

Bylaws for the North Eastern North American Federation Council on Hotel, Restaurant, and Institutional Education

A Federation of International Council on Hotel, Restaurant, and Institutional Education (ICHRIE)

ARTICLE I Name

The name of the organization shall be the North Eastern North American Federation Council on Hotel, Restaurant, and Institutional Education; hereafter referred to as NENA.

ARTICLE II Objectives

The objectives of NENA shall be to foster the quality and advancement of teaching, learning, research, and practice in hospitality, tourism, and related fields.

ARTICLE III Members

Section 1: Membership

All ICHRIE members, whose institution is located within the NENA geographic region, as determined by ICHRIE, shall be considered members of the NENA Federation.

- A. Honorary/Complimentary members shall be persons who are interested in hospitality, tourism, and related fields and support the objectives of NENA, but do not pay dues and shall have none of the obligations of membership, including the right to vote.
- B. Emeritus Member status is open to any member of ICHRIE who has made significant advancements in ICHRIE throughout their career. This honorable designation is obtainable only with nomination from an active member of any ICHRIE Federation and through a majority vote by the Board of Directors of ICHRIE.

Section 2. Membership Dues

- A. Annual dues shall be established by the ICHRIE Membership Committee, in consultation with the ICHRIE Finance Committee, and approved by the ICHRIE Board of Directors.
- B. The membership year shall be January 1 through December 31. Failure to pay annual dues will result in a termination of membership.

ARTICLE IV

Federation Organization

Section 1. Definition of Federation

Federations shall be components of ICHRIE which are organized to operate within a designated geographical boundary over which the Federation has jurisdiction in accordance with authorization from the ICHRIE Board of Directors.

Section 2. Geographic Boundaries

NENA shall represent all members with physical mailing addresses within the geographic boundaries of the Federation, as designated by ICHRIE.

Section 3. Federation Authority

Federations shall be granted maximum autonomy compatible with the requirements for unified action in accomplishment of ICHRIE objectives. Federation Bylaws shall not conflict with ICHRIE Bylaws or Standing Rules. Federation Bylaws are reviewed by the ICHRIE Bylaws Committee, and any revisions are required to be reviewed by the ICHRIE Bylaws Committee.

Section 4. Formation of Chapters within federations

Federations shall have the authority, in accordance with ICHRIE Bylaws, and within their individual Federation Bylaws, to approve existing Chapters, or the creation of new Chapters within the Federation. These Bylaws will regulate such creation and operation of chapters for that Federation. Any funding for the Chapters would be at the direction and discretion of the Federation. There will be no additional Chapter funding from ICHRIE.

Section 5. Maintenance of a Chapter

- A. A chapter will maintain a roster of at least 20 members
- B. A chapter will schedule and hold a minimum of 2 meetings per year with at least one being of a professional development nature.
- C. A chapter will forward at least 2 communications to the Federation Board:
 - a. A chapter will submit an annual report that summarizes activities during the previous year.
 - b. A chapter will request funding for the following year with a plan of what activities are being developed for the year. This request must be in line with the budgeting activities of the Federation so that all funding request can be met.
- D. A chapter will conduct its financial affairs in accordance with the policies and procedures established for the NE Federation by the ICHRIE Board of Directors.
- E. A chapter will operate in accordance with the requirements imposed upon an organization exempt from Federal Income Tax under Section 501 (c) (3) the Internal Revenue Code of 1954 or the corresponding provisions of any future Internal Revenue Code.

Section 6. Maintenance of Federation

- A. NENA will maintain a roster of at least one hundred (100) ICHRIE members from a minimum of twenty (20) educational and/or corporate/institutional members.
- B. NENA will schedule and hold a minimum of one (1) meeting or activity each year.
- C. NENA will forward a minimum of four (4) communications to its Federation membership each year.
- D. NENA will submit an annual report that summarizes activities during the previous year and plans

for the next year.

- E. NENA conducts its financial affairs in accordance with the policies and procedures established by the ICHRIE Board of Directors.
- F. NENA operates in accordance with the requirements imposed upon an organization exempt from Federal Income Tax under Section 501 (c) (3) the Internal Revenue Code of 1954 or the corresponding provisions of any future Internal Revenue Code.

