



Bailli Manual for Confrérie de la Chaîne des Rôtisseurs

Chaîne des Rôtisseurs
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History

Confrérie de la Chaîne des Rôtisseurs

The Chaîne des Rôtisseurs is an international gastronomic society founded in Paris in 1950. It is devoted to promoting fine dining and preserving the camaraderie and pleasures of the table.

The Chaîne is based on the traditions and practices of the old French Royal Guild of Goose Roasters. The goose, a type of poultry, was particularly appreciated during the Middle Ages. The written history of the Guild of "Les Oyers" or "Goose Roasters" has been traced back to the year 1248. At that time King Louis IX, later to be Saint Louis, assigned Etienne Boileau, the Provost of Paris, with the task of bringing order into the organization of trades and guilds, developing young apprentices and improving the technical knowledge of guild members. He gathered together the charters of more than 100 of these trades, among them the Goose Roasters. Over the years, the activities and privileges of the Goose Roasters Guild were extended to preparing and selling all kinds of meat, including poultry and venison.



In 1509, during the reign of King Louis XII, some new statutes were introduced, which resulted in the change of the name of the Guild to "Rôtisseurs" and its activities were restricted to poultry, game birds, lamb and venison. In 1610, under King Louis XIII, the guild was granted a royal charter and its own coat of arms. The original coat of arms consists of two crossed turning spits and four larding needles surrounded by flames of the hearth on a shield.



For over four centuries the "Confrérie" or Brotherhood of the Roasters cultivated and developed culinary art and high standards of professionalism and quality – standards befitting the splendour of the "Royal Table" - until the guild system was disbanded, together with all others, in 1793 during the French Revolution. The Rôtisseurs were almost forgotten until 1950 when Dr. Auguste Becart, Jean Valby and "Prince" Curnonsky (elected Prince of Gastronomes*), and chefs Louis Giraudon and Marcel Dorin resurrected the Society and created La Confrérie de la Chaîne des Rôtisseurs.

**Curnonsky was the pen name of Maurice Edmond Sailland, a French writer, novelist, biographer and gastronome. He was known as the "Prince of Gastronomes", a title he was awarded in a public referendum in 1927, and a title no one else has been given since. At the height of his prestige, eighty restaurants around Paris would hold a table every night in case he arrived.*

For the new Confrérie, a logo was created which used the former historic shield in the centre. It was encircled with fleur-de-lis and two chains, between which the new name of the Society and the founding dates of 1248 and 1950 were written.

The inner chain represents the professional members; the outer chain the non-professional members and the bond, which unites all of the members.

Since its rebirth the society has grown dramatically, spreading its influence and presence worldwide. Today, the Chaîne brings together professional (such as chefs, restaurant and hotel owners and managers) and non-professional members from around the world who share in the "spirit" of the Society and who appreciate and enjoy fine dining. This association of people dedicated to fine cuisine now devotes itself to promoting and developing the gastronomic values whilst at the same time widening its focus to 'table art'.



Membership in the Chaîne offers the opportunity for new members to meet people who share a common interest in fine dining and good fellowship. For the professional members it offers opportunities to demonstrate their exceptional skills and creativity to a discerning appreciative audience.

The international headquarters (Siege Mondial) remains in Paris where the society was founded. The present day Chaîne des Rôtisseurs is still based on the traditions and practices of the ancient French brotherhood but now in a truly international and contemporary context.

The Chaîne des Rôtisseurs in the United States

In 1959 American gourmet and journalist Jeanne Owen from New York City, attended the Grand Chapitre in London. During this event London Bailli Andre Simon introduced Mrs. Owen to Grand Chancellor Jean Valby. Mrs. Owen expressed an interest to Mr. Valby about starting a bailliage (chapter) in the United States.



In New York City, Mrs. Owen called together a group of friends who shared her interests. At this first meeting it was decided to ask Paul Spitler, a known gastronome and prominent meat purveyor, to meet with Monsieur Valby in Paris and make the necessary arrangements to create a new bailliage.

On January 13, 1960, Grand Chancellor Valby, along with Conseil Magistral members Doctor Charles Gruebel and Broos Hoogendijk, arrived in New York for the inaugural ceremonies. The following morning, on January 14th, a Constitutional Committee met at the Biltmore Hotel which was the location selected for the first Grand Chapitre of the Chaîne des Rôtisseurs in the United States. One hundred-twenty professional and nonprofessional gastronomes attended this meeting and heard Monsieur Valby's words; "The Chaîne des Rôtisseurs has now crossed the ocean to officially present its seal to the American star spangled banner... Gastronomy taken as the ninth art deserves nonstop development in your beautiful country and it is my pleasure to salute, with gratitude, the first Chaîne des Rôtisseurs knot of American gastronomes formed by Paul Spitler."

That evening, Paul A. Spitler became Chancellor and Bailli Délégué of the United States and Jeanne Owen was named Sénéchal and later, Chargée de Missions. A few days after the inaugural dinner in New York City, founding dinners were also held by two other bailliages – Atlanta and Pittsburgh. They were joined later that year by Beverly Hills. During the 1960's a number of chapters were formed across the country so that by the end of 1969 there were twenty-two bailliages, divided into five regions – Northeast, Southeast, Midwest, Southwest

and Far West.



**Inaugural Chapter Dinner in the United States of the Confrérie de la Chaîne des Rôtisseurs.
Hotel Biltmore, New York City, January 14, 1960**

About the Chaîne des Rôtisseurs

Purposes

The purpose of the Confrérie de la Chaîne des Rôtisseurs is:

- To promote, foster and encourage the culinary arts and particularly the techniques of cooking by spit, rotisserie, barbecue, broiling and grilling;
- To collect and disseminate information with respect to the preparation and serving of foods;
- The enjoyment, tasting and understanding of wines and distilled spirits; and
- To encourage educational institutions to teach all phases of the culinary arts, enology and viticulture.

Membership and Philosophy

Throughout the world, membership includes persons of the highest talent and distinction. There are Chaîne members in well over 100 countries. With the approval of the International President, countries establish their own bailliages (chapters) and coordinate their programs through the Chaîne's International Office in Paris.

The Bailliage des Etats-Unis is made up of approximately 145 local bailliages with 7,000 members sharing the special bond Chaîne membership affords. Membership is by invitation only and is extended to both men and women with rank being signified by ribbons bestowed at formal induction ceremonies.

Underlying its phenomenal growth and success is that which distinguishes the Chaîne from other organizations involved in food and wine is the unique interfacing of professionals and amateur connoisseurs. Professional members, for whom the Chaîne affords the opportunity to demonstrate exceptional skill, include the finest chefs, as well as hotel and restaurant owners and managers. Amateur members provide the highly-trained professionals with an appreciative and knowledgeable learning audience.

The Pledge of the Rôtisseurs - *"I pledge that as a member of the Chaîne des Rôtisseurs I will at all times honor the art of cuisine and the culture of the table. I pledge to always fulfill my obligations of fraternity and of respect for my fellow members of the Chaîne des Rôtisseurs."*

Chaîne Events – Chaîne bailliages schedule a variety of events to provide not only the camaraderie experienced by gathering around the table to enjoy the pleasures of fine food and wine, but also to honor the chefs, restaurateurs, and service personnel responsible for providing these pleasures. Harkening back to its origins, the focus is often on regional and foreign cuisines and features fish, fowl, meat and game that has been roasted. The planning and execution of a Chaîne event involves an extraordinary effort on the part of a bailliage as well as the host establishment. Whether it's an informal "Diner Amical" or a formal black tie eight-course dinner with white glove service, the concentration is on exceptional food, well-matched wines and impeccable service.

Structure

International Organization

The Confrérie de la Chaîne des Rôtisseurs is a democracy wherein every member world wide has a voice in electing the various governing bodies.

The international governing bodies are the Conseil Magistral, made up of approximately sixty-five (65) members from around the world (including members of the Conseil d'Administration, and the Conseil d'Administration made up of fifteen active members (including at least one that is a French national) and is they are primarily drawn from the larger national bailliages. The Conseil d'Administration operates as the "Board of Directors" of the International Confrérie, while the Conseil Magistral can be likened to the "House of Lords". Former members of the Conseil Magistral and other notable members may be elected by the Conseil Magistral to the Conseil d'Honneur, which has no regulatory authority but which was created to recognize and honor outstanding members.

The Confrérie de la Chaîne des Rôtisseurs is organized into national bailliages. The Bailliage des Etats-Unis, the largest national bailliage, has three members on the Conseil d'Administration and six members of the Conseil Magistral.

In keeping with its policy to foster international camaraderie, the Bailliage des Etats-Unis often sends official representatives to attend National Chapitre's (Meetings) in other countries.

National Organization

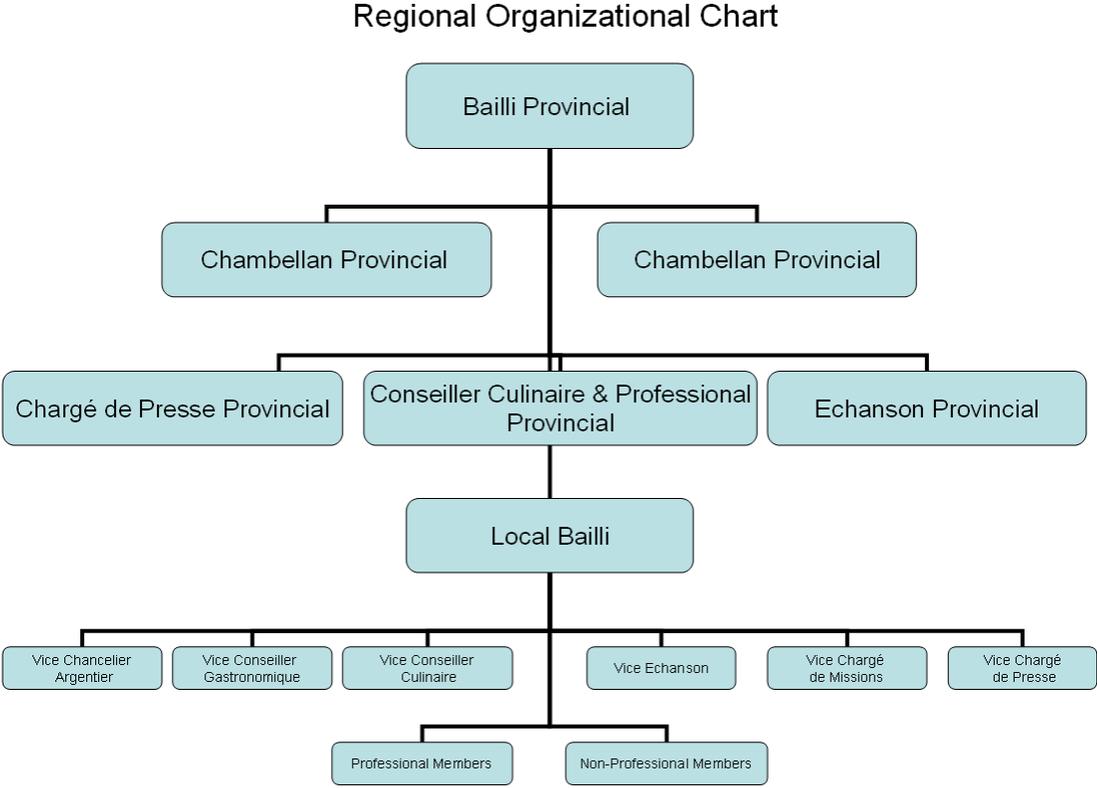
The Confrérie de la Chaîne des Rôtisseurs (Bailliage des Etats-Unis) is a not-for-profit corporation [IRC §501(c)(7) organized under New York State Law and is governed by a Board of Directors and National Council operating under adopted by-laws.

The National Administrative Office is located in New Jersey at: Chaîne House, 285 Madison Avenue, Madison New Jersey 07940.

The Bailliage des Etats-Unis is divided into ten regions, with each Bailli Provincial (Regional Bailli) assisted by other Regional Officers, including one or more (up to three) Chambellans Provinciaux, one Echanson Provincial, one Chargé(e) de Presse Provincial, one Conseiller Culinaire Provincial, and one Conseiller Gastronomique Provincial.

Each region is organized into local bailliages, which vary in size from fifteen to two hundred Members. The local bailliages are also not-for-profit organizations which are governed by elected Baillis who then appoint local Board Officers to assist in the management of the bailliage. Each duly elected Bailli is a voting member of the National Council of the Bailliage des Etats-Unis.

Regional Organization Chart



Membership

Benefits of Chaîne Membership

The Chaîne, true to its purpose, offers each of its members the opportunity to gather around the table and enjoy the camaraderie experienced by the pleasures of good food and wine. Through this sharing, members can cultivate richly rewarding friendships locally, regionally, nationally and internationally. Many Chaîne introductions have resulted in life-long relationships.

