

HOSPITALITY FINANCIAL AND TECHNOLOGY PROFESSIONALS  
Bylaws The (University name here) Student Chapter

Article I

Section 1. Name - The name of this Association shall be the Hospitality Financial and Technology Professionals (University name here) Student Chapter.

Article II

Purposes, Objectives, and Definition

**Section 1. Purposes** - The purposes of this Association shall be as set forth in its Articles of Incorporation.

**Section 2. Objectives** - The objectives of the Association are:

- 2.1 To gain a better understanding of the professional and practical requirements of accounting and financial management, technology management and hospitality information processing in the hospitality industry through meeting, speakers and tours.
- 2.2 To stimulate discussions concerning the future of hospitality accounting, financial management, and information processing practices and standards.
- 2.3 To promote friendly relations among the people engaged in education and the practice of accounting and financial management, technology management and hospitality information processing in the hospitably industry.
- 2.4 To provide educational programs to enhance management skills as well as technical expertise.

**Section 3. Definition** - The hospitality industry is defined as the activity of providing lodging, food and beverage, and recreational services, which include but are not limited to hotels, motels, clubs, casinos, restaurants, recreation facilities, tourism, cruise lines, and theme parks.

Article III  
Membership

**Section 1. Composition** – This chapter shall consist of no less than 10 members in good standing and one Faculty Advisor who must be a member of an HFTP chapter as established by HFTP bylaws.

**Section 2. Eligibility for membership** - Student membership shall be available to individuals actively enrolled in a post-secondary academic program on a full-time basis leading to qualification as a regular member of HFTP. Graduate students shall have the option of being either members of the student chapter or regular chapter; however, in order to qualify for student

chapter membership, graduate students must be enrolled as a full-time student.

**Section 3. Privileges**

- 3.1 All student members shall have the right to hold office as set forth in these Bylaws.
- 3.2 Membership in this chapter shall automatically carry with it a student membership in HFTP. See Article III, Section 7 of the HFTP bylaws for definition of student membership.

**Section 4. Suspension or Expulsion** – A member may be suspended or expelled for conduct not conducive to the best interest of the chapter upon two-thirds majority vote of the Board of Directors, Faculty Advisor and Regular Chapter Liaison, providing that a full opportunity is given such member to be heard.

Article IV  
Liaison with HFTP

**Section 1. Sponsoring HFTP chapter** – The sponsoring HFTP chapter, if one exists in the area, shall appoint one active member in good standing to serve as counselor for the HFTP – (University name here) Student Chapter. This counselor will assist the chapter is achieving its objectives. In addition, an active pro-temp counselor shall be appointed in the event that the regular counselor is unable to perform said duties.

**Section 2. HFTP international office** – The international office of HFTP shall provide each student member in good standing all the membership services provided to regular members, including membership cards and online publications.

Article V  
Dues, Fees, and Assessments

**Section 1. Dues, Fees, and Assessments**

- 1.1 Annual dues, fees, and assessments, if any, for members of the Association shall be determined by the Board of Directors of HFTP.
- 1.2 The student chapter may, by a majority vote of the members, assess local dues.
- 1.3 Members failing to pay their dues and assessments at the time they become due shall be terminated as members of the chapter in accordance with HFTP bylaws.

**Section 2. Contributions** – The chapter, at any time, may accept and use contributions or gifts made to it by any person, firm or corporation.

Article V  
Meetings and Voting

**Section 1. Meetings of Members**

- 1.1 Regularly scheduled meetings will be held throughout the year for educational purposes and transaction of other business. Meetings shall be held on predetermined dates acceptable to the majority of the chapter members each month during the (Your university's name here) academic year.
- 1.2 Special meetings may be called by the President and/or Board of Directors at such times as may be necessary, providing adequate notice is given to all members in good standing as to the purpose of the meeting.
- 1.3 The last regular meeting of the academic year will be considered the annual meeting for the purpose of receiving final reports of the out-going officers and the installation of the in-coming officers.
- 1.4 There shall be one joint meeting during the year with the HFTP sponsoring chapter, if one exists in the area.
- 1.5 Members of this chapter may and are encouraged to attend any and all of the meetings and functions of the sponsoring regular chapter, if one exists in the area.

**Section 2. Voting**

- 2.1 A majority of the members in good standing shall constitute a quorum for each meeting and election.
- 2.2 Student members shall have no vote on at the international level, but the appropriate international committee shall consider student suggestions, when submitted in writing to the HFTP international office.
- 2.3 Neither the Faculty Advisor, nor the regular chapter liaison shall have a vote during regular meetings. However, during meetings of the Board of Directors, their individual votes shall be of the same power as the other members of the Board.
- 2.4 Minutes from all regular and Board meetings of the chapter must be submitted to the HFTP Chapter Liaison at the international office on a timely basis.

