be taken into consideration. The Committee of Management shall instruct the National Secretary to call a Special General Meeting upon the requisition of fifty members of the Guild entitled to vote. If within half an hour from the appointed time for the holding of a General Meeting a quorum is not present, the Meeting, if convened on the requisition of members, shall be dissolved. In any other

case, it shall stand adjourned to the same day in the next week, at the same time and place, or at such other place as the Chairman may decide and if at such adjourned Meeting a quorum is not present within half an hour of the time appointed for holding the Meeting, the members present shall be a quorum.

6). Every Member present and entitled to vote, (and not disqualified by arrears or otherwise as mentioned in these rules), shall have one vote. All proposals at all Meetings must be seconded and decided by a majority vote. The number of votes FOR the motion, the number of votes AGAINST the motion and any ABSTENTIONS must be recorded. At all General Meetings, decisions on matters of MAJOR POLICY shall be taken by written ballot. On other matters, resolutions may be decided by a show of hands. In the case of an equality of votes, either by written ballot or a show of hands, the Chairman of the Meeting shall be entitled to a further or casting vote, in addition to his own.

7). The accidental omission to give Notice of a Meeting to, or the non-receipt of a Notice of a Meeting, by any Member of any grade shall not invalidate the proceedings of any Meeting.

## 11. OFFICERS

1). The Guild shall have the following officers: National Chairman, National Vice-Chairman, National Honorary Treasurer, and National Secretary.

2). No person who is a minor shall be elected to any office. A Member who is three months in arrears with his subscriptions shall not be nominated for office. The same person shall not at the same time be National Secretary or Honorary Treasurer, or a Trustee of the Guild.

3). The Trustees and National Secretary shall hold office during the pleasure of the Guild. All the other officers shall continue in office until the next Annual General Meeting, and at every such meeting the said other officers shall be elected by a majority of the members present and entitled to vote, or, on failure of such election, those last appointed shall continue in office for one additional year. There shall be no further extension. Any officer may be removed by resolution of a Special General Meeting, which may proceed to fill the vacancy.

4). ALL members of the Committee of Management with the exception of Trustees, shall retire in the year following their 75<sup>th</sup> birthday.

5). In case any officer, (other than a Trustee), shall die, resign, be removed, or become unfit or incapable to act, the Committee of Management, may at any time appoint a person to fill the vacancy until the next Annual General Meeting, unless the vacancy is previously filled at a Special General Meeting.

6). In the event of any Trustee dying, resigning, or being removed from office, another shall be appointed by a resolution of a majority of the Members present and entitled to vote at the Annual General Meeting or at a Special General Meeting. Every resolution appointing a Trustee shall be entered on the minutes of the meeting at which he is appointed.

7). A copy of such resolution, signed by such Trustee, shall be forwarded by the National Secretary, to the Registrar in the form prescribed by the Treasury Regulations.

8). Every officer or servant having the receipt or charge of money shall, before taking upon himself the execution of his office or service, give security to the Trustees through a Guarantee Society, or by a bond in pursuance of the Act, in such sum as the Committee of Management may direct, being not less than a sum sufficient to cover the maximum amount of cash which the officer or servant is likely at any time to hold. In Divisions the Officers so affected will be the Divisional Chairman and the Divisional Honorary Treasurer.

9). No member of the Committee of Management shall be under personal liability for any loss or damage incurred through his actions if done in good faith for the benefit of the Guild. Members of the Committee of Management and the National Secretary shall be indemnified



out of the funds and property of the Guild for all costs, charges, damages, or expenses incurred in the execution of their duties as officers of the Guild.

## **12. TRUSTEES**

- 1). There shall be three Trustees. The Senior Trustee or his Deputy shall be admitted to all meetings, be at liberty to take part in the proceedings and vote on any question under discussion.
- 2). All deeds, documents of title, and securities for money shall be held by the Trustees, who shall take such measures for the safe custody and reservation thereof at the expense of the Guild as they may think fit, and they shall be responsible for the safe custody of all such deeds, documents and securities as are placed in their hands or under their control, shall produce them for inspection by the auditors when required by them, and whenever else required by a resolution of a General Meeting or of the Committee of Management.