- In thousands of Chaîne associated restaurants and hotels, both at home and abroad, members are welcomed as friends and as diners who will appreciate any extra effort of the establishment or its staff. Consult our website at www.chaineus.org for a listing of affiliated establishments or that of the international organization at www.chainedesrotisseurs.com for its geolocation system. Carry your Chaîne Membership Card with you and use it to introduce yourself.
- Those who travel extensively and/or dine out frequently may wish to consider ordering their own Chaîne business cards. The card may be presented on arrival to the Maître d' or sent to the chef with a note.
- When visiting any area within the Bailliage des Etats-Unis, members are invited to contact the local Bailli and inquire about any Chaîne functions that might be taking place during their stay. Space can often be found for visitors.
- Members are invited and encouraged to attend the Chaîne's Annual National Council Meeting and Grand Chapitre. This meeting is held in a different location each year and features a weekend of superlative activities.
- Regional Chapitres, open to all members, are scheduled by the Bailli Provincial to provide for an exchange of information and ideas. If a Bailli cannot attend, another officer should represent the bailliage.
- Each member receives a subscription to the International Chaîne Magazine published in Paris, *Gastronome*, our national magazine published two times each year, and our on-line *Gastronome Extra!* magazine.
- Frequent trips are organized by the Chaîne and the Société Mondiale du Vin. These trips are both instructive and enjoyable and have been supported with enthusiasm. Also, trips are often sponsored by individual bailliages.
- Members may take pride in knowing that contributions they make to the Chaîne Foundation are used to provide culinary scholarships and support career development.

Membership Types

There are two types of Chaîne membership:

- **Professional Member:** is classified as a member who owns or works in either a hotel, restaurant, wine or food related industry such as a Hotel Owner, Hotel Director, General Manager, Chef, Vintner, Sommelier, Wine Purveyor, and Food Purveyor.
- **Non-Professional Member:** is classified as an amateur member who does not own or work in a hotel or restaurant. All other professions and business sectors fall into this member category.

Benefits of Professional Membership

- Chaîne professional members receive the International Chaîne seal, in the form of a plaque to post in their establishments. Chaîne-affiliated establishments are recognized world-wide for their fine food and service. For those professionals that own their establishment or are Executive Chefs, an additional professional plaque is also available for display.

Professional member establishments are listed on the Chaîne des Rôtisseurs website at www.chaineus.org and include links to the members establishment. They are also located on the international website at www.chainedesrotisseurs.net at its geolocation system.

- Our *Gastronome* and *Gastronome Extra!* magazines (e-mail only), sent to all members of the Bailliage des Etats-Unis, showcase dinners held within our National Bailliage and often contains reports of special interest to the Chaîne professional.
- Hôtelières, restaurateurs and other professional members enjoy the camaraderie and opportunity to network with each other at Chaîne events.
- It is widely believed that Chaîne membership brings out the best in culinary expertise, imagination, creativity and management. Chaîne proprietors often tend to hire others who have Chaîne experience, making membership a significant asset on the professional resume.
- The Chaîne participates in professional competitions. The Jeunes Chefs Competition & Young Sommeliers Competition are examples of this.



The Chaîne Plaque

The Chaîne seal, in the form of a plaque, is the symbol of the pledge our professional members make to dedicate themselves to "the standards of quality befitting the royal table."

Plaques do not belong to the individual restaurants, hotels, cruise ships, et cetera. They are distributed to professional members, not to organizations or establishments.



Plaques are, and always remain, the property of the Chaîne and, as such, are only “on loan”, for display purposes, to professional members in good standing. Plaques are distributed to professional member only with the approval of the local Bailli.

When a professional member who has a license to display a plaque moves, the plaque travels with him or her rather than remaining at the former establishment.

A professional member displaying the plaque must be a member in good standing and must normally be on premise at the location where the plaque is displayed. If the member fails to meet either of these criteria, the license to display the plaque will be terminated and the plaque recovered.

In the situation where a professional member is an owner or manager of a chain of restaurants the membership plaque is valid for only one designated restaurant.

The plaque can also be recalled at any time with or without cause. For example, if the establishment displaying the plaque does not maintain an acceptable standard of quality and excellence regarding cuisine, service and general dining experience, the license to display the plaque may be terminated by the Bailli Délégué or the local Bailli and the plaque recovered. The above applies to both professional plaques.

Local Bailliage

Establishing a Bailliage

A local bailliage (chapter) of Confrérie de la Chaîne des Rôtisseurs is a sub-unit of the Society operating within an assigned area of primary responsibility.

Often relying on recommendations and a personal visit with prospective members, the Bailli Provincial is usually the person who identifies the potential for a viable bailliage and encourages representative leaders to petition the Bailli Délégué to become a bailliage, as provided in Article VIII of the by-laws.

- In gathering a nucleus for this purpose, it is important to bring together as diverse a group of proposed members as practical, all of whom should have a common interest in good food, wine and fellowship, as well as a sincere desire to participate in the affairs of the Chaîne des Rôtisseurs. The group should include both non-professionals and professionals (representation of the area's outstanding chefs, maitre d' hotels, restaurateurs, hoteliers and purveyors of quality food and wines). It should be noted that our national by-laws do not permit membership in our society to be based on consideration of race, gender, political or religious belief.
- The Bailli (chapter president) of the new bailliage will be identified from the founding group by the pertinent Bailli Provincial (regional bailli) and his or her name will be recommended to the Bailli Délégué des Etats-Unis for appointment. After the Bailli is selected and appointed other Chapter Officers are selected by the Bailli to serve as provided the by-laws and the formation process proceeds.

Local Bailliage Officers (one of each)

Bailli
Vice Chancelier-Argentier
Vice Conseiller Gastronomique
Vice Conseiller Culinaire
Vice Chargé de Missions
Vice Chargé de Presse
Vice Chargé de Médias Sociaux
Vice Echanson

- In order to develop interest as well as to test the qualifications of prospective members, a bailliage in formation is encouraged to hold one or more organizational dinners, receptions or meetings prior to the formal Induction Dinner. As it is desirable for the Bailli Provincial (or Chambellan Provincial) and/or other National Officers to be present, invitations should be extended well ahead of time.
- Upon receipt by the National Administrative Office of at least fifteen completed applications for membership (unless fewer are specifically approved by the Bailli Délégué), as well as checks in payment of the initiation fees, current year's dues and the approval and recommendation of the Bailli Provincial, the Bailli Délégué will consider the formation of the new bailliage in accordance with the by-laws of the society

- At such time as is appropriate (and with the prior approval of the pertinent Bailli Provincial), a date, time and place should be arranged with a local hotel, restaurant or club, for the charter Induction Dinner and the National Administrative Office promptly notified. The Bailli Délégué, at his option, may be present personally to conduct the induction.

Responsibilities of Local Officers

Selection of the Officers (only one of each) of a bailliage is extremely important. Those named must be willing to work diligently and to assist and support the Bailli. The Officers generally are:

- **Bailli**, (elected by the membership) is in charge of all activities of the bailliage and works with a Board of Directors appointed by him/her. They are responsible for control of all business affairs of the bailliage, presides at all meetings and signs and executes all documents required of the bailliage. Represents the bailliage as a member of the National Council, reports, cooperates and communicates with the pertinent Bailli Provincial, Chambellan Provinciaux and other Regional Officers, as appointed. They must also maintain effective and accurate records of the affairs of the bailliage and see that all reports are issued on a timely basis.
- **Vice Chancelier-Argentier** is, in effect the Vice President and Treasurer of the bailliage who acts in the place and stead of the Bailli in the case of illness or absence. The Argentier is the administrator who handles the bailliage treasury and is responsible for the bailliage books and accounts.
- **Vice Conseiller Gastronomique** is a non-professional in charge of the menu selection and wines for bailliage functions. They consult with the Bailli, the Vice Conseiller Culinaire, Vice Echanson and the Menu Committee, if any. This officer must be very knowledgeable about both food and wine. In essence, this officer functions as Chairman of the Dinner Committee.
- **Vice Conseiller Culinaire** must be a food or service professional or other professional dealing with the procurement and service of food. Their primary function is the realization of the dinner, its ambiance, decor, decorations and menu consultation with the Bailli, the Vice Conseiller Gastronomique, the Vice Echanson and the Menu Committee. This officer coordinates the activities of the other professional members of the bailliage.
- **Vice Chargé de Missions**, at the request of the Bailli, undertakes special tasks such as membership and functions. They are involved in the development of bailliage policies and procedures. This officer is frequently in charge of the Membership Committee.
- **Vice Chargé de Presse** is in charge of public relations and communications for the bailliage and is responsible for press releases regarding Bailliage activities. They cooperate and communicate with the Chargé de Presse Provincial, and provide reports of the Bailliage activities, along with photographs, for possible inclusion in the National Bailliage's publication, *Gastronome*.
- **Vice Echanson** is in charge of activities, functions and administration relating to Société Mondiale du Vin. They assist in selection of wines for all bailliage functions and are generally responsible for the bailliage wine cellar, if any.

- **Vice Chargé de Média Sociaux** is in charge of social media and website of a Bailliage.

Whenever possible, the Bailli should delegate responsibilities to his/her officers. This will not only lessen his/her burden but will elicit the spirit of participation which is essential to any fraternal organization. Officers other than those listed above may be appointed by the Bailli and, with the officers listed above, constitute the Board of Directors of the bailliage.

Suggestions for special officers include bailliage scribe, legal counsel and photographer.

Annual meetings of the bailliage board of directors are required by the by-laws and are the most productive way to utilize and keep your group of leaders active. The most effectively run bailliaiges generally have boards shouldering a share of the planning and work necessary for success.

Management of the Local Bailliage

The Local Board of Directors, chaired by the Bailli, is the administrative and policy making arm of the bailliage. It ensures that overall planning and decision making is carried out and represents the Chaîne in the community.

By-Laws provide a chain of command and outline the general duties of the officers. Local boards should, however, exercise flexibility in making assignments so that they make the best use of the time and talents of their members.

Board meetings must be held as prescribed by the by-laws but may be held as often as needed. Good practice dictates that board meetings begin and end on time (written reports and proposals are important timesavers), require a quorum (specified in the by-laws) and be run according to parliamentary procedure (to save time and avoid confusion).

- **Structure** - Today, organizations of all types are experimenting with a variety of Board structures as they search for appropriate ways to achieve their goals. Most local Chaîne Boards continue to assign their Directors specific responsibilities, but some are doing away with such assignments and have established committees organized around concerns of an on-going nature (e.g., managing the local chapter's wine cellar), as well as short term priorities (e.g., increasing the number of professional members). Others are using a combination of individual assignments and committees.

How does a Board decide which structure is most desirable in any given year? Setting priorities should help determine which board structure will work best.

- **Setting Goals** - The following is a technique used by some Boards to set priorities. Each Director is asked to consider the bailliage's resources of time, money and people, and then make a list of several items the board member would like to see accomplished during the coming year. All the lists are recorded, with similar items combined, the Directors are then asked to jot down the three priorities they consider most important, ranking them 1-2-3 in order of importance. The goals with the lowest scores can be identified as priority.

This enables the Board to decide which structures and/or strategies will best accomplish its goals. It also helps the Board recognize the people or committees responsible for particular projects or activities, along with the timetable and cost to the bailliage, if any. Flexibility should be encouraged with different approaches given a chance. Periodic review should be made to evaluate progress, not only of the goals that have been set,

but also of the effectiveness of the board's own planning methods.

- **Involving the Membership** - Using a bailliage's "people" resources is an important key to successful bailliage management and should receive the Board's careful consideration. Members selected for Board positions should be individuals who have both the expertise to handle a particular office and the time and willingness to make the required commitment. Other members as well as directors should be invited to serve on whatever committees are formed. Encouraging the participation of capable, congenial members produces positive results: the work load is spread around so that no one is overly burdened, opportunities are provided to identify and encourage future leaders and increased support and enthusiasm are engendered among the general membership.
- **The Board and the Community** - It is important for a Board to convey its decisions, priorities and strategies to the membership. Informed members are most likely to be supportive and loyal, so it is important that the Board, through the Bailli, communicate frequently with the membership.

The Board should concern itself with the bailliaiges image within the community. The image projected will determine not only the type of member the bailliage attracts, but how culinary professionals respond to requests to host events.

A bailliage that has a well organized, active Board will find that it is in a position to respond to the needs of its members, meet its goals and achieve positive recognition in the community. The building of such a Board takes thought and time but such efforts are of inestimable value.

Membership Goals

- **Setting and Attaining Membership Goals** – Membership *is* the Chaîne. It is our lifeblood, our source of leadership, the visible testament to our being and success. A thriving membership doesn't just happen; it requires good planning and year-round attention.

Each bailliage needs to establish its own goals. A possible goal might be to maintain a knowledgeable, enthusiastic, balanced membership of professionals and non-professionals in order to successfully promote, foster and encourage the culinary arts.

