

**ISTTE**

**INTERNATIONAL SOCIETY OF  
TRAVEL AND TOURISM EDUCATORS**

**BY-LAWS**

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## **ARTICLE ONE**

The name of this organization is the International Society of Travel and Tourism Educators (ISTTE), Incorporated, hereinafter referred to as the "Society".

## **ARTICLE TWO**

The Society is a non-profit educational organization that organizes conferences and seminars to the related academic community, with the objective of providing monetary distributions to organizations that qualify as exempt organizations under as defined in section 501(c)(3) of the U.S. Internal Revenue code, or corresponding section(s) of any future federal tax code(s).

## **ARTICLE THREE**

### **A. Membership Categories**

The Society membership categories are:

1. **Active**: Any person who is actively employed in the capacity of teacher, administrator, or researcher by a degree, certificate, or diploma granting educational institution offering travel and tourism courses. The institution must be accredited or licensed to operate by the appropriate state, regional and/or national education authority.
2. **Institution**: Any organization other than an educational institution which has an interest in supporting and enhancing travel and tourism education. Examples include vendors of educational materials and employers of travel and tourism graduates. Allied members have one official representative. Other representatives from the same organization may join for an additional fee.
3. **Emeritus**: Any person who is a retired travel and tourism educator and has been a member of the Society for at least three years. Emeritus members pay reduced memberships dues/fees.
4. **Student** - Any person who is a student in a Travel & Tourism (a travel/tourism/hospitality program) program. Student membership may not exceed four consecutive years and is not available to those teaching full time. Student members pay reduced dues/fees.

B. Membership Terms

Membership is renewable annually through the payment of dues. Annual membership runs from January 1 to December 31. Membership may cease if the qualifications under which the individual was accepted have changed.

C. Voting Rights

Each Society Member shall be entitled to one vote for each voting item.

D. Property Rights

No Member shall have any right or interest in any property of the Society.

E. Dissolution

The Society shall not be voluntarily dissolved except by the affirmative vote of two thirds of all Members. In the event of Society dissolution remaining Society assets and properties shall be used to pay expenses, with remaining assets and properties donated to the Society scholarship fund for educational purposes.

F. Compensation

No member, Office, or Director of the Society shall receive compensation from the Society for accomplishing duties associated with the position. Officers, or Directors shall not benefit materially or financially or do business with the Society. However, compensation may be provided to those Society Members approved by the Board of Directors on a case-by-case basis. Said compensation is subject to annual Board review and approval and can be revoked by the Board at will.

## ARTICLE FOUR

The Society is composed of the membership (members), elected Officers and Directors. Society Officers and Directors are:

A. Officers

The President and Vice President are elected in odd-numbered years. The Secretary and Treasurer are elected on even-numbered years. Under special circumstances, the Treasurer can be appointed by the President, serving on three years term.

1. President - The President is the chief executive officer of the Society. The President is elected and serves a term of two years.

2. Vice-President - The Vice-President acts in place of the President when requested by the President or the Board of Directors and assists the President in the performance of his/her duties. The Vice-President serves as the Coordinator of the Annual Conference and convenes the Conference Committee when appropriate. The Vice-President is elected and serves a term of two years.
3. Secretary - The Secretary is responsible for the maintenance of reports and records, including Board of Directors, and Executive Committee discussions and meetings, regular, and special business meetings, and membership meetings. The Secretary is elected and serves a two-year term.
4. Treasurer - The Treasurer is responsible for overseeing all Society financial records including the collection of membership dues, the operation of the Society's bank account, and filling of tax forms with the appropriate government agencies. The Treasurer is appointed by the President, and serves two-year terms

#### B. Board of Directors

Board of Directors of the Society includes the Chairman of the Board and nine Directors, in addition to President, Vice-President, Secretary, and Treasurer.