## **13. NATIONAL HONORARY TREASURER**

The National Honorary Treasurer shall take charge of the funds of the Guild which are not invested and pay all demands when ordered to do so by the Guild, or by the Committee of Management or by the National Chairman and National Secretary for the time being. He shall not pay any money without written authority signed by the National Chairman and National Secretary, or another officer in case of the incapacity of the National Chairman or the National Secretary. He shall produce all books, documents, property and money of the Guild in his possession and render a full and clear account at each audit, by the Trustees. He shall also give up all books, documents, monies and property of the Guild in his possession when required to do so by a resolution of the Guild or of the Committee of Management, or by the Trustees. An Honorary Treasurer who is not a Member of the Guild shall receive for his services such sum as the Committee of Management may determine.

## **14. NATIONAL SECRETARY**

The National Secretary shall, in consultation with the National Officers, be responsible for office organisation and the day to day running of the Guilds business and other such duties as shall be required.

## **15. NATIONAL CHAIRMAN**

- 1). The National Chairman shall be elected by an Annual General Meeting for a period of office of one year which may, at the discretion of the next Annual General Meeting, be extended for a maximum of four years subject to annual re-election. There will be no further extension of his term of office.
- 2). The National Chairman shall take the chair at every meeting of the Committee of Management during his term of office.
- 3). The National Chairman shall be consulted by the National Secretary on all matters other than the day to day administration of the Guild and the Chairman shall have plenary powers to take immediate action in all matters of urgency affecting the Guild, reporting such actions for approval to the next meeting of the Committee of Management.

## **16. NATIONAL VICE-CHAIRMAN**

- 1). The National Vice-Chairman shall be elected by an Annual General Meeting for a period of office of one year which may, at the discretion of the next Annual General Meeting, be extended for a maximum of four years subject to annual re-election. There shall be no further extension of his term of office.

- 2). The National Vice-Chairman shall be regarded as the Chairman Elect.
- 3). The National Vice-Chairman shall, whenever necessary, deputize for the National Chairman.

#### **17. COMMITTEE OF MANAGEMENT**

The Committee of Management shall comprise the National Chairman, National Vice-Chairman, National Honorary Treasurer, the Senior Trustee or his Deputy, the Chairman of the Vice-President's Council, the National Secretary, (non-voting), the Divisional Representatives and 6 elected Members. The total number not to exceed 15. The Committee of Management shall meet 6 times in each year and at those meetings any 8 members in attendance and entitled to vote may form a quorum. Any member not attending two consecutive meetings without adequate reasons for absence may be removed from the Committee of Management.

#### **18. EXECUTIVE COMMITTEE**

The Executive Committee shall comprise the National Chairman, National Vice-Chairman, National Honorary Treasurer, the Senior Trustee or his Deputy, the Chairman of the Vice-President's Council, the National Secretary, (non-voting), and two elected members from the Committee of Management. The Executive Committee shall meet four times in each year and at those meetings any five members in attendance and entitled to vote may form a quorum. Any member not attending two consecutive meetings without adequate reasons for absence may be removed from the Executive Committee.

#### **19. ACCOUNTS**

- 1). The Committee of Management shall cause proper accounts of the Guild to be kept by the National Secretary in accordance with the requirements of section 29 of the Friendly Societies Act 1974.
- 2). It shall be the duty of the Committee of Management to keep a copy of the last annual balance sheet and the report of the auditor on the balance sheet always hung up in a conspicuous place at the registered office of the Guild.

#### **20. INSPECTION OF BOOKS**

The Committee of Management shall cause the books to be available for the inspection of any member or person having an interest in the funds of the Guild at all reasonable hours, at the registered office or at any place where the books are kept, and it shall be the duty of the National Secretary to produce them accordingly.

#### **21. AUDIT**

- 1). The Guild shall in each year of account appoint a qualified auditor or, subject to paragraph (2) of this rule, two or more persons who are not qualified auditors to audit its accounts and balance sheet for that year. For the purposes of this rule "qualified auditor" means a person who is a qualified auditor under section 26 of the Friendly Societies Act 1974.
- 2). Subject to paragraph (5) of this rule and to any direction given by the FSA, the Guild may appoint as auditors two or more persons who are not qualified auditors to audit its accounts for any year of account if;
  - a). The receipts and payments of the Guild in respect of the previous year of account did not in the aggregate exceed £5,000,
  - b). the number of its members at the end of that year did not exceed 500 and;

c). the value of its assets at the end of that year did not in the aggregate exceed £5,000, (or, in case, such other sum or number as may be prescribed by regulations then in force.)