After goals are set, policies need to be agreed upon (in conformance with the by-laws). Each bailliage should decide on its optimum number of members, taking into consideration among other things the capacity of suitable host facilities that exist nearby. However, a bailliage should never sacrifice the quality of its members to achieve some arbitrary growth target.

Questions to consider are:

- Do you need a separate Membership Committee to handle the screening of members?
 - If your membership is full or close to full, how do you manage a waiting list?
- **Attracting and Retaining members** - Chaîne events attract members, and members attract other members. Be sure your events stand out and that guests are made to feel welcome. Once members join, bailliaiges must work to retain them. Involvement is often the key, because involvement creates not only an understanding of the work that goes into making events successful, but also instills a sense of loyalty to the bailliage.

- **Professional Members** - To attract the best professionals in your community, you might wish to espouse the goal of admitting only those professional members who represent the finest establishments in your area and who are liked and respected in their professions. When soliciting a new professional member a personal visit by a member who knows the professional is recommended. To retain professional members, ask them to host functions on a regular basis, be sure your members are encouraged to patronize them and consider the scheduling of special functions only for your professional members.

Communication

- **Interfacing with the Bailli Provincial and other National Council Members** - The Society wishes to promote effective communication at all levels. A prompt response is a courtesy which we should always extend to one another; therefore, members are asked to respond to correspondence, fax messages, emails and phone calls from each other in a timely matter. Because the Bailli Provincial has an expanded voice through the Bailli Provinciaux committee, it is suggested that each Bailli communicate ideas to his/her Bailli Provincial on a regular basis.
- **Publishing a Schedule of Local Events** - Each local Bailli should publish a schedule of the bailliages events either annually, if possible, or at least 60 days prior to planned events. This is not to replace invitations to specific events, but to allow planning time for those involved. A copy of these schedules should be sent to all Regional Officers.
- **Develop a Local Website** - Websites are all about communication and are a wonderful way to communicate with your own members, to other bailliages in the United States, and to your confrères around the world. Here you can proudly note your bailliage accomplishments, provide an up-to-date listing of events you have scheduled, and give recognition to your professional members.

To succeed, what you need most is a dedicated person to develop a site for you. If you can find someone with the passionate interest, commitment to keeping your site current, you're well on your way. For more information refer to www.chaineus.org/resources/localweb

How to Become a Member

In those areas where a bailliage has already been established, membership in the Chaîne is by invitation only.

However, if a potential member is not acquainted with a member of the Chaîne, he/she may contact the Bailli or the National Administrative Office in order to ascertain current status of a particular chapter.

As a rule, two members must endorse an application for membership and the prospect must be approved by the Bailli of a local bailliage. Annual dues and the appropriate initiation fee must accompany each application forwarded to the National Administrative Office. Once forwarded to the National Administrative Office this person is then considered a member of the Chaîne.

Once approved, members are welcome to participate in local, national and international events. However, insignia of rank can be awarded only during induction ceremonies conducted by the Bailli Délégué or his authorized representative. Diplomas commemorating the ceremony are provided.

All members pay an initiation fee and annual dues. Special reductions are offered to spouses sharing a common mailing address, young members under the age of 30, full time culinary students at an accredited school of the culinary arts and to instructors at such schools.

Please note that because membership in the Chaîne is by invitation only, membership is not transferable from one person to another.

Processing Applications for Membership

There are three Forms of Applications used in the Chaîne, copies of which are included:

- Non-Professional Admission Form
- Professional Admission Form
- Promotion/Change in Grade Form

Each of these applications must be processed by the bailliage, be signed by the Bailli and sent to the National Administrative Office for approval by the Bailli Délégué. A check payable to “Confrérie de la Chaîne des Rôtisseurs”, in the requisite amount of fees and dues, must accompany each application.

If a couple is joining at the same time each person must complete their own application.

- **Non-Professional Admission Form** –a person seeking Non-Professional Membership* in an established bailliage must:
 - Complete, sign and date the form.
 - Have the form endorsed by two (2) sponsors who must be *members in good standing* in the Chaîne
 - Have the form signed by the Chapter Bailli.

This form may also be used if you wish to Reinstate a lapsed membership or if

you are transferring your membership from another country.

**A Non-Professional Member is classified as an amateur member who does not own or work in a business related to the hospitality industry and does not meet the criteria of a professional member as outlined below. All other professions and business sectors fall into this member category.*

- **Professional Member Admission Form** – a person seeking Professional Membership* in an established bailliage must:
 - Complete, sign and date the form.
 - Have the form endorsed by two (2) sponsors who must be *members in good standing* in the Chaîne.
 - Have the form signed by the Chapter Bailli.

Professional Member Admission Forms will require special attention so that the handling of the display plaque will be fully understood. It is the person who is a member and not the establishment who receives the plaque which remains the property of the Chaîne. Only members in good standing may display the plaque.

This form may also be used if you wish to Reinstate a lapsed membership or if you are transferring your membership from another country.

**A Professional Member is classified as a member who owns or works in either a hotel, restaurant, wine or food related industry such as a Hotel Owner, Hotel Director, General Manager, Chef, Vintner and Food Purveyor.*

- **Promotion-Change in Grade Form** -this form is used to elevate an existing member to a higher rank or office. It must be approved by the Bailli who states the reason for the promotion and forwards it, along with a check payable to the "Chaîne des Rôtisseurs", Bailli Délégué des Etats-Unis c/o National Administrative Office who gives final approval for the promotion.

Additional Membership Transactions

Reinstatement of Membership – A member who desires to reactivate a lapsed membership or a member whose dues are not paid prior to March of a given year must:

- Complete, sign and date an Admission Form (professional or non-professional).
- Have the form signed by the Chapter Bailli.
- Forward the form and fees (reinstatement fee & annual dues) to the National Administrative Office.

International Transfer of Membership – A member who desires to transfer a membership from another country to the United States Bailliage must:

- Complete, sign and date an Admission Form (professional or non-professional).
- Have the form signed by the Chapter Bailli.
- Forward the form and fees (international transfer fee & annual dues) to the National Administrative Office.

Domestic Transfer of Membership - While membership in a local bailliage is "by invitation only" it benefits the Chaîne des Rôtisseurs to have active communication between the Bailli of the member's last bailliage and the Bailli of the location to which the member is moving.

Any member recommended for Domestic Membership Transfer should be carefully considered

by the Bailli of the new bailliage. If space is not available, the member should be urged to maintain national "At Large" membership. Once a member is "invited" to join a new bailliage, the Bailli of the new chapter should notify the National Administrative Office in writing that the member has been accepted into their bailliage. The Bailli should also check with the National Administrative Office to make sure that the national dues are current for this member.

Additional Applications

- **Société Mondiale du Vin Application** – to be a member of the Société Mondiale du Vin, one must be a member in good standing of the Chaîne des Rôtisseurs. A person, professionally involved in the wine and spirits industry or an amateur connoisseur with special interest and knowledge of wine and crafted spirits, seeking membership in the Société Mondiale du Vin, must:
 - Complete the proper application.
 - Have the form approved by a sponsor member in good standing.
Have the form approved by the Bailli or a National Officer of the Société Mondiale du Vin.
 - Forward the form to the National Administrative Office along with the appropriate fees and dues.

Bailliage Business

Each bailliage is a small, not-for-profit entity. As such, each Bailli is encouraged to take some fairly simple steps to manage the financial aspects of the bailliage prudently. It is important that these steps be followed by the Bailli and the Vice Chancellor Argentier, as stewards of the funds, so that members of the bailliage can be assured that their funds are being well managed. This section of the manual is designed to give some guidance to Baillis in meeting the requirements as “President” and “Chief Financial Officer” of the bailliage.

Bank Accounts

Because the bailliage is an entity separate from the members of the bailliage, each bailliage should establish a bank account in its own name.

The bank will usually ask for corporate resolutions of the organization. These resolutions are provided in draft form by the bank and should be filled out by the Bailli and Vice Chancellor Argentier. The resolutions advise the bank that the organization has duly authorized the individuals named therein to be the signatories on the bank account.

As a matter of convenience, a bailliage is encouraged to have two officers with signing authority, usually the Bailli and the Vice Chancellor Argentier. This structure permits greater availability of signing officers in the event that one is not available. Moreover, it may provide for continuity when officers change.

Incorporating the Bailliage

Each bailliage is encouraged to organize and conduct its business as a not-for-profit corporation. Baillis should seek assistance from an attorney in his/her community. When questions arise, they should be directed to our Executive Director.

Insurance

The Bailliage des Etats-Unis maintains broad liability insurance coverage which insures all Chaîne members of the Bailliage des Etats-Unis when engaged in Chaîne activities. The insurance coverage also includes Liquor Law Liability and Product Liability. In addition, the Bailliage des Etats-Unis has a Group Accident Policy which covers any Officer (either local or national) while traveling on Chaîne business. The policies have limits and coverage is naturally subject to the terms, conditions and provisions of the particular policy.

The present Insurance Broker for the Bailliage des Etats-Unis is:

Leslie E. Nylund, CPCU
Chief Operating Officer
Mark Edward Partners
505 Park Avenue
New York, NY 10022

Tel: 212.813.8006
Cell: 917.399.8028
Fax: 212.813.8085

If a bailliage incorporates, Mark Edward Partners can add the corporation as a “Names Insured” to the Chaîne’s Liability Policy. Bailliages which have already incorporated and are on the “List of Participants in Group Exemption Application” are currently covered as additional

named insured. Additionally, the Chaîne maintains a “Directors and Officers” Liability Policy.

Any Bailli wishing a “Certificate of Insurance” or having questions should contact the National Administrative Office. If a bailliage has property it wishes to insure (such as a wine cellar), it must place the coverage itself.

Annual Meetings of the Bailliage

The By-laws of the Chaîne require that each bailliage hold an Annual Meeting of the Board of Directors of the Bailliage.

Bailliage Elections

In an effort to facilitate the election process for local bailliages, election materials have been prepared and are included in a separate section in this manual.

Financial Records and Reports

Bailliage’s are required, under section 8.6 of the By-laws, to prepare Financial Statements annually and distribute them to each member of the bailliage and to the Bailli Provincial. They should also be sent to the National Office each year. These statements are to be completed and distributed within ninety (90) days of the end of the fiscal year.

Bailliage’s are encouraged to use June 30th as their fiscal year end. The advantage of this date is that activities in the chapter are at an ebb and the preparation of Financial Statements are, therefore, easier.

Bailliage Finance

The Finances of the Local Bailliage

Each bailliage is obligated under the provisions of the By-Laws of the Chaîne to maintain financial records and prepare Financial Statements. Specifically, Section 8.6 states:

8.6 Financial Statements

The Bailliage shall have the Financial Statements prepared annually and distributed to each member and the Bailli Provincial within ninety (90) days subsequent to the close of its fiscal year.

The purpose of this section of the Manual is to assist Baillis in managing the financial aspects of the bailliage and to suggest a simple template for the preparation of Financial Statements.

The Financial Statements for a bailliage should be designed to be as easy to understand as possible. There are only three things that happen:

- 1. Money comes in;**
- 2. Money goes out; and,**
- 3. Some is left over (one ardently hopes)**

This section of the manual is set up around these events. If your bailliage is truly blessed and has an accountant as a member, the Bailli may wish to consult with her or him about the design of Financial Statements to meet the specific need of the bailliage. Just remember to keep it simple.

- **Money Comes In** - A bailliage will receive almost all of its funds from only two sources. Members will pay local dues annually, and guests will pay for functions. For the sake of simplicity and to assist the Bailli and Vice Chancellor Argentier in the management of the bailliage, the sources of receipts should be segregated in the bailliage's books of accounts or records. There is no need to have more than one bank account, but there is a need to keep track of receipts by source. Exhibit I (all exhibits are at the end of this section) illustrates a Cash and Check Receipts book. The book may be kept manually or, if you are so inclined, may be done on a computer using Excel or some other spreadsheet package. If your bailliage is very large you may even want to use a more sophisticated software package.

Dues Structure

Local dues may be used to cover a variety of costs. There are the administrative costs such as stationery, mailings, awards to chefs, Medals of Excellence to members, et cetera. Some bailliages also use an annual assessment and/or assessments to build the Bailliage's Wine Cellar. The selection of a level for local dues is entirely in the domain of the local Board of Directors. Local customs and conditions are variables that the local bailliage should consider in establishing a dues level.

The Bailliage may also wish to send dues notices out to its members towards the end of the calendar year to coincide with national dues notices. The value in the coincidence of the mailings is that membership lists are current for both the national and local Bailliage, and follow-up for those members who may be tardy is, therefore, easier. However, there is no requirement that the local dues notice coincide with the fiscal year-end of the Bailliage.

Tariffs from Events

Baillies are encouraged to treat each event as a separate “fund” in its accounts. Note: you do not need to set up a separate bank account for each event. Just keep a record of each event’s receipts.