Section 7. Loss of a Chapter

A chapter shall remain in full force unless it fails to adhere to the requirements of Article IV, Section 5 or unless at a regularly scheduled meeting of the chapter they vote to dissolve.

Section 8. Loss of Federation Charter

Each Federation's Charter shall remain in full force unless a Federation fails to adhere to the requirements of Article IV, Section 6.

Section 9. Revocation of a Chapter

The NENA Board of Directors shall reserve the right to dissolve a chapter if the Board determines that the chapter fails to or refuses to comply with the NENA Charter, and /or ICHRIE Bylaws (see ICHRIE Bylaws, Article IV, Section 7) or its own Bylaws.

Section 10. Revocation of Federation Charter

The ICHRIE Board of Directors shall revoke a Federation Chapter if the Board determines that a Federation fails to or refuses to comply with the Federation Charter or Bylaws, and/or ICHRIE Bylaws (see ICHRIE Bylaws, Article IV, Section 7).

Section 11. Chapter Dissolution

Upon dissolution or revocation of a chapter, their fund balance would go into NE Federation treasury.

ARTICLE V Officers of the Federation

Section 1. Elected Officers

The elected officers of NENA shall be the Immediate Past President, President, Vice President, Secretary, and Treasurer, all of whom are members of the Board of Directors of the Federation. The elected officers shall constitute the Executive Committee and shall act in the absence of the Board.

Section 2. Other Members of the Board

- A. The Board of Directors shall also include the following elected members: Director of Education, Director of Member Services and Marketing, Director of Conferences and Events, and Director of Research.
- B. A minimum of three (3) non-voting Members-at-Large are appointed by the Board of Directors for their area of expertise for a two-year term to address issues that are deemed to be necessary for the ongoing development and advancement of NENA CHRIE.

Section 3. Qualifications for Office

A. Eligibility for Immediate Past President

To be eligible for the office of Immediate Past President, a member shall have served as President of NENA during the previous year.

B. Eligibility for President

To be eligible for the office of NENA President, a member shall have served as Vice President of NENA during the previous year.

C. Eligibility for Vice President

To be eligible for the office of NENA Vice President, a member shall have been an ICHRIE member for two years and NENA member for one year and must supply a letter of support from their academic institution or business stating commitment for the three years of service.

D. Eligibility for Secretary

To be eligible for the office of NENA Secretary, a member shall have been an ICHRIE member for two years and a NENA member for one year and must supply a letter of support from their academic institution or business stating commitment for the two years of service.

E. Eligibility for Treasurer

To be eligible for the office of NENA Treasurer, a member shall have been an ICHRIE member for two years and a NENA member for one year and must supply a letter of support from their academic institution or business stating commitment for the two years of service.

F. Eligibility for Director of Education

To be eligible for the office of Director of Education, a member shall have been an ICHRIE member and must supply a letter of support from their academic institution or business stating commitment for the two years of service.

G. Eligibility for Director of Member Services and Marketing

To be eligible for the office of Director of Member Services and Development, a member shall have been an ICHRIE member and must supply a letter of support from their academic institution or business stating commitment for the two years of service.

H. Eligibility for Director of Conferences and Events

To be eligible for the office of Director of Conferences and Events, a member shall have been an ICHRIE member and must supply a letter of support from their academic institution or business stating commitment for the two years of service.

I. Eligibility for Director of Research

To be eligible for the office of Director of Research, a member shall have been an ICHRIE member, have a record that demonstrates experience with publications, research grants, or industry research; and must supply a letter of support from their academic institution or business stating commitment for the two years of service.

J. Eligibility for Members-at-Large

To be eligible for the role of Member-at-Large, a member shall have been an ICHRIE member, have specialized knowledge about the concerns and aspirations of NENA members in their specific geographic region, information resources that could be used to solicit potential members through ICHRIE staff, suggestions regarding possible corporate sponsors, and communication channels to reach industry partners.