3). Save as provided in paragraph (4) of this rule, every appointment of an auditor shall be made by resolution of a General Meeting of the Guild.

4). The Committee of Management may appoint an auditor to fill any casual vacancy occurring between General Meetings of the Guild, any auditor appointed by the Committee of Management who is not a qualified auditor shall hold the appointment until the conclusion of the first or next Annual General Meeting as the case may be.

5). A qualified auditor appointed to audit the accounts and balance sheet of the Guild for the preceding year of account, (whether by a General Meeting or by the Committee of Management), shall be re-appointed as auditor of the Guild for the current year of account, (whether or not any resolution expressly re-appointing him has been passed), unless;

a). a resolution has been passed at a General Meeting of the Guild appointing somebody instead of him or providing expressly that he shall not be re-appointed or;

b). he has given to the Guild notice in writing of his unwillingness to be re-appointed or;

c). he is ineligible for appointment as auditor of the Guild for the current year of account or;

d). he has ceased to act as auditor of the Guild by reason of incapacity.

6). A resolution at a General Meeting of the Guild;

a). appointing another person as auditor in place of a retiring qualified auditor or;

b). providing expressly that a retiring auditor shall not be re-appointed;

shall not be effective unless notice of the intention to move it has been given to the Guild not less than twenty-eight days before the meeting at which it is moved. On receipt by the Guild of notice of the intention to move any such resolution the Guild shall give notice of the resolution to the members in accordance with the Section 34 of the Friendly Societies Act 1974. The Guild shall also give such notice to the retiring auditor in accordance with section 35 of the Friendly Societies Act 1974 and shall give notice to the members in accordance with that section of any representations made or intended to be made by the retiring auditor.

7). None of the following persons shall be appointed as auditor of the Guild,

a). An officer or servant of the Guild;

b). A person who is a partner of or in the employment of or who employs an officer or servant of the Guild.

8). The auditor shall in accordance with section 38 of the Friendly Societies Act 1974 make a report to the Guild that the accounts examined by him and on the revenue account or accounts and the balance sheet of the Guild for the year of account in respect of which he is appointed.

## **22. ANNUAL RETURN**

1). Every year before the 1<sup>st</sup> August, the National Secretary of the Guild shall send to the FSA an annual return relating to its affairs for the period required to be included in the return. The return shall be made up for the period beginning with the 1<sup>st</sup> January of the year preceding the year in which the return is required to be sent, (whichever is the later), and

ending with the 31<sup>st</sup> December then last inclusively. The return must be made in the form prescribed by the FSA and contain such particulars as may from time to time be required by the form. A copy of the report of the auditor on the accounts and balance sheet contained in the return must be sent with the annual return.

2). The National Secretary shall supply gratuitously to every member or person interested in the funds of the Guild, on his application either a copy of the last annual return or a balance sheet or other document duly audited containing the same particulars relating to the affairs of the Guild as are contained in the annual return together with a copy of the report of the auditor on the annual return or his report on the balance sheet or other document supplied in lieu of the annual return.

### **23. DISPUTES**

1). If any dispute shall arise between any member or person claiming through a member or under the rules, or any person aggrieved who has ceased to be a member, or any person claiming through such person aggrieved, and the Guild or any officer of the Guild, it shall be decided by reference to arbitration.

2). Five arbitrators shall be elected at a General Meeting, none of them being directly or indirectly interested in the funds of the Guild, and any vacancy or vacancies shall be filled at a General Meeting. The complaining party to a dispute, or someone appointed by him, shall draw three names out of the five by lot in the usual way and the three arbitrators whose names are first drawn shall decide the dispute.

3). In this rule the expression "dispute" includes any dispute arising on the question whether a member or person aggrieved is entitled to be or continue to be a member or to be reinstated as a member, but save as aforesaid, in the case of a person who has ceased to be a member, does not include any dispute other than a dispute on a question between him and the Guild or an officer thereof, which arose while he was a member or arises out of his previous relation as a member of the Guild.