- **Money Goes Out** -Money will be expended by the bailliage for a number of reasons, but in general, you can think of expenditures as falling into two broad categories:
 1. **Money spent on running the bailliage; and,**
 2. **Money spent on events.**

Money Spent on Running the Bailliage

The normal expenditures associated with running the bailliage would included things like postage, stationery, insurance costs, medals or medallions awarded to members or exceptional service and purchased for the wine cellar. While it makes sense to create some separate accounts for these different expenditures, there is no need to get carried away with the process. Exhibit II is a template that illustrates some of the expenditure categories you may wish to establish. Please note, however, that if you have a specific category of expenditure or even multiple categories that you wish to segregate from other expenditures, by all means do so. The purpose of the financial statements that result from these schedules is to help you understand where the bailliage stands financially.

Money Spent on Events

Just as you did for the funds that you received for events, you should segregate the expenditures on events. Here, too, you do not need to establish a separate bank account; just keep track of the funds in a separate account. Exhibit II illustrates this idea. Also.

- **Some is Left Over** - If all goes according to plan, at the end of the year your bailliage should have a balance in the bailliage bank account. The flow of funds is as follows:

Bank balance on July 1st
PLUS
Money that came in,
MINUS
Money that went out,
EQUALS
Bank balance on June 30th

Exhibit III is an example of a simple Financial Statement for a imaginary Bailliage. In fact, it is constructed from the imaginary transactions that were used in Exhibits I and II to illustrate “Money Comes In” and “Money Goes Out”. The only number that does not come from Exhibit I or Exhibit II is the opening bank balance. That number was created for the illustration.

On the extreme right hand column of the sample Financial Statement references have been added. These refer to the Exhibits from which the numbers were drawn. In the case of “Money Comes In”, all numbers come from Line 28 in Exhibit I. The references direct you to Exhibit I and the appropriate column. For example, the \$800 received from members attending the Bastille Daypicnic came from Exhibit I, column D.

In the case of "Money Goes Out", all the numbers come from the 28th line of Exhibit II. For example, the money that went out to pay for the Hunt Breakfast was \$580.00. This sum can be found on the sample Statement of Cash Flow and also on Line 28, Column I, Exhibit II.

	A	B	C	D	E	F	G	H	I
1	Exhibit I								
2	The Bailliage of Chagrin Falls								
3	Money Comes In								
4									
5									
6	Date	Source	Dues	Bastille Day Picinic	Hunt Breakfast	Induction Dinner	Fois Gras & Sauterne	Grand Dinner	Miscellaneous
7	2-Jul	Jones (4)		\$320.00					
8	2-Jul	Miller (2)		\$160.00					
9	4-Jul	Johnson (2)		\$160.00					
10	8-Jul	Goldman (2)		\$160.00					
11	5-Jul	Bank Interest							\$25.00
12	15-Sep	Lundgren (5)			\$375.00				
13	16-Sep	O'Hara (5)			\$375.00				
14	30-Oct	Simon (4)				\$600.00			
15	1-Nov	Graf (3)				\$450.00			
16	5-Nov	Scully (3)					\$150.00		
17	7-Nov	Koch (5)					\$250.00		
18	1-Jan	Cohen, John	\$75.00						
19	2-Jan	Garcia, Ron	\$75.00						
20	2-Jan	Connors, Ted	\$75.00						
21	2-Jan	Andersson, M.	\$75.00						
22	2-Jan	Salomon, Jack	\$75.00						
23	2-Jan	Mack, Tom	\$75.00						
24	2-Jan	DNR	\$75.00						
25	12-Feb	Nash (3)						\$375.00	
26	14-Feb	Palmer (2)						\$250.00	
27	15-Feb	Valenti (4)						\$500.00	
28		Totals	\$525.00	\$800.00	\$750.00	\$1,050.00	\$400.00	\$1,125.00	\$25.00

A	B	C	D	E	F	G	H	I	J	K	L	M
1												
2												
3												
4												
5												
6												
7	14-Jul	Allons Enfants					\$675.00					
8	14-Jul	De La Patrie					\$100.00					
9		(Music)										
10	20-Aug	Christies										
11	1-Sep	Staples			\$127.50							
12	25-Sep	Fairfax Hunt						\$560.00				
13	25-Sep	Photo-Pain				\$50.00						\$550.00
14	1-Oct	USPS nwslltr	\$16.27									
15	5-Nov	Grand Plaza							\$800.00			
16	5-Nov	Flowers etc							\$121.00			
17	10-Dec	Stuffed Goose								\$250.00		
18	20-Dec	Print Shop			\$28.00							
19	20-Dec	USPS-Dues	\$18.55									
20	20-Jan	USPS nwslltr	\$12.57									
21	25-Jan	Chaîne-Nat'l	\$125.00									
22	24-Feb	Eve's Flwrs									\$127.65	
23	24-Feb	Tallevnt									\$866.00	
24	28-Feb	Shutterbug				\$55.00						
25	1-May	USPS nwslltr	\$14.11									
26	24-May	Frenkel		\$127.00								
27												
28		Totals	\$61.50	\$127.00	\$155.50	\$105.00	\$775.00	\$560.00	\$921.00	\$250.00	\$982.65	\$550.00


Exhibit II
The Bailliage of Chagrin Falls
Money Goes Out



Exhibit III

The Bailliage of Chagrin Falls
Statement of Cash Flows
for the Year ended
June 30, 2005

		<i>Reference</i>
Bank Balance at July 1, 2004		\$624.41
		no ref
Money Came in For The Following Purposes		
Members' Local Dues	\$525.00	<i>Ex I col. C</i>
Bastille Day Picnic	\$800.00	<i>Ex I col. D</i>
Hunt Breakfast	\$750.00	<i>Ex I col. E</i>
Induction Dinner	\$1,050.00	<i>Ex I col. F</i>
Foie Gras & Sauterne Evening	\$400.00	<i>Ex I col. G</i>
Fgrand Diner	\$1,125.00	<i>Ex I col. H</i>
Miscellaneous	\$25.00	<i>Ex I col. I</i>
Total	\$4,675.00	
	\$5,299.41	
Money Went Out to the Following Reasons		
Postage and Mailings	\$61.50	<i>Ex II col. C</i>
Awards & Medals	\$125.00	<i>Ex II col. D</i>
Insurance	\$127.00	<i>Ex II col. E</i>
Office Supplies	\$155.50	<i>Ex II col. F</i>
Photographer	\$105.00	<i>Ex II col. G</i>
Bastille Day Picnic	\$775.00	<i>Ex II col. H</i>
Hunt Breakfast	\$580.00	<i>Ex II col. I</i>
Induction Dinner	\$921.00	<i>Ex II col. J</i>
Foie Gras & Sauterne Evening	\$250.00	<i>Ex II col. K</i>
Grand Diner	\$982.65	<i>Ex II col. L</i>
Additions to our Wine Cellar	\$550.00	<i>Ex II col. M</i>
Total	\$4,632.65	
Bank balance at June 30, 2005		\$666.76

Note: The Reference column is included for instructional purposes only and should not appear in the final report to the members.

Event Planning

Planning and Conducting Dinners

It is an indisputable fact that the degree of success of a bailliage is directly related to the quality of its dinners and other sponsored Chaîne events. As a rule, the highlight of the year is the Induction Dinner/Gala. However, many other types of functions are appropriate and enjoyed by members. These include formal and informal dinners at restaurants, buffets, wine tastings, picnics, less formal ethnic dinners, formal and informal dinners in members' homes, visits and tours of culinary and wine establishments, cooking classes, barbecues, et cetera. The key to a successful function is, of course, proper planning, proper promotion, proper execution and member participation.

Some aspects to be considered in the realization of a successful event are as follows:

- Dinner location
- Theme
- Wine pairing with the foods chosen
- Menu Planning
- Invitations
- Entertainment (e.g., musicians)
- Décor (including centerpieces)
- Cigars and digestifs (optional)
- Favors (optional)
- Accommodations for Inducting Officer
- Photographer

When possible, it is desirable to involve a wide segment of the membership in the planning and execution of local events. This involvement helps identify and train future leaders, and creates loyalty, pride and an understanding of the complexities of staging a Chaîne event.

Basic Rules for Dinners

At a Chaîne Dinner, except at the most informal functions, the following rules should be observed:

1. Smoking is absolutely prohibited until after coffee is served. This applies to the reception and usually even at outdoor events as well. Guests who desire to smoke are invited to retire to a designated area outside of the dining or reception area.
2. Water is served only upon request, and with the evolution of the strict driving/drinking laws, guests are encouraged to request water. However, to conform to tradition, water will not served unless requested.
3. Speeches are not permitted at Chaîne functions (except during the Induction Ceremony.) Short commentaries on food and wine, however, are appropriate, interesting and educational. The service staff should be instructed in advance to continue serving when narrations are underway. On the other hand, entertainment must cease during commentaries.
4. Hot courses should be eaten when served as this is the moment when the food should be at its optimum quality.

Guide for Dinner Planning

Menu Planning - If your bailliage or the host establishment has selected a theme, this will determine the type of food served. It is common practice to request that the chef propose a menu which can then be considered by the bailliage. The chef may wish to suggest wines, or the wine selection may be handled by the bailliage. If the bailliage has its own wine cellar, some or all of the wines may be selected from the cellar.

It is generally the responsibility of the Vice Conseiller Gastronomique and/or Dinner Chairman, in coordination with the Vice Conseiller Culinaire, to approve the menu and wines, although wine coordination is sometimes the responsibility of the Vice Echanson or Wine Committee chairman.

Pitfalls to avoid in selecting a menu and wines include:

- having a theme similar to one recently used
- duplicating flavors, textures and presentation styles within courses or from course to course
- selecting untried wines
- selecting wines which may prove unavailable

Pairing Dinner - It is often advisable to schedule a pairing dinner in order to try out the menu and wines and to see if any changes should be made based on the bailliaiges knowledge of the expectations of its membership. The test dinner should be scheduled sufficiently in advance of the event itself so that changes can be made and should include those most intimately involved with its planning. Having each participant make notes course by course can be helpful in arriving at a clear consensus and/or modifications to be considered/suggested.

Reception - The Reception, thirty to forty-five minutes in length, is an opportunity to develop a convivial atmosphere for the evening. It allows the members to get reacquainted and provides an opportunity to acquaint guests with the members. Unless the theme dictates otherwise, elegant hors d'oeuvres are usually accompanied by Champagne and white wine.

Event invitations - Informal events are often scheduled on shorter notice than formal events, but in any case, invitations should be mailed or emailed well ahead of time [no less than forty-five (45) days]. The invitation should include: date; times of reception, dinner and induction (if scheduled); place; type of event; attire; whether or not decorations are to be worn; price for members and guests (if different); how payment should be made and to whom the check should be sent; deadline for a response; information about guests (if allowed); eating information (if pertinent). "Your check is your reservation" is the usual policy.

Invitations take many forms, the simplest of which is a letter from the Bailli. Creative, well-designed invitations are increasing in use and are well received. Others may use evite or other software to create and transmit invitations.

Reservation Procedures and Dinner Seating - Reservation policies may be adopted to suit each bailliage's event. It should be specified if the event is for members only or if guests are permitted. Sometimes guests are permitted after a specified date if space is available. Your bailliage will want to decide if the fee for guests will be the same or greater than the fee for members and will you need to determine if moneys are to be collected in advance to guarantee a reservation. The latter is strongly advocated.

In the case of last-minute cancellations, moneys are usually not refunded unless replacements attend because the bailliage must pay the host establishment for a guaranteed number of attendees whether or not they actually attend.

The Bailli customarily handles seating but may delegate this task to others involved with the event. Bailliares should encourage fraternization among all members by rotating seating assignments rather than allowing members to indicate their own seating preferences. This practice also facilitates a more rapid assimilation of the new members into a bailliage. Members accompanied by guests, however, should be seated with their guest.

Room Arrangements, Seating and Table Decorations - Round tables of six or eight are considered by many to offer the best opportunity for conversation and service. Tables of four should generally be avoided if possible. A single long table, a U-shape, multiple long tables positioned like spokes in a wheel or any other creative configuration is also appropriate. Dias seating of the officers is not recommended. Assigned seating is always recommended at Chaîne events with the possible exception of casual ones.

The changing of seating assignments at a suitable time during the evening can provide interest, especially when many guests are present, or at joint events to promote the mixing of members and guests from other bailliares.

Flowers or other decorations should be either below or above the line of sight to facilitate optimal interaction.

Wine Service - The Wine Chairman should establish a wine menu as soon as the dinner menu is set and should be sure there is an adequate quantity for each course (Bailliares should keep records to determine the quantity of the wine their membership consumes).

Care should be used to avoid wasting wine. Carrying volumes of unconsumed wine away from the table for disposal is unfortunate and can be avoided, to some extent, if the staff communicates with the guests concerning wine service and glass removal. Staff should always ask before refilling wine glasses after the initial service and should always ask before removing any glasses containing wine (some guests like to retain their wines for subsequent comparison tastings). Waiters should be instructed to pour no more than four ounces at the initial service, regardless of the size of the glass.

