



BCA CHAPTER FORMATION GUIDELINES

Bengal Culinary Association | Public Governance Document

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These guidelines define how BCA state, district, city, regional, and international chapters may be proposed, approved, operated, reviewed, suspended, or dissolved. They are subordinate to the Companies Act, 2013, MOA, AOA, Board resolutions, and statutory compliance requirements.

1. Purpose and Scope

1. The purpose of BCA chapters is to expand culinary education, skill development, mentoring, events, member engagement, and community welfare activities through controlled regional structures.
2. A chapter is an operational unit of BCA and not a separate legal entity unless the Board expressly approves a legally compliant structure.
3. No chapter may use BCA name, logo, seal, bank details, certificate templates, social media identity, or official letterhead without written authorization.

2. Types of Chapters

Chapter Type	Purpose
State Chapter	To coordinate BCA activities within a State or Union Territory.
District Chapter	To conduct local membership, workshops, competitions, and welfare programs under a State Chapter or direct Board supervision.
City / Regional Unit	To support events, member meets, and project execution in a city or region.
International / Associate Chapter	To engage overseas culinary professionals or institutions subject to legal, FCRA, tax, and Board approvals.
Institutional / Campus Unit	To engage colleges, academies, hotels, or partner institutions for BCA-approved training and membership activities.

3. Approval Authority

4. Only the Board of Directors or a Board-authorized committee may approve formation of a BCA chapter.
5. A chapter becomes valid only after issue of a written approval letter, chapter code, authorized office-bearer list, and operating instructions.



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BENGAL CULINARY ASSOCIATION

Empowering Culinary Arts • Hospitality • Skill Development • Social Welfare

Registered under Section 8 of the Companies Act, 2013 | Ministry of Corporate Affairs, Government of India

CIN: U88900WB2024NPL270122 | PAN: AAMCB5395E | TAN: CALB26091C

6. Verbal approval, social media announcement, or local group formation shall not be treated as official chapter approval.

4. Eligibility and Prerequisites

- A minimum local member base may be prescribed by the Board for the proposed region.
- The proposed chapter team should include persons of good reputation and active interest in culinary arts, hospitality, education, or social welfare.
- The proposed chapter team must submit KYC/profile details, conflict of interest declarations, and undertaking to follow BCA rules.
- No applicant should be under suspension, active disciplinary process, or involved in misuse of BCA identity.
- The chapter proposal must show clear purpose, activity plan, and expected member/service impact.

5. Application Process

Step	Requirement
1	Submit chapter proposal with region, purpose, proposed leadership, member list, activity plan, and contact details.
2	Submit undertakings on brand use, fund control, data privacy, discipline, and non-profit conduct.
3	Board or delegated committee reviews eligibility, region need, leadership suitability, and risk.
4	If approved, BCA issues chapter approval letter, chapter code, scope of authority, reporting line, and validity period.
5	Chapter begins operations only after orientation and receipt of official operating guidelines.

6. Chapter Leadership Structure

Role	Indicative Responsibility
Chapter Chairperson / Head	Overall coordination, local representation, compliance with BCA policy, event leadership.
Chapter Secretary / Coordinator	Meeting records, correspondence, member communication, event coordination, monthly reports.
Chapter Treasurer / Finance Coordinator	Local cost tracking, receipts, expense statements, and fund reporting where authorized.
Membership Coordinator	Member onboarding, renewals, local engagement, and member data support.
Program / Training Coordinator	Workshops, competitions, masterclasses, chef meets, student engagement, and skill programs.

The above structure is indicative. The Board may modify chapter roles based on local need and governance requirements.

7. Powers and Restrictions

7. Chapters may organize activities only within the scope approved by BCA and must follow BCA brand, membership, finance, communication, and certificate rules.

- No chapter may open a bank account in BCA name without written Board approval.



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- No chapter may collect sponsorship, donation, membership fees, or event fees unless the process is approved in writing.
- No chapter may issue certificates, ID cards, appointment letters, awards, MoUs, media statements, or commitments without authorized templates and approval.
- No chapter may register a separate society, trust, company, domain, social page, or brand using BCA name without Board approval.
- No chapter may enter political, trade union, religious, or controversial activities in the name of BCA.

8. Finance and Fund Control

- All official collections should preferably route through BCA official bank account, payment link, invoice, or approved payment process.
- Local cash handling should be avoided. Where unavoidable, it must be recorded, receipted, deposited, and reported according to BCA controls.
- Every expense must be supported by bill/invoice, approval, purpose note, and event/project reference.
- Chapter financial statements and utilization reports must be submitted to BCA as per prescribed timelines.
- Any donor, sponsor, partner, or grant communication must be vetted by the authorized BCA team.

9. Branding and Communication

- Use of BCA logo, chef coat imagery, letterhead, seal, templates, certificates, ID cards, and social media designs must follow official brand guidelines.
- Official chapter pages/groups may be created only with BCA approval and admin access/control as prescribed by the central team.
- Public announcements must be accurate, non-misleading, and aligned with BCA official communication style.
- Chapters must not make legal, financial, government, award, certification, or employment promises without written authorization.

10. Programs and Reporting

8. Each chapter should conduct planned activities such as culinary workshops, chef meetups, competitions, mentoring programs, student sessions, social welfare drives, and regional food heritage initiatives.

- Monthly activity report with photos, attendance, member count, outcomes, and expense summary.
- Quarterly chapter review report covering membership growth, programs, partnerships, issues, and next plan.
- Immediate incident report for complaints, accidents, fund disputes, brand misuse, or media/legal issues.

11. Code of Conduct and Discipline

9. Chapter leaders and members must follow BCA Code of Conduct, conflict of interest requirements, anti-harassment principles, financial ethics, and professional behavior norms.

- Misuse of BCA name, unauthorized collection, false appointment promises, certificate misuse, harassment, discrimination, or reputational damage may lead to warning, suspension, withdrawal of chapter approval, removal of office bearer, or legal action.
- The Board may appoint an inquiry committee for serious chapter-related complaints.



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- Interim suspension may be issued where immediate risk to BCA reputation, funds, members, or public trust exists.

12. Validity, Review and Renewal

10. Chapter approval may be granted for one year or any period decided by the Board and may be renewed based on performance, compliance, reporting, and conduct.

11. BCA may merge, restructure, suspend, or dissolve a chapter if membership activity is inactive, reports are not submitted, governance is weak, or public interest/reputation requires intervention.

13. Closure or Dissolution of Chapter

- Upon closure, all records, assets, banners, seals, certificates, unused receipts, digital access, funds, and data must be handed over to BCA.
- No former chapter leader may continue using BCA identity after suspension, expiry, or closure.
- Any remaining funds or assets shall be handled as per BCA finance policy and Board decision.

14. Approval and Review

12. These Chapter Formation Guidelines become effective after Board approval and may be amended by Board resolution, subject to MOA, AOA, Companies Act, and applicable governance requirements.

Approval Item	Details
Approved by	Board of Directors / Executive Committee
Board Resolution No.	[Insert Resolution Number] BCA/BR/2026-27/003
Approval Date	[Insert Date] 01 April 2026
Effective Date	[Insert Date] 01 April 2026
Review Due	[Insert Month/Year] 01 March 2027
Authorized Signatory	[Name and Designation] Dr. (hon.) Chef Sushanta Barui
Signature	
Seal / Stamp	

End of document.



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