Section 4. Responsibilities of Officers

A. Immediate Past President

The Immediate Past President:

- A.** Serves as a resource person to the President, and the NENA Board of Directors
- B.** Serves as chair of the NENA Federation Awards Committee
- C.** Serves as chair of the NENA Nominating and Election Committee
- D.** Serves on the ICHRIE Awards Committee and Nominating Committee
- E.** Attends required committee meetings at ICHRIE Annual Conference
- F.** Maintains Federation voting/survey tool (i.e., Qualtrics/Survey Monkey)

B. President

The President:

- i. Represents NENA on the ICHRIE Board of Directors, which includes attending at least two in-person meetings (typically January and July) and all other board meetings as scheduled
- ii. Gives federation reports and promptly respond to information requested by ICHRIE
- iii. Presides over three NENA Federation meetings, typically held during Spring Conference, ICHRIE Summer Conference, and fall
- iv. Reports back to ICHRIE on matters of concern to the Federation and individual members. This reporting can take the form of:
 - a. Direct communication with the ICHRIE office and/or
 - b. Submission of the Board Reporting Form prior to each of the board meetings
- v. Presides at all board meetings of NENA, but may delegate this responsibility to the Vice-President at his/her discretion
- vi. Sets the agenda for all Board and Federation meetings
- vii. Provides support, as needed, with events and meetings throughout the year
- viii. Provides leadership and guidance with new initiatives
- ix. Provides periodic written communication for the CHRIE Communique/other Communication Media
- x. Sends necessary emails to Federation members as needed
- xi. Appoints all ad hoc committees, additional voting members to standing committees, and may appoint a Parliamentarian
- xii. Names individuals to all non-elected leadership positions
- xiii. Serves as an ex-officio member of all committees except the Nominating Committee
- xiv. If the Immediate Past President is unable to fulfill their duties, the President may delegate these responsibilities to the Vice President
- xv. The President, upon completion of their term, will become Past President

C. Vice President

The Vice President:

- i. Assumes any activities of the President in their absence
- ii. Serves on the Strategic Planning Committee (SPC) of ICHRIE and attend all meetings as announced by the Vice President of ICHRIE
- iii. Communicates the Strategic Goals of ICHRIE to the NENA Board in order for the Federation to align activities with organizational goals
- iv. Attends required committee meetings at ICHRIE Annual Conference
- v. Attends NENA events and meetings, as announced by the NENA Federation
- vi. Co-chairs the Federation Conference Committee
- vii. Coordinates relations of the Federation in cooperation with allied associations, societies, and industry and governmental organizations
- viii. Develops an initiative to spearhead for their presidency in the upcoming year
- ix. Succeeds the President at the termination of the President's term
- x. Updates the Federation's shared cloud drive as needed

D. Secretary

The Secretary:

- i. Efficiently records all board and Federation minutes and make them available to the membership; draft minutes must be posted within 30 days
- ii. Records and acknowledge attendance during the aforementioned meetings and include it in the minutes
- iii. Maintains/updates board email distribution list
- iv. Chairs the Federation Bylaws Committee
- v. Serves on the ICHRIE Bylaws Committee
- vi. Attends required committee meetings at ICHRIE Annual Conference
- vii. Maintains Federation's shared cloud drive as needed.
- viii. Maintains the Federation website, www.nenachrie.com
- ix. In the event secretary cannot be present in person, the Board will find a third-party person to record the minutes and other duties requested at the meeting

E. Treasurer

The Treasurer:

- i. Coordinates transfers of funds between ICHRIE and NENA
- ii. Coordinates revenues/sponsorships earned by NENA and any payments of expenses incurred by NENA
- iii. Presents a detailed report of the Federation financial status at each Federation meeting and when requested by the Board
- iv. In consultation with the President/Vice President develops and presents a budget of expected cash flows to the Federation Board annually
 - a. Maintains a check book register to monitor revenue and expenses
 - b. Authorizes checks on Federation account(s)
- v. Serves as chair for the Promise Award Scholarship Committee
 - a. Fred Mayo- Undergraduate Award