Instructions to the Wait-Staff - Chaîne policies are designed to effect orderly food and wine service. As some of these policies may contradict the usual restaurant services practices, they should be discussed with the management and staff before the dinner takes place.

- Concurrent service is the ideal
- Staff should always ask before removing any glasses containing wine
- Staff should always ask before refilling wine glasses after initial service
- Service should be continued during wine and food commentaries
- If there is a question about a guest being finished with a course, waiters should ask before a plate is removed. When it is determined that the last diner has finished eating all plates should be immediately removed
- Staff should provide water when requested
- Except at ethnic or other events at which custom would dictate otherwise, it is recommended that seasonings (such as salt and pepper) not be placed on the table,

as Chefs take pride in properly seasoning their dishes

- Wine and bread (if any) which accompanies a course should be served before the food is placed on the table

Menus - Printed menus should be provided whenever possible. They convey information about the event, provide a written record for the Bailliage and individuals in attendance and set Chaîne events apart from those of other organizations.

The following should be included in every Chaîne menu:

- Full name of the organization (Confrérie de la Chaîne des Rôtisseurs, Bailliage des Etats-Unis)
- Name of the local Bailliage
- Date
- Name of establishment where the dinner is being held
- Complete menu (an English translation is helpful if the menu is in a foreign language)
- Complete listing of wines served, including vintages
- Important host establishment personnel (at least the Chef)

If possible, the following should be included as well:

- the Chaîne Seal
- rules of the Chaîne
- names of the Bailli Délégué and Bailli Provincial (whether present or not)
- national officers in attendance
- local officers whether present or not
- all those in attendance, including guests of honor
- inductees or members being elevated (if applicable)

Information about the food and wines and/or about the event theme is optional.

Take advantage of the many options available to achieve originality and diversity in your menus. For example, you may have a member who is good at original design and will create covers for your menus. Alternatively, reproduce art that is in the public domain on the cover. (You can safely assume that anything published 75 years ago or more is in the public domain.) The host establishment sometimes has covers they are pleased to have used. Also, formal menu covers with the Chaîne logo are available and can be ordered from the National Administrative Office.

Members can often be found who can generate menu copy electronically, thus making it possible to realize considerable savings. Specialty papers are proliferating and make an impact, as does the use of attractive typefaces that suit the occasion.

Commentaries and Printed Information - A short commentary about the food being served is often desirable, especially if extensive research has been done to plan the menu and to locate special ingredients. Such a commentary is usually presented by someone from the host establishment, the Vice Conseiller Gastronomique or the Vice Conseiller Culinaire and is scheduled between courses in such a way that it enhances the enjoyment of what is being served.

Commentary about the wines served is often given by a knowledgeable member or is shared by several members. In addition to commentary or in its place, bailliages sometimes include information about the food and wines as part of the printed menu.

Accolades - The staff responsible for preparing and serving the dinner should be invited into the dining room at the end of the evening (usually after the desert course is served) to be recognized and thanked. The Chef is usually asked to introduce the kitchen staff, and the Maitre d' or Captain is asked to introduce the wait staff. In situations in which the Owner, General Manager, Food and Beverage Manager or others in management are present, they should be invited to come forward to join those being thanked. If deemed suitable for the occasion, the staff should be poured a glass of Champagne or wine and toasted after being introduced.



The Bailli or Dinner chairman should express the bailliage's appreciation and may elect to award presentation plates, plaques, certificates of merit, and/or gifts to the Chef and to other members of the staff. The National Administrative Office has Chaîne pewter plates and china plates available as well as preprinted certificates of merit. Alternately, bailliage's may have these items designed themselves. Gift ideas include a special bottle of wine, a book on a relevant subject or a gift which ties in with the theme of the dinner. Sometimes gifts are presented to members of the bailliage who have helped with the planning of the event.

Publicity and Photographs - Local publicity calls attention to a bailliage and its activities and can result in attracting new Members.

Tips on getting publicized locally include;

- learn what it takes to get good media coverage
- find a special reason the media should be interested in publicizing your event
- investigate media contacts your host establishment may have
- when suitable, invite people from the media to your events
- provide well written background information on the event ahead of time to make it easy for the person writing the story.

Good photographs are essential. If possible, the services of a professional photographer should be engaged; otherwise, find a member with the interest, some experience and adequate equipment.

The Chaîne Foundation

The Chaîne Foundation is a tax-exempt organization and was originally established in 1993 in California and then moved to a New York corporation [an IRC §501(c)(3) entity]. It is a vehicle for supporting culinary educational programs in keeping with the goals of Confrérie de la Chaîne des Rôtisseurs Bailliage des Etats-Unis.

The Foundation relies upon the support of every member to carry out its work, which not only maintains the Chaîne as a leader in the culinary arts but also reflects the wishes of the vast majority of Chaîne members. Together, we are joined in the mutual belief that we, who are the fortunate beneficiaries of the artistry of great chefs and the exquisite palates of outstanding winemakers, have a responsibility to ensure that there will be great chefs and winemakers in the future.

How the Foundation is governed

The Foundation is governed by a Board of Trustees comprised of eleven individuals appointed by the Bailli Délégué annually, and includes the Foundation Chair, who also serves as a Director of the Chaîne des Rôtisseurs, Ltd., a New Jersey Corporation.

How the Foundation is supported

The Foundation is supported mainly through the voluntary check-off that accompanies dues notices. During the past years, 80% of Chaîne members chose this method of support, making these funds the mainstay of the Chaîne's fund raising efforts.

The Foundation Auction, held each year at the time of the National Council Meeting, provides another opportunity for members to participate. Members may contribute or purchase trips, hotel stays, dining experiences, rare bottles of wine, or high-quality products associated with food and wine. Items are listed in an auction catalog thus providing important benefits to the corporate donor whose logos are used as part of the descriptive text.

Legacies specified in wills also provide monetary support for the Chaîne Foundation and are tax deductible.

Local baillages are urged to encourage their members to embrace these efforts.

How Foundation monies are spent

Each year the Foundation's Board meets to decide how funds will be spent. Major grants have been made to The Culinary Institute of America, Johnson & Wales University, the Department of Viticulture and Enology at the University of California, Davis the American Academy of Chefs, and many other educational institutions.

In addition to continuing to give to the USA's leading schools, the Foundation makes grants to educational institutions selected by local baillages participating in the Foundation's Matching Fund program. It also makes contributions to schools hosting national and regional young chef competitions.

Since 1993, the Foundation has made scholarship grants of more than \$4,000,000 to over 60 qualifying schools.

The term "Chaîne Scholar" The Chaîne Scholar program was designed to underwrite educational expenses of especially promising professionals, our next generation of leaders in the food and hospitality industry.

The term Chaîne Scholar is the designation given to scholarship recipients each of whom must meet high scholastic standards and possess the attributes and attitudes which reflect the very best in professional standards, dedication, and commitment.

The Foundation's Matching Fund Program

On January 17, 1997, the Board of Directors voted to provide matching funds up to \$1,000 for those bailliages that raise funds for the support of educational institutions of their choosing that function as 501(c)(3) entities.

Types of programs that qualify for Matching Funds

A bailliage might give funds, earmarked for scholarships, directly to a school and ask the school to select one or more recipients. If the school is local, the bailliage has an opportunity to establish close ties with the administration and teachers.

One bailliage works closely with two area schools that have culinary arts programs. Particularly talented students are selected who join the Chaîne in the student category of Rôtisseur. These student members often help in the kitchen at Chaîne events. When such students are in need of scholarship help, the local bailliage makes funds available it raises through special fundraising projects. This program qualifies for matching funds.

Another bailliage makes available full or partial scholarships to local, qualified candidates in financial need so that they may enroll in continuing education courses at a particular school. The portion contributed by the bailliage is paid directly to the school, thus qualifying for matching funds.

It is both desirable and appropriate that a student receiving a scholarship bear a special designation, such as Chaîne Scholar.

Bailliages and the Matching Fund Program

Many bailliages raise funds by hosting fund raisers, such as auctions, where there is sufficient value received for the contributions made but there is no possibility of deductibility for the donor.

In this case, the funds collected may be in any form (checks made out to the bailliage, for example). Such funds qualify for matching as long as the overall program qualifies, although individual donors cannot expect their contributions to be tax deductible.

To ensure that your members' contributions are deductible for income tax purposes, their funds must be given to a qualified educational institution that functions as a 501(c)(3) entity. Once this status is determined, by having the 501(c)(3) provide its identifying number, it is essential that donation checks are written to a 501(c)(3). This can be accomplished in two ways:

- checks are written to the educational institution; or
- checks are written to the Chaîne des Rôtisseurs Foundation

In the first instance, you need only send photocopies of the checks, made out to the educational institution, to the National Administrative Office. The Office will prepare a check for the matching funds and send it directly to you for presentation to your educational institution.

In the second instance, the checks (payable to the Chaîne des Rôtisseurs Foundation) should be sent to the National Administrative Office. The Office will return to you a check in the amount of the sum of your contribution plus the match. You can then make the presentation to the educational institution.

In order for your members' contributions to be tax deductible for income tax purposes, it is imperative that your members' checks should NOT be made out to the Chaîne or to your bailliage. Neither the Chaîne itself nor your bailliage is a qualified 501(c)(3). Donations funneled through either the Chaîne or the local bailliage will not be deductible for personal income tax purposes.

Benefits to Bailliages that have a Matching Fund Program

Such programs visibly demonstrate our commitment, at all levels, to the education of those in the culinary arts, viticulture, and hospitality industry.

The existence of a formal program creates a strong bond between a bailliage and its professional members, providing professional members a strong incentive to support the Chaîne and the local chapter.

Scholarship recipients are often willing to demonstrate what they have learned to members of the bailliage.

Bailliage members have the opportunity to get to know the scholarship recipients and are in a good position to identify and encourage qualified individuals to compete in the Chaîne's Young Chef Competition.

The Matching Fund Program Application Process

Information about the process may be obtained by contacting the National Administrative Office.

Inductions

Scheduling and Preparations

Dates for inductions are arranged by the Bailli of a bailliage in consultation with the Bailli Provincial and should be scheduled at least three months prior to the date. The Bailli Provincial must approve a proposed date. It is then the duty of the Bailli Provincial to advise the National Administrative Office that an induction has been approved for a given Bailliage on a given date. The Bailli and Bailli Provincial will also consult about who will be the Inducting Officer. A Bailli may make a request to any National Officer or one of the Chambellan Provinciaux from their region to conduct the Induction, subject to the approval of the Bailli Provincial. The Bailli Délégué des Etats-Unis, however, may elect to personally conduct any induction ceremony.

By tradition, International Officers and Bailli Délégués of other countries are permitted to participate in our ceremonies, but this should be discussed with the Bailli Délégué prior to such arrangements being made.

Ribbons and the Gold Page (Livre d'Or) will be prepared and sent from the National Administrative Office provided they have been advised by the Bailli Provincial that an Induction has been approved. The National Office must receive a list of names of the individuals to be inducted and of those to be elevated at least twenty (20) days prior to the scheduled date (even earlier when possible). Payment of all induction fees and dues for new members and promotion fees for elevations must have received by this time as well. The National Administrative Office will not prepare Gold Pages without a proper list from either the Bailli of the Bailli Provincial.

- Local Bailli consults with Bailli Provincial for proposed date of induction.
- Bailli Provincial and/or Bailli notify National Administrative Office of induction date.
- Bailli provides list of inductees to National Office 20 days prior to induction.
- All applications/promotions and payments must received by National Office prior to induction.
- National Office sends all ribbons, diplomas, plaques and gold page to the Bailli.

Optimally, the induction ceremony should precede the reception so that inductees will have an opportunity to display their newly awarded decorations at the reception and the inducting officers can enjoy the reception free of the responsibility of the induction activities. Alternatively, the induction may be scheduled after the reception. In either case, sufficient time should be allocated for the ceremony and inductees should arrive in ample time for orientation and preparation.

The Bailli should communicate in advance with the inducting officer regarding the arrangement of the room in which the ceremony will take place and any special requirements of the inducting officer. As a rule, the inducting officer provides the implement (sword/spit) for induction and the Chaîne banner (upon request) unless the bailliage has its own banner. The Bailli has the responsibility of being certain that bailliage officers are assigned to perform various duties, as required. A public address system should be made available for the inducting officer's use.

Inductions are national events and the Baillis should offer, through neighboring Baillis, to welcome members from adjoining bailliages needing induction on a space available basis. It is important to schedule inductions if the Bailliage has several inductees unless a National Officer or the Regional Bailli is to be in the vicinity anyway.

Induction Protocol

The inducting officer and his companion should be introduced to as many members as possible and should be seated at a table of distinction during the dinner. The inducting officer should be invited to conduct the accolades of the evening.