### **24. APPLICATIONS TO THE FINANCIAL SERVICES AUTHORITY**

1). One-fifth of the total number of members, or if the number of members is 1,000 or more, then such number of members as is prescribed by the Act, by an application in writing to the FSA, signed by them in the forms respectively provided by the Treasury Regulations in that behalf, may apply;

a). For the appointment of one or more Inspectors to examine into and report on the affairs of the Guild.

b). For the calling of a Special Meeting of the Guild.

c). For an investigation into the affairs of the Guild with a view to the dissolution thereof where the funds are insufficient to meet the existing claims thereon, or the rates of subscription fixed in the rules are insufficient to cover the benefits assured.

### **25. VOLUNTARY DISSOLUTION**

1). The Guild may at any time be dissolved by the consent of three-fourths of the members, testified by their signatures to an instrument of dissolution in the form prescribed by the Treasury Regulations.

2). Upon the dissolution of the Guild by consent any surplus remaining, after payment in full of the Guild's creditors, shall be divided in equal shares among those members who were members at the date of the instrument of dissolution was approved by special resolution.

## **26. NOTICES**

All summonses and notices shall be deemed to have been duly served if addressed to the member or person for whom they are intended, at his last known address, and delivered at or sent by post to that address.

## **27. COPIES OF RULES**

The National Secretary shall deliver to every person on demand a copy of the rules on payment of a nominal fee.

## **28. AMENDMENT OF RULES**

1). No new rule shall be made, nor shall any of the rules herein contained or hereafter to be made, be amended or rescinded unless with the consent of a majority of those members present at a General Meeting of which notice has been given, specifying the intention to propose such new rule or amendment.

2). No new rule or amendment of the Guild's Rules shall take effect until registered by the Financial Services Authority.

## **29. INTERPRETATION**

In these Rules, unless the contrary intention appears:

1). Words denoting the masculine gender shall be deemed to include the feminine.

2). Words in the singular shall include the plural and words in the plural shall include the singular.

3). The "Act" means the Friendly Act 1974, (as amended by the Friendly Societies Act 1992), and any or subordinate legislation, (including the Deregulation, (Industrial and Provident Societies) Order 1996 and the Financial Services and Markets Act 2000, (Mutual Societies Order 2001), amending or substituted for it and for the time being in force and unless the context otherwise requires expressions used in these Rules which are in the Act shall have the same meaning as they have for the purposes of the Act.

4). "The Guild" means The Craft Guild of Chefs, (Incorporating The Cookery and Food Association).

5). The "Rules" means these Rules of The Craft Guild of Chefs, (Incorporating The Cookery and Food Association).

6). "The Authority" means the Financial Services Authority, (FSA).

7). "The Secretary" means the National Secretary of The Craft Guild of Chefs, (Incorporating The Cookery and Food Association).

8). "FSA" means Financial Services Authority.

9). "The Guild" means The Craft Guild of Chefs, (Incorporating The Cookery and Food Association).

The Guild is the successor of The Universal Cookery and Food Association, (founded in 1885), first registered in 1891 and 1896 under the Friendly Societies Act 1896 and The Friendly Societies Act 1974, Register No. 43 SA. Acknowledgement of Rules of a Specially Authorised Society. The foregoing Complete Amendment of the Rules of The Craft Guild of Chefs, (Incorporating The Cookery and Food Association), was registered under the Friendly Societies Act 1974, this day of 28<sup>th</sup> March 2004.

Signed by: David Mulcahy \_\_\_\_\_  
National Chairman

James G. New \_\_\_\_\_  
Trustee

Andrew Green \_\_\_\_\_  
National Honorary Treasurer

Suzanne Barshall \_\_\_\_\_  
National Secretary

## APPENDIX 1

*To be printed as a separate sheet to accompany the Rule Book:*

### ANNUAL SUBSCRIPTIONS

The rates as from the 4<sup>th</sup> January 2011 are:

Governor	£	49.94
Fellow	£	49.94
Member Craftsman	£	44.07
Master Craftsman	£	44.07
Associate	£	44.07
Student	£	16.65
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Small Enterprise Member	£	500.00
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Life Member	£	00.00

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