- b. Jim Bardi-Graduate Award
- vi. Serves on the ICHRIE Finance Committee
- vii. Serves on the NENA Federation Conference Committee
- viii. Attends required committee meetings at ICHRIE Annual Conference

F. Director of Education

The Director of Education:

- i. Organizes and offers professional development for NENA membership
- ii. Identifies and develops educational sessions for the regional conference
- iii. Identifies and schedules guest speaker for Fall Federation meeting or other meetings where needed
- iv. Serves on the Education Committee for ICHRIE
- v. Serves on the NENA Federation Conference Committee
- vi. Attends required committee meetings at the ICHRIE Annual Conference

G. Director of Membership Services and Marketing

The Director of Membership Services and Marketing:

- i. Communicates and enhances member value through:
 - a. Leading the social media activity for the Federation
 - b. Marketing all federation events and activities to members
 - c. Planning and executing networking events
- ii. Works to retain and increase the number of NENA members
- iii. Provides networking opportunities for NENA members
- iv. Serves on the ICHRIE Member Services and Development Committee
- v. Serves on the NENA Federation Conference Committee
- vi. Attends required committee meetings at the ICHRIE Annual Conference

H. Director of Conferences and Events

The Director of Conferences and Events:

- i. Serves as chair of the annual Federation Conference
- ii. Administers RFP process for future federation conferences
- iii. Serves on the ICHRIE Conference Committee
- iv. Attends required committee meetings at the ICHRIE Annual Conference
- v. Works closely with the Vice President, Treasurer, Director of Education, Director of Research, and Director of Membership Services & Marketing when planning, coordinating, and executing the annual federation conference
- vi. Maintains conference registration system (i.e., EventBrite)
- vii. Updates Federation's shared cloud drive as needed

I. Director of Research

The Director of Research:

- i. Oversees all Federation publications
- ii. Plans and supervises any papers/posters/symposiums presentations at meetings or conferences
 - a. Issues call for papers/posters/symposiums
 - b. Identifies and coordinates reviewers for papers/posters/symposiums for regional conference
 - c. Identifies and coordinates judges for best paper/poster awards at annual federation conference
 - d. Maintains paper/posters/symposium submission system (i.e., Easy Chair)
- iii. Maintains a repository for research best practices
- iv. Serves on the ICHRIE Research Committee
- v. Attends required committee meetings at the ICHRIE Annual Conference
- vi. Ensures that documents and materials related to the position are kept up to date in the Federation's shared cloud drive

ARTICLE VI

Meetings of the Board of Directors

Section 1. Regular Meetings

Regular meetings of the Federation Board of Directors- whether in person or electronically supported- shall be held as the Board determines. The Board of Directors shall meet **monthly with a minimum of 6 meetings a year.**

>>**FRIENDLY AMENDMENT**: The Board of Directors shall meet monthly **during the academic year (September – April).**

Section 2. Special Meetings

Special meetings may be held at such time and place or using appropriate electronic media. A special meeting shall be called by the President upon the request of one-third of the members of the Board. Notification of the time, place, and purpose of the special meeting shall be sent to the Board members at least **seven (7) days** in advance of the meeting.

Section 3. Notice and Agenda

The Secretary shall give adequate notice of all meetings, in consultation with the President prepare the agenda for each meeting and provide a copy of the agenda for each member of the Board and other appropriate members.

Section 4. Quorum

A majority of the Board, including at least two members of the Executive Committee, shall constitute a quorum.

ARTICLE VII

Annual Federation Meetings

>>**FRIENDLY AMENDMENT**: Change Annual Meeting to Federation Meetings

Section 1. Notice of the Annual Meeting

The Annual Meeting of NENA shall be held during the summer conference as scheduled by ICHRIE, whether in-person or appropriate electronic media. A final notice of the meeting, together with the agenda, shall be mailed or sent electronically to the membership at least seven (7) days prior to the date of the meeting.