Inasmuch as it is most often the Bailli Provincial who is the inducting officer (and since the Bailli Provincial will probably not visit a Bailliage more than once a year), it is suggested that the Bailli Provincial schedule and meet with the local Bailli and the Bailliage's officers during the time of the Bailli Provincials visit.

Expenses of the Inducting Officer

Transportation costs are reimbursed by the National Office based on the current Expense Reimbursement Policy. The cost of overnight accommodations at a first-class hotel (standard or better rooms) is borne by the Bailliage for the night of the induction and other nights if a longer stay is requested by the Bailliage. Also absorbed by the local bailliage is the cost of the induction dinner for both the inducting officer and his/her companion. It is appropriate for the local Bailli to furnish transportation from the airport to the hotel and to and from the induction dinner or other events, and the return to the airport.

Room Arrangement

For the induction ceremony, a separate room is preferred. It must be of sufficient size to accommodate seating for all inductees, members and guests in attendance. Chairs should be provided for the inductees and placed in front of the other guests, facing the Inducting Officer. Guest of the inductees should remain in the audience and not be seated with the inductees.

The Chaîne banner should be suspended behind the platform or area where the Inductee will receive his or her decoration to act as a background for the photograph and as a prop for the inducting officer's explanation of the Society's Coat of Arms. Care should be given to selecting a banner location without a lot of competing wall decorations.

A draped table of adequate size to accommodate all ribbons/decorations should be placed to the left side of the platform. A similar table should be placed on the opposite side of the platform, on which the Gold Page and a pen will rest and where the inductee can affix his/her signature after being formally inducted. The decorations should be arranged in the same order as the listings on the Gold Page to prevent confusion when the decorations are passed to the Bailli.

Induction Procedure and Pledge

National and/or Bailliage officers will assist the inducting officer and the Bailli with the ceremony. It is appropriate to have one officer in charge of selecting and passing the decorations to the Bailli on the platform, another officer to read the names of the inductees from the registry and another officer to have the responsibility of making certain each inductee signs the Gold Page. If National Officers are in attendance, they will be given an opportunity to assist in the ceremony in place of local officers.

The proper order of the ceremony is inductions first, in the sequence Ecuyers, Chevaliers, Dames; then Professionals, in the sequence Chef Rôtisseur, Maître de Table. Next come Elevations, in the sequence Bailli, Vice Chargé(e) des Medias Sociaux, Vice Chargé(e) de Presse, Vice Chargé(e) de Missions, Vice Echanson, Vice Conseiller Culinaire, Vice Conseiller Gastronomique, Vice Chancelier Argentier, Officier, followed by Professional elevations. In general, elevations go from lowest ranks to the highest, with the exception of the naming of a new Bailli. Elevating the new Bailli first enables this person to participate as Bailli in the remainder of the ceremony.

To begin the ceremony, after all Inductees are seated, the Bailli should introduce the inducting officer to the assembled candidates, members and guests. The Bailli may wish to give an explanation of the inducting officer's title, background or other pertinent biographical information.

The inducting officer will then speak briefly about the history and current activities of the Chaîne, after which the new members will be asked to stand for the recitation of the Chaîne Oath. Members being elevated or reinstated need not repeat the Oath and may remain seated at this time.

The inductees are asked to raise their right hands and repeat after the inducting officer the following Oath of the Confrérie de la Chaîne des Rôtisseurs:

"I pledge that as a member of the Chaîne des Rôtisseurs I will at all times honor the art of cuisine and the culture of the table. I pledge to always fulfill my obligations of fraternity and of respect for my fellow members of the Chaîne des Rôtisseurs."



The above Oath may be modified at the discretion of the inducting officer.

The names and titles of the candidates are then read one at a time by the calling officer in charge in the same order as listed on the Gold Page. As his/her names are called, the candidate approaches the platform to face the inducting officer in front of the Chaîne banner. The Bailli then places the appropriate decoration on the inductee, gives the appropriate accolade or handshake, the inducting officer then pronounces the statement of induction. The inducting officer then shakes the candidate's hand and/or gives the fraternal greeting and welcome's him/her to the Chaîne fellowship. The new member then proceeds to the table holding the registry, signs the Gold Page and returns to his/her seat. With the inducting officer's approval, this procedure can be enhanced as the situation demands or is desired.

The photographer should be instructed to photograph each participant when the sword is placed on the shoulder away from the photographer to prevent obstruction of the inductee's profile. If feasible, the Bailli should be positioned to allow the photographer to include both the Bailli and the banner in the photograph. Both inductee and inducting officer should be at an angle so that, the position of their faces are in full view for the photograph.

Notwithstanding the above, the inducting officer controls and directs the Induction Ceremony as he/she sees fit according to the circumstances.

Once the induction is over, the Bailli should make sure that any unused induction materials or items loaned from the National Administrative Office are gathered together and kept in a safe place until the end of the evening. The materials should then be shipped back to the National Administrative Office along with the signed Gold Pages. It is very important that the Gold Pages be returned promptly in order for the official induction date to be recorded.

Honors and Regalia

The Confrérie de la Chaîne des Rôtisseurs is a society rich in tradition and ceremony and encourages the use of awards to recognize deserving individuals. A list of items available through the National Administrative Office can be viewed at www.chaineus.org.

Longevity Honors

- Any member of the Chaîne who achieves twenty years of continuous membership is awarded the **Commandeur** pin. The Bailli should arrange this with the National Administrative Office and present it at a scheduled event since this is a great distinction for a member.
- Any member of the Chaîne who achieves thirty years of continuous membership is awarded the **Officier Commandeur** pin. The Bailli should arrange this with the National Administrative Office and present it at a scheduled event since this is a great distinction for a member.
- Any member of the Chaîne who achieves forty years of continuous membership is awarded the **Grand Commandeur** pin and is no longer subject to national dues. The Bailli should arrange this with the National Administrative Office and present it at a scheduled event since this is a great distinction for a member.

Awards for Service

- The Bailli of each Bailliage may award one **Bronze Star of Excellence** or one **Bronze Mondiale Medal of Honor** per year to a deserving primary member of that bailliage. These awards may be made at any scheduled event. A Bailli may not award these medals to himself/herself. An application and fee is required for this award and can be obtained from the National Administrative Office.
- A Bailli Provincial may award a **Silver Star of Excellence** or **Silver Mondiale Medal of Honor** to deserving Baillis who have completed three years service in that position. It is to be awarded for outstanding service and is not automatic. A Bailli Provincial may also award a Silver or Bronze Star of Excellence or a Silver or Bronze Mondiale Medal of Honor to Regional Officers or members holding primary membership in his/her region, and who have distinguished themselves by performing outstanding service to the Region. It can not be awarded to members in another region. This award may also be presented by the Bailli Délégué des Etats-Unis. An application and fee is required for this award and can be obtained from the National Administrative Office. The Bailli Provincial is limited to one Silver Star of Excellence and one Silver Mondiale Medal during each fiscal year. The approval of the Bailli Délégué des Etats-Unis is required for additional stars/awards.
- The **Gold Star of Excellence** and the **Gold Mondiale Medal of Honor** is the exclusive prerogative of the Bailli Délégué des Etats-Unis. Recommendations for these awards may be made by the Bailli Provinciaux. An application and fee is required for this award and can be obtained from the National Administrative Office.

Publications

The Chaîne's publications are designed to effectively and efficiently circulate information to Chaîne members. These reflect their concerns and interests and reinforces the Chaîne's position as a leader in support of the gastronomic arts.

Policy is set by a Publications Committee, which meets on a regular basis and is comprised of both Board Members and Ex-Officio Members to provide a broad cross section of the membership and its interests.

High standards of presentation and readability are applied to all publications, and budgets are thoughtfully established and approved by the National Board of Directors. Volunteer efforts are welcomed and encouraged, with publishing professionals engaged as necessary.

Gastronome Magazine

Gastronome is the organizations direct link with its members. Published two times a year, along with the e-mail *Gastronome Extra!* magazine published two times a year, record the full range of Chaîne activities. Bailliage activities are the highlight of each issue, with reports and photographs furnished by individual bailliages. Regional, national and international Chaîne events are publicized as well, indirectly providing, along with the local events, a source of ideas for those involved in planning events. Local Vice Chargé de Presses and Chargé de Presse Provincial play a key role in the success of this publication.

Vice Chargé de Presse are in charge of public relations and the communication of bailliage events. They work with photographers during events to ensure that suitable photographs are taken and prepare reports of events after they have taken place. Following the guidelines provided to them and mindful of deadlines, they compile requested materials and submit them to the appropriate Chargé de Presse Provincial.

Chargé de Presse Provinciaux assist the Chargé de Presses des Etats-Unis and the Publications Committee by keeping in close touch with the local Vice Chargé de Presse to ensure that bailliages within a region are well represented in the magazine. Their responsibilities include writing, editing and putting stories onto a CD-ROM. They also are available to help the Bailli Provincial with regional publicity.

Bailli Election

Please refer to Section 6.7 of the by-laws and the procedural rules for Bailli Elections on our website which mandates the complete election procedures.

The by-laws state, "Each Bailliage shall hold an election for Bailli at a duly convened meeting, where a majority of the members of that Bailliage are present (in person or by proxy) during the month of March every third year.'

Election Years: 2008, 2011, 2014, 2017, 2020 etc.

Procedural Rules for Bailli Elections

I. Preamble

- a. Inasmuch as the majority of Bailli elections are uncontested, the purpose of these Procedural Rules are threefold: (1) To simplify the election process for those bailliages which have only a single candidate for the office of Bailli; (2) To insure fairness where there are contested elections by providing a secret absentee voting procedure and by prohibiting premature solicitation of votes; and (3) By providing a more expeditious method for the national Board of Directors to deal with unexpected election problems and make corrective changes in the Rules or Principles.

II. Timetable

- a. In early January of each election year, the National Office shall send a letter to each Bailli inquiring whether he/she intends to run again or whether the then serving Bailli will nominate another. Responses must be sent to the respective Bailli Provincial and National Office within 14 days of the date of mailing the letter, naming the nominee, if any, in which case it must be with the nominee's consent. The Bailli Provincial shall then promptly notify the National Office of the local Bailli's decision.
- b. All responses of Baillis stating an intention to run for re-election or that of the proposed nominee for Bailli must be received by the Bailli Provincial of the respective province and in the National Office no later than January 31 of the election year.
- c. In early February of the election year, the National Office shall notify all members of a bailliage of their Bailli's intent and that any of them can nominate another (with that person's consent), which nomination must be in writing, signed by the person proposing the nomination and bearing the written consent of the nominee to stand for election, and sent to the Bailli Provincial no later than February 20. The Bailli Provincial shall then notify the National Office *before* March 1 of the election year of all nominations or whether there are no additional nominations.
- d. Any person seeking election/re-election to the position of Bailli shall send to the National Office a certification in accordance with the form attached to these rules and make disclosures as required on that form. This certification shall be coincident with the communication about re-election or statement of candidacy for office of Bailli and shall be deemed re-stated as of the date his or her election becomes effective. The Bailli candidate has an obligation to disclose to the members anything to which he/she cannot certify as required.
- e. As of March 1 of the election year:

- i. If there is only one candidate for Bailli, the National Office shall send a letter to the members of the Bailliage notifying them that no formal election will take place in the bailliage, the single candidate being deemed elected with his or her new term to commence on the next succeeding July 1 and run for three (3) years.
- ii. If there are two or more candidates, the National Office shall notify all members of the bailliage of the names of the candidates and the fact that a formal election will take place in April of that year, and that solicitation of votes is prohibited until a specified date allowing members to be made aware of all candidates prior to solicitations for votes, and all solicitations must be in conformity with the Rules.

III. Election Procedure

- a. Promptly after notification that there will be a formal election, the Bailli Provincial and Bailli, with the consent of each candidate, will select the date, time and place of the election. In absence of an agreement the Bailli Provincial shall make the determination. The date so determined must be communicated to the Bailli Délégué and Executive Director no later than March 31 of the election year.
- b. Each candidate shall have the right to appoint one Inspector of Election and that appointment must be communicated to the Bailli Provincial of the respective region and the Executive Director no later than April 7 of the election year.
- c. Approximately March 15th of the election year, the National Office shall notify all members of the date, time and place of their bailliage's election, enclosing the official forms of proxy/absentee ballot (to comply with New York law) and appropriate special envelopes and providing instructions regarding how they are to be transmitted to the National organization. Only the official forms of proxy/absentee ballot which are duly returned to the National Office in accordance with those instructions will be valid. They may not be returned by other means to the site of the election.

