

San Francisco Travel Professionals By-laws 2007

Article I – Name

Section 1.

This Organization shall be known as San Francisco Travel Professionals, hereinafter referred to SFTP.

Article II – Objectives

Section 1.

As professionals in the travel field, to come to know one another and establish personal lines of communication; to exchange ideas on travel promotion and selling; and to develop travel knowledge through educational programs.

Article III – Meetings

Section 1.

Regular meetings shall be held at least six times yearly, one of which must be the Annual Business Meeting. Additional business meetings will be at the discretion of the board.

Article IV – Membership

Section 1.

Only those actively engaged in selling travel or in travel promotions shall be eligible for membership. By this is meant, an applicant must be actively engaged only in selling and/or travel promotion work in travel, tourism and hospitality, or as defined under Life, Honorary, Active, or Associate membership. Membership shall be limited to 150 Life, Active and Associate Members.

Section 2.

Membership in SFTP shall consist of four classes: Life Members, Honorary Members, Active Members and Associate Members.

Section 3.

Life Membership may be conferred by the Executive Board only, acting on the recommendation of members. This exceptional honor shall be bestowed, with proper ceremony, only on a member, active or inactive, whose service to SFTP is outstanding and over 15 years or more. A Life Member need not pay dues or special assessments and shall be entitled to attend all regular meetings.

Section 4.

Honorary Membership may be conferred by the Executive Board only, acting on the recommendation of members. Honorary Membership shall be bestowed, with proper ceremony, only on a person who has contributed support and/or exceptional service to SFTP, or travel, tourism and hospitality as a whole. An Honorary Member need not pay dues or special

assessments, and shall be entitled to attend all regular meetings. Honorary members do not vote or hold office.

Section 5.

Active members shall be professionals actively engaged in selling and/or promoting travel, tourism and hospitality. If an Active Member changes employment within the travel, tourism or hospitality fields, and has personally paid his/her dues for the current fiscal year, he/she may remain an Active Member. An Active Member who becomes unemployed shall retain his/her Active membership for a period of six months. At the end of six months, if he/she does not qualify for Active or Associate Membership according to the By-laws, membership shall then be terminated.

Section 6.

Members who have been active in the Organization for a period of at least four years, and who, by virtue of changed employment or retirement, are no longer active members, may, by paying dues, retain membership as an Associate Member. Associate members are permitted to vote and hold office with the exception of the offices of President, Vice President or Treasurer. Members in this category may be limited in participation in any trips or social functions of a complimentary nature at the sole discretion of the sponsor. They can however, become Active Members when again engaged in selling or promoting travel.

Section 7.

A prospective member must be actively engaged in selling or promoting travel, tourism or hospitality for at least one year immediately prior to application for membership. An application, completed by the prospective member, with the name of one Active sponsor, must be endorsed by the Membership Committee in its entirety, and passed upon by the Executive Board unanimously. The Membership Committee shall notify such prospective member by letter of his/her acceptance or rejection.

Section 8.

All members shall receive a copy of the By-laws and of current amendments.

Section 9.

The Executive Board shall annually analyze the total number of members in the Organization. It shall be the Executive Board's responsibility to ensure each category of the travel, tourism and hospitality fields are proportionately represented in the membership.

Article V – Dues and Assessments

Section 1.

Annual dues, new member initiation fee, and any mandatory assessments shall be set by the Executive Board for Active and Associate Members. The fiscal year for Annual dues shall be January 1 - December 31. New members shall pay a one-time initiation fee. New members joining after July 1 shall pay 50% of the SFTP dues and 100% of the initiation fee. Any mandatory assessments shall be subject to the condition of the treasury. These shall be levied upon special circumstances and are due and payable as specified by the Executive Board. A

record of annual dues and fees shall be voted upon and noted in the Minutes of the Executive Board's Annual Business Meeting and in the Minutes of subsequent meetings thereafter if a change in revenue is indicated and voted upon.

Section 2.