Article VI  
Officers and Directors

**Section 1. Officers** – The officers of the chapter shall be the President, the Vice-President, the Secretary and the Treasurer.

**Section 2. Board of Directors** – the Board of Directors shall consist of all elected chapter officers, one elected student at-large Director, Faculty Advisor regular chapter liaison.

**Section 3. Term of Office** – Each officer shall take office upon election and shall serve for a term of one year and until a successor is duly elected. No officer shall hold the same elected office for more than one year. The term shall run from May 1 of the election year through April 30 of the following year.

**Section 4. Removal** – Any officer may be removed from office by the Board of Directors whenever, in its judgement, the best interest of the Chapter shall be served. The vote of the Board of Directors shall be unanimous, not including the officer to be removed, for removal to take place. The vote may not take place prior to giving the officer a full opportunity to be heard.

**Section 5. The Board of Directors may fill vacancies – Vacancies in any officer or Board position, with the exception of President, for the balance of the remaining term** at any regular or special meeting in accordance with procedures as may be determined by the Board. In the event of a vacancy of the office of President, the Vice-President shall complete that term. If an office becomes vacant, then nominations will be taken at the next general meeting and a new officer will be elected by the membership.

**Section 6. President** - The President shall be the chief elected officer of the Association; shall preside at meetings of the Association, the Board of Directors, and Executive Committee; and shall be a member ex-officio of all committees. The President shall also, at the annual meeting of the chapter and at such other times as deemed proper, communicate to the chapter, or to the Board of Directors, such matters and make such suggestions as may tend to promote the welfare and increase the usefulness of the chapter, and shall perform such other duties as are necessarily incident to the office of President or as may be assigned by the Board of Directors.

**Section 6. Vice President** - The Vice President may be delegated by the President to perform the President's duties, in the event of the President's temporary disability or absence from meetings, and shall perform such other duties as may be assigned by the President or the Board of Directors.

**Section 7. Secretary** – The Secretary shall be responsible for maintaining accurate membership records and notifying the international office of any changes in membership; recording the minutes of all meetings; see that all notices are duly given in accordance of these bylaws; be the custodian of the chapter records, and in general perform all duties incident to the office of Secretary; and shall perform such other duties as may be assigned by the President or the Board of Directors.

**Section 8. Treasurer** - The Treasurer shall be responsible for maintaining the financial records of the chapter

Article VIII  
Committees

**Section 1. Appointment** - The President, subject to the approval of the Executive Committee, shall appoint such standing or special committees or subcommittees as may be required by these bylaws or as the President may find necessary or appropriate.

**Section 3. Rules** - Each committee may adopt rules for its own governance, consistent with these Bylaws and with rules adopted by the Board of Directors.

Article IX  
Election Procedures

**Section 1. Eligibility** - Any Regular member in good standing shall be eligible for nomination to any elected office.

**Section 2. Nominations** - Each year, the President shall appoint not more than three voting members of the Association to serve as a Nominating Committee. The Immediate Past President, or, in the absence of the Immediate Past President, the past president who most recently held the position of president, shall serve as chair of the Nominating Committee. The Nominating Committee shall present to the membership no later than the (insert month of meeting) meeting a slate of officers and directors with a minimum of one (1) nomination for each position. Additional nominations will be taken from the membership.

**Section 3. Balloting** - The Secretary shall prepare an official ballot listing the names of the nominees designated by the Nominations Committee, any nominations from the membership, and space for write-in candidates. At a date decided by the Board of Directors, members will be able to vote for the candidates. The elected candidate must receive a majority of the votes. In the event that no nominee receives a majority vote, a runoff of the top two nominees will commence.

**Section 4. Disputes, Ties, Etc.** - All questions or disputes regarding the election shall be resolved by a second runoff vote.

Article X  
Miscellaneous

**Section 1. Procedures** - All meetings of the Association shall be governed by parliamentary laws set forth in Robert's Rules of Order (most recent edition) when it does not conflict with these Bylaws.

Article XI  
Amendments

**Section 1. Amendments to the chapter bylaws** - These Bylaws may be amended, repealed, or altered, in whole or in part, by a two-thirds vote of the members of the Board of Directors, or by

mail ballot conducted in accordance with procedures as adopted by the Board of Directors.