1. Chairman of the Board - The immediate Past President assumes the position of the Chairman of the Board for the duration of his/her successor's term as President; that is for a maximum of four years. The Chairman of the Board assists the newly elected President in the transition of authority and the continuation of the Society's projects. The Chairman of the Board is a voting member of the Board of Directors.
2. Director of Marketing – Oversees the Marketing Committee, all ISTTE marketing activities, and the annual ISTTE conference. Marketing activities include, but are not limited to, maintaining and promoting ISTTE via websites, social media, newsletters, and or similar mediums. Assigned by the President.
3. Director of Membership Development – Oversees the Membership Committee and Nominating Committee, and membership recruitment activities. Assigned by the President.
4. Director of Education – Responsible for coordinating conference-related workshops, and liaising with the Vice President on conference matters. Oversees digital workshops, web conferences, Facebook Live events, and other education programming as planned by the Board of Directors. Assigned by the President.
5. Director of Industry Relations and Development – Responsible for strengthening industry relationships and creating partnerships and sponsorships beneficial to The Society. Assigned by the President.

6. Director of Research - Oversees Programming Committee and liaises with the Vice President on conference matters. Responsible for coordinating conference paper presentations. Assigned by the President.
7. Directors-at-Large - Responsible for specific duties assigned by the President, typically involving coordinating and participating in one or more Standing or Ad-Hoc Committees. Directors at-Large are elected and serve staggered three-year terms.

C. Terms of Service

1. The President and Vice-President must have been Society members for at least three years prior to being elected.
2. The Secretary, Treasurer, and Directors-at-Large must have been Society members for at least one year prior to being elected.
3. Officers (President, Vice-President, or Secretary, Treasurer) serve two-year terms.
4. Directors-at-Large serve three-year terms.
5. Officers may only serve in the same office for a single consecutive or non-consecutive term (i.e., a maximum of two terms per office).
6. Directors-at-Large may serve two consecutive terms on the Board of Directors. After two consecutive terms, they may serve again on the Board of Directors by being reelected or appointed. However, this can only happen when their terms are separated by two years of non-service.

D. Vacancies

Vacancies in any of the elected offices (Officers and Board Members-at-Large) are filled by a majority vote of the Board. If the vacancy occurs in the term of the President, the Vice-President fills the vacant post for the President's unexpired term. If the Board of Directors is called upon to fill the unexpired term of an Officer or Director-at-Large, such service is not considered a term of office in that new position. That person is entitled, if elected, to serve an additional regular term of office in the new position.

E. Meetings

The Board of Directors meets at least once annually. Attendance at, and observance of, these Board meetings is open to all Society members. Except for personal matters, all matters under consideration by the Board or Executive Committee will be deliberated in an open session. Meetings of the Executive Committee may be called at the discretion of the President.

F. Required Quorum

The Society's Board of Directors voting members are: three (3) Officers and nine (9) Board Members-at-Large, plus the Chairman of the Board. In all matters requiring a vote, either in person, mail, or electronic means, a quorum will constitute at least half (i.e., seven (7) or more)

of the elected Officers and Directors. If the quorum requirement is met, a vote is passed by a simple majority of the voting Officers and Directors responding to the vote.

G. Board Duties

The duties of the Board of Directors include, but are not limited to, the following:

1. Review of the Society's activities.
2. Review of budgets and setting annual dues.
3. Review of membership qualifications.
4. Short- and long-term range planning of Society events and activities, including the Annual Conference.
5. Approval of programs and activities carrying the name, sponsorship, or endorsement of the Society.
6. Approval of persons recommended by the President for Committee Chair positions.
7. Appointment, review, and/or termination of the Executive Director.

H. Executive Committee

The Executive Committee consists of the President, Vice-President, Secretary, Treasurer, Director of Membership, and Chairman of the Board. The Executive Committee is authorized to take such actions as it deems necessary and appropriate between meetings of the Board of Directors. Any such actions taken require the endorsement of the Board by a majority vote at the Board's next meeting. Any actions which are not endorsed by the Board, but which cannot be revoked without leaving the Society liable, will be considered by the Board at its next regular meeting and appropriate action as determined by the Board will be taken to remedy the situation.

I. Removal of a Board Member

In the event of a proposal to remove a person from the Board of Directors, the procedures specified in Robert's Rules will be followed. If any Officer or Director-at-Large is absent from two (2) consecutive meetings of the Board, removal of that member should be considered by the Board. Removal should also be considered if an Officer or Director-at Large is not fulfilling his/her duties as determined by the Board.