Membership shall automatically be forfeited if annual membership dues have not been paid by January 31. He/she shall receive a written notice of the action. Annual dues renewal notices shall be distributed by mail and/or electronic mail at least sixty days prior to the delinquency date of January 31.

Section 3.

Any member, who has been dropped from Membership because of non-payment of dues and/or assessments, shall not be reinstated until he/she has been approved by the Executive Board and has paid the current dues and/or assessment(s) in full, including the new-member Initiation Fee.

Section 4.

All resignations from Membership shall be submitted in writing to the Chair of the Membership Committee. Resigned members may reapply for membership and are subject to all dues and fees, according to By-law Article V, Section 1.

Section 5.

No cancellation or refund of dues shall be made if a member resigns before the expiration of a fiscal year. However, if an employer has paid the dues and/or fees of a member who resigns from his/her position before the end of the fiscal year, the vacant membership may be filled for the balance of the fiscal year by another employee of the same organization, provided he/she meets the requirements described in By-law Article IV, Section 5. When an employer sponsored member leaves his/her employer to assume another position in travel and tourism, he/she shall pay dues and/or any fees according to the stated amount, By-law Article V, Section 1, if he/she wishes to continue membership.

Article VI – Officers and Elections

Section 1.

The elective officers of the organization shall be President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer, and shall be elected by secret ballot at the Annual Business Meeting. It shall require a majority of all ballots cast to elect an officer. The positions of Recording Secretary and Corresponding Secretary may be held by the same person.

Section 2.

A Nominating Committee shall be appointed at least one month prior to the election of officers. It shall consist of at least three Active members in good standing. The Nominating Committee shall solicit qualified nominees from Life, Active and Associate members for each elective office and prepare a slate of officers. The Nominating Committee shall present a ballot indicating one or more nominees for each elective office, and provide a write-in line for additional nominees. The ballot shall be distributed to the entire voting membership prior to the meeting by mail and/or electronic email. Election and ballot tally, of both mail-in and electronic mail ballots, and

attendant ballots, shall be performed at the Annual Business Meeting, and results announced to the membership. It will be the responsibility of the Nominating Committee to maintain a record of such ballots and account for them at the time of the ballot tally.

Section 3.

The members nominated for the office of President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer shall have been members of SFTP for a minimum of two years to ensure their having a good working knowledge of the organization. Exceptions shall be made only at the discretion of the Nominating Committee. The above officers shall serve for a period of one year, but shall be eligible for re-election. If any elective officer or any member of the Executive Board accepts employment in any area not allied with the travel industry during the fiscal year, he/she becomes ineligible to continue in their position.

Section 4.

The President shall be Chair of the Executive Board and shall appoint all Committee Persons. The President shall be an ex-officio member of all committees. It shall be his/her duty to preside over all meetings, to cast the deciding vote in case of a tie, and to decide all questions of order. He/she may also create temporary chairmanships and committees he/she may deem necessary. The President is empowered to authorize payment of any reasonable expense incurred by the Organization with the consent of any two Executive Board Members. He/she shall, at the end of his/her official year, turn over to the incoming President any official records of the Organization he/she may have in his/her possession.

Section 5.

The Vice President shall assist the President and shall be empowered to perform all duties of the President when the President is absent.

Section 6.

The Recording Secretary shall keep correct minutes of all business meetings and all Executive Board meetings.

Section 7.

The Corresponding Secretary shall handle correspondence of the Organization. He/she shall discharge duties connected with written and electronic correspondence as directed by the Executive Board. He/she shall also be the source of information for employment placement.

Section 8.

The duties of the Treasurer shall be to receive all moneys and to generate payments by order of the President with the consent of any two Executive Board members. The Treasurer shall submit any unusual expenses for approval by the Executive Board. The Treasurer shall maintain a checkbook using a duplicate check system and post entries to an electronic bookkeeping system selected by the Executive Board. The Treasurer shall present financial reports at regular meetings of the Executive Board and at all business meetings. Financial reports shall consist of the following reports: current Bank Statements, a Balance Sheet, and a listing of Assets & Liabilities. Written financial records, recording of receipts, and disbursements for the year,

together with warrants and vouchers, shall be submitted to the Executive Board for examination at least thirty days before the Annual Business Meeting.