The notification from the National Office shall advise the members of the deadline for receipt by the National Office of the official forms of proxy/absentee ballot. For voting purposes, the date for determining National membership in good standing shall coincide with the day preceding mailing by the National Office of the proxy/absentee ballots to the members of the Bailliage. Any proxy/absentee ballots received by the National Office after the deadline shall be invalid as proxy votes, the members' sole recourse being to vote in person at the place of the election, provided they were members in good standing on the aforesaid membership determination date. The deadline for receipt by the National Office of the completed proxy/absentee ballots shall be set at approximately seven (7) days prior to the date of the election. All special mailing envelopes, containing completed proxy/absentee ballots, received on or before the stated deadline will be sent by the National Office, still sealed, by overnight delivery to the appropriate Bailli Provincial, who shall have the responsibility for delivering the sealed mailing envelopes to the Inspectors of Election at the site of the election. If the Bailli Provincial cannot personally deliver (via hand delivery or an overnight delivery service such as FedEx the sealed mailing envelopes to the site of the election, he/she may delegate this responsibility to another National Officer or Provincial Officer in his/her province. The sealed mailing envelopes are to remain unopened when they are delivered to the Inspectors of Election at the site of the election. To the extent practicable, the National Office should assemble and send the sealed mailing envelopes to the Bailli Provincial immediately after receipt by the stated deadline along with a list of the names of the members eligible to vote.

- i. Under New York law, in a New York Not-For-Profit Corporation, members may vote only in person or by proxy.
- ii. Therefore, an absentee ballot may not be voted by a member not attending the election in person unless structured as a proxy (here naming the Inspectors of Election as proxies). The completed ballot is placed in a special Ballot Envelope and sealed. The sealed Ballot Envelope, together with a separate restricted proxy form signed by the member, is then placed in an outer envelope addressed and mailed or delivered via an overnight delivery service (i.e. FedEx and UPS) to the National Office. The restricted proxy requires the proxies to cast the member's vote according to his or her choice as

indicated in the sealed Ballot Envelope.

d. At the formal election, after all persons voting in person have cast their ballots and deposited them in the ballot box, the Inspectors of Election shall open the outer envelopes, checking to make sure that the absentee ballot is not from one who has voted in person. The proxy form with the voting member's signature is then set aside to evidence the fact that his or her vote is being cast as instructed by the proxy form. The special Ballot Envelopes, still sealed, are then placed in the ballot box. The Inspectors of Election open the ballot box, remove the ballots from their Ballot Envelopes and count the absentee votes together with votes cast in person. When all votes have been tallied, the Inspectors of Election announce the results of the election.

e. In the event there are more than two (2) candidates for an office and no one candidate garners more than 50% of the total vote, then there shall be a run-off election between the two candidates who have secured the most votes. A run-off election shall require new ballots and voting proxies being transmitted and scheduling appropriate dates for receipt and counting of ballots as above-described. However, the eligible voters shall be the same as those determined in accordance with the rules stated above.

f. Immediately following the election of the Bailli, the Inspectors of Election, together with one other bailliage officer, shall file with the Argentier des Etats-Unis and with the pertinent Bailli Provincial a certificate designating the elected Bailli and confirming that the election was held in accordance with these Procedural Rules.

g. The above procedures relate to the election of Baillis that occurs every third year during the normal election process. However, there are interim situations that occur from time to time where changes in Bailli have and will occur and different procedures are applicable and need to be stated.

i. In the event of the death of a Bailli, the actions to be taken are as follows:

1. The Bailli Provincial of the Region in which the Bailliage is located shall recommend to the Bailli Délégué and discuss with him/her a person to be appointed to the position of Acting Bailli, and shall have obtained certification (such as for a candidate for election) and the required disclosures;

2. The Bailli Délégué shall appoint an Acting Bailli and provide directions to the National Office regarding mailing notice to all members of the Bailliage about the appointment and the election process;

3. Under ordinary circumstances, the time allowed following the initial mailing of notice is 21 days, although it may be shortened by the Bailli Délégué to 10 days to satisfy exigent circumstances or approval to the process described in III below may be given by him/her; and

4. Absent nomination of another member (other than the person appointed by the Bailli Délégué as the Acting Bailli), after the expiration of the time stated in 3. above, the title of the Acting Bailli shall change to Bailli and notice shall be sent to members of the Bailliage regarding same.

ii. In the event of the resignation of a Bailli with an immediate effective date or a date other than the expiration of his/her term of

office, or the removal of a Bailli by the Board of Directors, the procedures identified in i. above, numbered 1 – 4 shall be followed.

iii. If authorized by the Bailli Délégué, an alternative procedure for either i. or ii. above is that a vote may be taken at a meeting of the members (which may precede an induction event and have immediate effect), following the below listed procedures:

1. A notice letter shall be sent to the members of the Bailliage stating that the Bailli has died or resigned and that an election will be held immediately preceding the induction event of the Bailliage and identifying the candidate to be promoted to Bailli and that the unanimous consent of members is desired;
2. The notice to Bailliage members shall state that absent written objection to the person named in the notice that he/she shall become Bailli via unanimous consent of the members immediately preceding the scheduled induction event and the vote of each member is deemed to be an affirmative vote for the election of the identified person absent written objection being received by the Bailli Provincial, National Office, or Bailli Délégué more than 24 hours in advance of the induction date and time; and
3. The named person shall become the Bailli and be deemed elected and promoted to fill the balance of the term of the deceased or resigned Bailli.

Upon expiration of the time stated in i., ii., or iii. above, as applicable, the title of the Acting Bailli shall automatically change to Baill.

National Officer & Bailli Provinciaux Elections

For National Officer and Bailli Provinciaux election procedures please refer to the Procedural Rules located on the website. The Rules are created by the Election Committee and approved by the Board of Directors and must be followed.

English Pronunciation of French Terms

Argentier are john tea yea	du dew	Pair pare
Bailli bye yee	Echanson Ay shan sohn	Presse press
Chambellan shahm beh lahn	Ecuyer A kwee yea	Présumptif pray zum teaf
Chancelier shan sell ee yea	Gastronomique gas tron oh meek	Professionnel(s) pro fess see oh nell
Chargé(e) shar jay	Général jhen nay rahl	Provincial(e) pro van see al
Chevalier sheh val yea	Grand grahnd	Provinciaux pro van see oh
Confrère cone fray er	Grillardin gree yar dahn	Rôtisseur(s) row tea sir
Conseiller cone say yea	Honoraire own oh rare	Société sow sigh it tay
Consul cone soule	Hôtelier ho tell yea	Table tahb leuh
Culinaire coo lee nair	la lah	Traiteur tray tour
Dame dahm	le leuh	Vice veese
de deuh	Maître meh treh	Vin van
des day	Missions mi see own	
Délégué day lay gay	Mondiale moan dee al	
Directeur dee rec tur	Officier oh fee see yeah	

National Officers

Bailli Délégué des Etats-Unis (National President): The Chief Executive Officer (Consul General, Société Mondiale du Vin and Chancelier General, Académie de Gastronomie Brillat-Savarin), and shall preside at all Meetings of the National Council and of the Board of Directors. The range of duties and scope of authority delegated to (and vested in) the Bailli Délégué shall be as established from time to time by the Board of Directors in furtherance of the primary mission of achieving, directing and supervising execution of the Board's policies.
Ribbon: Gold medal and chain on a green ribbon with gold braid.

Chancelier des Etats-Unis (Executive Vice President): Shall perform the duties of the Bailli Délégué during his absence or incapacity and shall be responsible for membership development and such other duties as may be assigned by the Bailli Délégué from time to time.

Ribbon: Gold medal and chain on a blue ribbon with gold braid.

Argentier des Etats-Unis (Secretary-Treasurer) and his designees shall be charged with the collection of all funds of the Society (including all fees and dues) and the keeping and maintenance of the minutes of all meetings of the Board of Directors and National Council. He shall supervise the payment of all bills and the maintenance of the accounts of the Society; report thereon at each Regular and Annual Meeting of the Board of Directors and of the National Council; and, shall cause to be distributed to the members of the National Council the Annual Audited Financial Statements prepared by the Society's Certified Public Accountants. He shall have general oversight responsibility (in concert with the Bailli Délégué) of the administration of the National Administrative Office.

Ribbon: Gold medal and chain on a blue ribbon with gold braid.

Chargé de Presse des Etats-Unis: Shall be in charge of press relations and publisher of all Society publications under the direction of the Bailli Délégué and Board of Directors and be responsible for regular communication with other National Bailliages and the International Society to ensure inclusion of news about the Society in appropriate international publications. He/She shall serve at the pleasure of the Bailli Délégué; provided however, the incumbent's term shall automatically expire upon that of the appointing Bailli Délégué.

Ribbon: Gold medal and chain on a blue ribbon with gold braid.

Conseiller Gastronomique des Etats-Unis: Shall be responsible for the planning, coordination and realization of all Director and National Council Meetings.

Ribbon: Gold medal and chain on a blue ribbon with gold braid.

Conseiller Culinaire & Professionnels des Etats-Unis: Shall coordinate the Jeunes Commis Rôtisseur program and be in charge of developing and supervising new programs of benefit to students of the culinary arts and shall coordinate the activities and enhance the reputation of the Society's Professional Membership and be in charge of developing and supervising new programs of benefit to said Members. This office must be held by a professional member.

Ribbon: Gold medal and chain on a blue ribbon with gold braid.

Grand Echanson des Etats-Unis, Société Mondiale du Vin: Shall organize, coordinate and administer the activities of Société Mondiale du Vin within the Society at the direction of the Board of Directors and the Bailli Délégué (acting in his/her capacity as Consul General, Société Mondiale du Vin). He/She shall serve at the pleasure of the Bailli Délégué; provided however, the incumbent's term shall automatically expire upon that of the appointing Bailli Délégué.

Ribbon: Gold medal and chain on a blue ribbon with burgundy and gold central bands with gold braid.

Foundation Chair: Serves as Chairperson of the Foundation Committee, and shall be charged with supervision of the Foundation, preparation of its proposed budget including suggested contributions, administration of approved contributions, fund raising, and such other matters as shall be delegated by the Bailli Délégué. He/she will also supervise all of the charitable function activities of the Académie de Gastronomie Brillat-Savarin. He/She shall serve at the pleasure of the Bailli Délégué; provided however, the incumbent's term of office shall automatically terminate with that of the appointing Bailli Délégué.

Ribbon: Gold medal and chain on a blue ribbon with gold braid.

Jurisconsult: Serves as the legal counsel to the Bailli Délégué and the Board of Directors. He/She shall serve as parliamentarian of all Board of Director meetings and National Council meetings. He/she shall serve at the pleasure of the Bailli Délégué, provided however the incumbent's term of office shall automatically terminate with that of the appointing Bailli Délégué.

Ribbon: Gold medal and chain on a blue ribbon with gold braid.

Vice Jurisconsult: Serves as an assistant to the Jurisconsult and assists with legal matters of the organization as assigned by him or by the Bailli Délégué. If the Jurisconsult is not present at a meeting where he/she would serve as parliamentarian, then the Vice-Jurisconsult may be asked by the Bailli Délégué to serve in that capacity. He/she shall serve at the pleasure of the Bailli Délégué, provided however the incumbent's term of office shall automatically terminate with that of the appointing Bailli Délégué. *Ribbon: Gold medal and chain on a blue ribbon with gold braid.*

Vice Echanson des Etats-Unis, Société Mondiale du Vin, serves as assistant to the Grand Echanson des Etats-Unis and may act as Vice Chair of the Société Mondiale de Vin Committee. He/She shall be nominated by the grand Echanson des Etats-Unis Société Mondiale du Vin, subject to the approval of the Bailli Délégué, and serve at the pleasure of the Bailli Délégué, and shall be a Member of the National Council.

Ribbon: Gold medal and chain on a blue ribbon with gold and burgundy central bands with gold braid.

Chancelier Délégué, Académie de Gastronomie Brillat Savarin: Shall organize, coordinate and administer the activities of the Académie de Gastronomie Brillat-Savarin within the Society at the direction of the Foundation Chair (as to charitable functions) and the Bailli Délégué (acting in his/her capacity as Chancelier General, Académie de Gastronomie Brillat-Savarin). The Chancelier Délégué shall serve at the pleasure of the Bailli Délégué; provided, however, the incumbent's term shall automatically expire upon that of the appointing Bailli Délégué, and shall be a Member of the National Council.

Ribbon: Gold medal and chain on a blue ribbon with gold braid, a red center stripe and a Brillat-Savarin medal.

Vice Chargé de Presse des Etats-Unis: Serves as assistant to the Chargé de Presse des

Etats-Unis and may act as Vice Chair of the Publications Committee. He/She shall be Editor in Chief of all Society publications under the direction of the Chargé de Presse des Etats-Unis. He/She shall be nominated by the Chargé de Presse des Etats-Unis, subject to the approval of the Bailli Délégué and serve at the pleasure of the Bailli Délégué; provided however, the incumbent's term of office shall automatically terminate with that of the appointing Bailli Délégué and shall be a Member of the National Council.

Ribbon: Gold medal and chain on a blue ribbon with gold braid.