**ARTICLE FIVE**

The Election Committee and Election Chair are appointed by the President. Elections are held annually. The three (3) Officers are elected in odd-numbered years. The nine (9) Directors are elected for staggered three (3) year terms.

## **ARTICLE SIX**

Notwithstanding any other language or provision in this document, the Society's purposes will be limited exclusively to what is defined in ARTICLE TWO. Other than as defined in ARTICLE THREE, Section E – Compensation, net earnings of the Society shall not benefit or be distributed to members, trustees, officers, or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in ARTICLE TWO. The Society shall not attempt to influence legislation, participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Upon the dissolution of the Society, assets shall be distributed in accordance with ARTICLE TWO, Section F – Dissolution. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Society is then located exclusively for such purposes, or to such organization or organizations that are organized and operated exclusively for such purposes as said Court shall determine.

## **ARTICLE SEVEN**

### **A. Regular Annual Business Meeting**

A meeting of the Society is held annually for the purpose of conducting such business as may properly be brought before it. This meeting is held during the Annual Conference.

### **B. Special Meetings**

The Executive Committee may call such other meetings of the Society as the Committee deems necessary, giving at least 30 days advance notice to the membership. Upon receipt of a written petition of at least 30% of the Active members, the Executive Committee is also obliged to call a special meeting of the Society. Regional workshops, conferences, seminars, and convocations do not constitute business meetings.

### **C. Meeting Agendas**

Agendas for regular and special business meetings of the membership are developed by the President and provided to the membership. In the case of the Regular Annual Business Meeting, the agenda is distributed to the members at the Annual Conference before commencement of the business meeting.

For special meetings, the agendas are distributed by mail to all members, being mailed at least twenty (20) days before such meetings. For special meetings, the agendas are distributed by e-mail to all members at least twenty (20) days before such meetings.

D. Required Quorums

Those present at the Annual Conference or special meeting who are current Society members in good standing will constitute a quorum for the transaction of Society business.

E. Committees

The following Standing Committees are normally appointed by the President with the Approval of the Board of Directors:

1. Annual Conference Committee (The first five in the old list should be kept)
2. Marketing
3. Membership Development
4. Nominating
5. Research Committee
6. By-Laws
7. Audit

The President may establish Ad Hoc Committees and Task Forces as deemed necessary. Chairpersons for these are appointed in the same manner as for Standing Committees. Operating Procedures for Standing Committees, Ad Hoc Committees, and Task Forces are approved by the Board of Directors and placed in the Society's Policies and Procedures Manual.

**ARTICLE EIGHT**

A. Transaction of Business by Mail, Telephone or through Electronic Media

For the purpose of transacting business, the members of the Society, the Executive Committee, and the Board of Directors, may act not only at Board, Executive Committee and business meetings, but also by mail and telephone or through electronic media.

B. Procedure for Votes by Mail, Telephone or through Electronic Media

No material is submitted to the membership for a vote by mail telephone or electronic media unless it is authorized by the Executive Committee.

C. Required Quorum

In the case of mail, telephone, or electronic media vote, valid responses from at least 30% of the Society's members in good standing are required to constitute a quorum.

#### **ARTICLE NINE**

The official business year and fiscal year of the Society runs from January 1 to December 31 of each calendar year.

#### **ARTICLE TEN**

Dues, memberships, and other fees of the Society are set by the Board of Directors. Decisions by the Board relative to membership qualifications must be endorsed or rejected by the members at the next regular business meeting of the Society.

#### **ARTICLE ELEVEN**

Proposed amendments to Society By-Laws may be submitted in writing at any time by Society members in good standing to the Board of Directors and must be signed by at least ten (10) other members in good standing. Amendments may also be proposed at a meeting of the Board of Directors by Board Members. To be adopted, a proposed amendment must be approved by a majority of the members in good standing who are present at a business meeting, or by a majority of those responding by mail, telephone, or electronic media vote. Immediately following such approval, the amendment becomes a part of the Society's By-Laws.