Section 9.

If an elected officer is unable to fulfill his/her duties, he/she may be removed from his/her office by the President with the consent of the Executive Board. The President shall then have the right to appoint a successor who shall also be subject to approval by the Executive Board. In case of resignation of an elected officer, or Executive Board member, the same procedure shall apply.

Article VII – Paid Staff Assistance

Section 1.

For the purpose of continuity from elected Executive Board to elected Executive Board, and to relieve such members for more active and creative leadership roles, the Executive Board shall be responsible for hiring and retaining a paid staff assistant, as needed and possible, hereinafter referred to as the Executive Secretary. Salary for the Executive Secretary shall be negotiated by the Executive Board, and approved by a majority vote of those members present at a Business Meeting.

Section 2.

The Executive Secretary shall be a non-voting member of the Executive Board and shall be expected to attend all regular meetings as a guest of the Organization.

Section 3.

The duties of the Executive Secretary shall be, but not limited to, at the discretion of the Executive Board:

- a) to hold all permanent records and files of the Organization
- b) to be responsible for all written and electronic communications to the membership, including monthly meeting notices, newsletters, dues, statements, and notices of special assessments, and distribution thereof.
- c) to accept RSVPs for all functions authorized by the Executive Board
- d) to keep permanent records of those things which will assist the Executive Board in future planning, such as attendance records, financial recaps, and recaps of all functions
- e) and when asked, to generally assist all elected officers and committee chairs in the execution of their duties.

Article VIII – Executive Board

Section 1.

The Executive Board shall consist of the elected officers, the immediate Past President, the Executive Secretary, and the Chair of each standing committee, which are: Entertainment (Program and Venue), Membership, Publicity, Newsletter, By-laws, and Education. Committee Chairs shall be responsible for turning over committee records in good order to their successors.

Section 2.

The Entertainment Committee shall be co-chaired by a Program and a Venue Chair. The Program Chair shall be responsible for arranging the program theme or topic for meetings. He/she will coordinate closely with the Venue Chair, who shall be responsible for arranging the location and menu for meetings. Either may select a member or members to assist with handling details for any particular meeting.

Section 3.

The Membership Committee shall consist of a Chair and other members to whom all applications for membership will be submitted. The Membership Committee shall inquire into the qualifications of each applicant and the decision of the Committee shall be submitted to the Executive Board for action. No application shall be submitted to the Executive Board without prior investigation and recommendation by the Membership Committee. Upon approval of the application by the Executive Board, the Membership Committee shall send out letters of acceptance to all new members.

Section 4.

The Publicity Committee shall consist of a Chair and members who shall have charge of all publicity and who shall keep records of all publicity notices.

Section 5.

The Newsletter Committee shall consist of an editor and staff who shall be responsible for collecting and editing material, and publishing the Newsletter.

Section 6.

The By-laws Committee shall consist of a Chair and members who shall propose amendments to the existing By-laws and prepare them for presentation at a Business Meeting.

Section 7.

The Continuing Education Committee shall consist of a Chair and members who shall develop, coordinate, and present educational programs in the areas of personal and/or professional growth.

Section 8.

In case a Chair or members of any committee fails to perform his/her duties, said Chair or member shall be replaced by the President with the consent of the Executive Board.

Article X – Amendments:

Section 1.

By-laws shall be amended at any Business Meeting of the Organization, provided the proposed amendment is read at the regular meeting of the Organization or is distributed to each member two weeks prior to the meeting at which action is to be taken. If approved by a two-thirds vote of the Life, Active and Associate Members, said amendment shall become part of these By-laws.

Section 2.

All By-laws or parts of By-laws heretofore enacted, shall become void upon adoption of amended By-laws. All matters not specifically mentioned herein shall be conducted according to the current Robert's Rules of Order.