Vice Conseiller Culinaire & Professionnels des Etats-Unis: Serves as assistant to the Conseiller Culinaire & Professionnels des Etats-Unis. He/She shall be nominated by the Conseiller Culinaire & Professionnels des Etats-Unis, subject to the approval of the Bailli Délégué; provided however, the incumbent's term of office shall automatically terminate with that of the appointing Bailli Délégué and shall be a Member of the National Council.
Ribbon: Gold medal and chain on a blue ribbon with gold braid.

Vice Conseiller Gastronomique des Etats-Unis: Serves as assistant to the Conseiller Gastronomique des Etats-Unis. He/She shall be nominated by the Conseiller Gastronomique des Etats-Unis subject to the approval of the Bailli Délégué and serve at the pleasure of the Bailli Délégué; provided however, the incumbent's term of office shall automatically terminate with that of the appointing Bailli Délégué and shall be a Member of the National Council.
Ribbon: Gold medal and chain on a blue ribbon with gold braid.

Vice Chancelier Délégué, Académie de Gastronomie Brillat-Savarin: Shall serve as assistant to the Chancelier Délégué, Académie de Gastronomie Brillat-Savarin and may act as Vice Chair of the Standing Brillat-Savarin Committee. He/she shall serve at the pleasure of the Bailli Délégué; provided however, the incumbent's term of office shall automatically terminate with that of the appointing Bailli Délégué and shall be a Member of the National Council.
Ribbon: Gold medal and chain on a blue ribbon with gold braid, a red center stripe and a Brillat-Savarin medal.

Baillis Provinciaux: Serve as Deputies of the Bailli Délégué within their respective region and shall report to the Bailli Délégué and Board of Directors. Their duties shall be national in scope and may be delegated from time to time by the Bailli Délégué in addition to their having administrative authority and responsibility in their respective Region.
Ribbon: Gold medal and chain on a green ribbon with gold braid.

Baillis Délégués Honoraire: Shall be of counsel to the Board of Directors. A retiring Bailli Délégué, upon expiration of his term, shall automatically serve as a voting member of the Board of Directors for the length of the term of his/her successor as Bailli Délégué so long as he/she remains a member in good standing of the Bailliage des Etats-Unis.
Ribbon: Gold medal and chain on a red ribbon with gold braid.

Regional Officers

Chambellans Provinciaux: (who are deemed to be a Regional Officers) serve as assistants to Baillis Provinciaux and are Members of the National Council. They are appointed by the Bailli Délégué upon nomination of the pertinent Bailli Provincial and serve at the pleasure of the Bailli Provincial and Bailli Délégué or one year, whichever is less. A Bailli Provincial may nominate more than one Chambellan Provincial for his/her region. The appointment of more than one Chambellan Provincial in a given region upon nomination will be at the discretion of the Bailli Délégué, considering the circumstances and reasons therefore. In no event shall there be more than two Chambellans Provinciaux for each region. A Chambellan Provincial may serve concurrently as a Bailli.
Ribbon: Gold medal and chain on a green ribbon with silver braid.

Echansons Provinciaux: (who are deemed to be Regional Officers) serve as assistants to the Grand Echanson des Etats-Unis and are members of the National Council. They are appointed by the Bailli Délégué in his capacity as Consul General, Société Mondiale du Vin upon the recommendation of the Grand Echanson des Etats-Unis and having been

nominated by the pertinent Bailli Provincial and serve at the pleasure of the Bailli Délégué or one year, whichever is less. In their capacity as Echanson Provincial, they shall report to both their Bailli Provincial and the Grand Echanson des Etats-Unis; and, the scope of their duties are as they may be delegated from time to time by the Grand Echanson des Etats-Unis in addition to any administrative duties and/or authority as may be assigned to them by their respective Baillis Provinciaux in the activities and operations of their Region.

Ribbon: Gold medal and chain on a blue ribbon with gold and burgundy central bands with a silver braid.

Chargés de Presse Provinciaux: (who are deemed to be Regional Officers) serve as assistants to the Chargé de Presse des Etats-Unis and are members of the National Council. They are appointed by the Bailli Délégué upon the recommendation of the Chargé de Presse des Etats-Unis and having been nominated by the pertinent Bailli Provincial; and, shall serve at the pleasure of the recommending Bailli Provincial, the Chargé de Presse des Etats-Unis and the Bailli Délégué, or one year, whichever is less. They shall report to both the pertinent Bailli Provincial and Chargé de Presse des Etats-Unis, who shall determine the scope of their duties.

Ribbon: Gold medal and chain on a blue ribbon with silver braid.

Conseillers Culinaire & Professionnels Provinciaux: (who are deemed to be a Regional Officers) are appointed by the Bailli Délégué upon the recommendation of the Conseiller Culinaire & Professionnels des Etats-Unis and nomination by the pertinent Bailli Provincial; and shall serve at the pleasure of the recommending Bailli Provincial and the Bailli Délégué or one year, whichever is less. They shall report to both the pertinent Bailli Provincial and Conseiller Culinaire & Professionnel des Etats-Unis; and the scope of their duties are as they may be delegated from time to time by the Conseiller Culinaire & Professionnels des Etats-Unis, with special emphasis on the Jeunes Commis Competition, and the pertinent Bailli Provincial.

Ribbon: Gold medal and chain on a blue ribbon with silver braid.

Local Officers

Bailli: (Chapter President) The elected President of a Bailliage.

Ribbon: Gold medal and chain on a green ribbon.

Vice Chancelier Argentier: In charge of administration, treasurer and assistant to the Bailli.

Ribbon: Gold medal and chain on a blue ribbon.

Vice Conseiller Gastronomique: Responsible for planning of the menu, the choice of wines and coordinating Bailliage events. Must be a non-Professional.

Ribbon: Gold medal and chain on a blue ribbon.

Vice Conseiller Culinaire: In charge of the realization of dinners and realization of dinners and relations with Professional members. Must be a professional.

Ribbon: Gold medal and chain on a blue ribbon.

Vice Chargé de Missions: Professional or non-professional in charge of special functions or assignments as may be delegated by the Bailli from time to time.

Ribbon: Gold medal and chain on a blue ribbon.

Vice Chargé de Presse: In charge of public relations and the communication of Bailliage

events to Society publications and communicates with the Regional Chargé de Presse.
Ribbon: Gold medal and chain on a blue ribbon.

Vice Chargé de Média Sociaux is in charge of social media and website of a Bailliage.
Ribbon: Gold medal and chain on a blue ribbon.

Vice Echanson: In charge of activities, functions and administration relating to the Société Mondiale du Vin.
Ribbon: Gold medal and chain on a blue ribbon.

Professional Members

Rôtisseur: Young professional who works with a turning spit/grill.
Decoration: Silver medal and chain; no ribbon.

Chef Rôtisseur: Executive Chef directing a kitchen where meats or poultry are prepared on a turning spit/directing a kitchen that does not have a turning spit but does have a grill.
Ribbon: Silver medal and chain on an orange ribbon with the Rôtisseur escutcheon.

Maitre de Table Restaurateur: Restaurant manager, hotel manager or proprietor who does not himself direct the culinary operations of the establishment.
Ribbon: Silver medal and chain on a purple ribbon with an orange central band, blue border.

Maitre de Table Hôtelier: Food service professionals within a hotel who do not work directly in a restaurant. Includes people with titles such as Food & Beverage manager, Director of Catering etc.
Ribbon: Silver medal and chain on a purple ribbon with an orange central band, blue border with Maitre de Table Hôtelier escutcheon.

Maitre Hôtelier: Hotel manager or proprietor.
Ribbon: Silver medal and chain on a purple ribbon with an orange central band, blue border with Maitre Hôtelier escutcheon.

Maitre Rôtisseur: Manager or proprietor of a restaurant which has a turning spit/not having a turning spit but does have a grill.
Ribbon: Silver medal and chain on a red-bordered orange ribbon with the Rôtisseur escutcheon.

Maitre Rôtisseur Traiteur: Proprietor or director of a catering establishment or charcuterie possessing a turning spit. *Ribbon: Silver medal and chain on a red-bordered orange ribbon with the Rôtisseur Traiteur escutcheon.*

Professionnel du Vin: A person directly involved in viticulture, producing wine or spirits, or the sale and distribution of such products.
Ribbon: Silver medal and chain on a purple ribbon with an orange central band with grape escutcheon.

Professionnel de la Table: A person directly involved in the growing or raising of foodstuffs or in the production, sale, or distribution of culinary items.
Ribbon: Silver medal and chain on a purple ribbon with an orange central band with cornucopia escutcheon.

Officier Chef Rôtisseur: Promotion from Chef Rôtisseur after five (5) years of membership and outstanding service to his Bailliage.

Ribbon: Gold medal and chain on an orange ribbon with the Rôtisseur escutcheon.

Officier Maître de Table: Promotion of a Maître de Table for his/her active participation in development of the Chaîne. Member must have attained at least five (5) years of membership since induction.

Ribbon: Gold medal and chain on a red-bordered purple ribbon with an orange central band.

Officier Maître Rôtisseur: Promotion of a Maître Rôtisseur for his/her active participation in the development of the Chaîne. Member must have attained at least five (5) years of membership since induction.

Ribbon: Gold medal and chain on a red-bordered purple ribbon with the Rôtisseur escutcheon.

Officier Maître Hôtelier: Promotion of a Maître Hôtelier for his/her active participation in development of the Chaîne. Member must have attained at least five (5) years of membership since induction.

Ribbon: Gold medal and chain on a red-bordered purple ribbon with an orange central band with the Hôtelier escutcheon.

Grand Officier Maître: Title awarded to deserving member holding the grade of Officier Maître for at least ten (10) years. The award can also be bestowed at the end of a career of a professional who has performed outstanding service to the profession and to the Chaîne. Title awarded by the Board of Directors only.

Ribbon: Gold medal and chain on an orange-bordered violet ribbon with the professional escutcheon.

Non-Professional Members

Ecuyer: Amateur gastronome under the age of 35 who accepts reduced induction and dues program.

Ribbon: Silver medal and chain on a purple ribbon.

Chevalier: Amateur gastronome (male).

Ribbon: Silver medal and chain on a blue-bordered purple ribbon.

Dame de la Chaîne: Amateur gastronome (female).

Ribbon: Silver medal and chain on a blue-bordered purple ribbon.

Officier: All Members who are elected or appointed to local, regional or national offices as defined in the by-laws are automatically deemed to be elevated to the rank of Officier. A Chevalier or Dame de la Chaîne who has not held such office may be elevated to this rank for contributions to a Bailliage upon recommendation of their Bailli, provided he/she has attained a minimum of five (5) years' membership (or two (2) years if a Bailliage Board member) since induction, or upon direct application to the Bailli Délégué (without Bailli recommendation required) for approval, having obtained ten (10) years' of continuous membership since induction.

Ribbon: Gold medal and chain on a red-bordered purple ribbon.

Pair: An outstanding member of the Chaîne, promoted to this rank for unique service to the National Society; awarded by the Board of Directors only.

Ribbon: Gold medal and chain on an orange-bordered purple ribbon.

Special Titles

Commandeur - A Member of the Bailliage des Etats-Unis who has achieved ten (10) years of membership in the Chaîne since the date of induction. They are awarded the silver badge designated to reflect this title.

Commandeur - A Member of the Bailliage des Etats-Unis who has achieved twenty (20) years of membership in the Chaîne since the date of induction. They are awarded the gold badge designated to reflect this title.

Officier Commandeur - A Member of the Bailliage des Etats-Unis who has achieved thirty (30) years of membership in the Chaîne since the date of induction. They are awarded the badge designated to reflect this title.

Grand Commandeur - A Member of the Bailliage des Etats-Unis who has achieved forty (40) years of uninterrupted membership in the Chaîne since the date of induction. They are awarded the badge designated to reflect this title and, further, shall be a Member for Life, without the requirement of payment of National or International Dues. They are also non-voting members of the National Council.

Officier Grand Commandeur - A Member of the Bailliage des Etats-Unis who has achieved fifty (50) years of membership in the Chaîne since the date of induction. They are awarded the gold badge designated to reflect this title.

Haut Commandeur - A Member of the Bailliage des Etats-Unis who has achieved sixty (60) years of membership in the Chaîne since the date of induction. They are awarded the gold badge designated to reflect this title.

Honorary Ranks

Chevalier d'Honneur: Title bestowed upon an individual who is both nationally prominent and respected. An individual who is awarded this honorary rank shall be exempted from National Initiation Fees and Annual Dues. This title must be approved by the Bailli Délégué.

Ribbon: Gold medal and chain on a burgundy ribbon.

Maitre d'Honneur: Title bestowed upon a food or beverage professional who is nationally recognized in their field. An individual who is awarded this honorary rank shall be exempted from National Initiation Fees and Annual Dues. This title must be approved by the Bailli Délégué.

Ribbon: Gold medal and chain on a burgundy ribbon.