>>**FRIENDLY AMENDMENT**: Change section 1 as follows -

Section 1: Federation Meetings

Regular meetings of the Federation - whether in person or electronically supported - shall be held three times per year: fall, spring, and summer. The summer meeting will be held during the summer conference as scheduled by ICHRIE and will be designated as the annual meeting. A final notice of the meetings, together with the agenda, shall be mailed or sent electronically to the membership at least fourteen (14) days prior to the date of the meeting.

Section 2. Other Meetings

With the Board's approval, the President shall call other meetings of the membership at such time and place or using appropriate electronic media as the President may determine. The President shall provide the members with seven (7) days' notice that shall include information about the time, place, and purpose of the meeting.

>>**FRIENDLY AMENDMENT**: The president shall ... with fourteen (14) days' notice.

Section 3. Quorum

The number of persons who attend the Annual Meeting shall constitute a quorum for the transaction of business.

ARTICLE VIII

Nominations and Elections

Section 1. Nominating/Election Committee

- A. The Nominating/Election Committee shall consist of three members; the Immediate Past President and two members selected by the Board of Directors. The Nominating Committee shall present a slate for elected positions to the Board for approval, and then distribute to membership by January 31 each year.
- B. In addition to the proposed slate, the Nominating/Elections Committee shall create a ballot that allows write-in candidates who are current NENA members.

Section 2. Nomination of Candidates

A call for nominations will be sent to the NENA membership each year, announcing the positions available. Candidates shall be submitted each year for the position of Vice President and all other board positions that have expiring terms. Every effort will be made to stagger terms.

Section 3. Eligibility to Vote

All **current** NENA members, except honorary/complimentary members, shall be entitled to vote for all elected NENA positions.

Section 4. Timetable for Elections

Elections shall be conducted by appropriate electronic media, with ballots distributed by February 15 for a period of thirty (30) days. In the case of a tie vote, a runoff election shall be held immediately after the results are determined, for a period of thirty (30) days. If the second ballot yields a tie vote, the Board of Directors shall break the tie by a majority vote of Board members.

Section 5. Vacancies

When a vacancy occurs in the office of Immediate Past President, the President shall assume those duties in addition to the duties of **their** own office until the next election. When a vacancy occurs in the office of President, the Vice President assumes those duties in addition to the duties of **their** own office until the next election. When a vacancy occurs in the office of Vice President, the President, with the consent of the Board, may appoint a person to serve in the position of Vice President until the Nominating Committee presents a slate of candidates for a special election by the membership. When a vacancy occurs in the office of Secretary, Treasurer, or any other office, the President, with consent of the Board, shall appoint a Secretary, Treasurer, or appropriate Director pro tem to serve until the next regular election.

ARTICLE IX Committees

Section 1. Role of Standing Committees

The President of the Federation shall be assisted in policy formulation and operation of the Federation by such standing and ad hoc committees.

Section 2. Standing Committees

The standing committees of NENA shall be: Nominating/**Elections** Committee, Bylaws Committee, Conference Committee, and Scholarship Committee.

Section 3. Terms of Appointment

Nominating/**Elections** and Conference Committee members are appointed for one-year terms. Officers or directors who serve as chairs of standing committees shall serve concurrent with their term of office. Other committee members shall serve for one to three-year terms. The purpose of this process will be to provide as many opportunities for committee membership to NENA members as possible, thus allowing numerous members to hold leadership roles in the organization. Membership on committees shall begin immediately after the NENA Annual Meeting.

Section 4. Responsibilities of Committees

- A. Nominating/**Election** Committee. See Article VIII, Section 1.
- B. Bylaws Committee. Chaired by the Secretary, the committee shall review the Bylaws and other procedures of the organization to make sure they are clear, accurate, and consistent.
- C. Conference Committee. Chaired by the **Vice President and** Director of Conferences, the committee shall work to conduct all activities associated with any NENA conferences. These activities may include site selection, conference template, themes, speakers, site operations, conference events, and sponsorships, promotion of conference, budget, and evaluation.
- D. **Scholarship** Committee. Chaired by the **Treasurer** the committee shall work with members to administer the Promise Award student scholarships and any other scholarships offered by NENA.

Section 5. Ad Hoc Committees

The President may establish ad hoc committees as appropriate. Each committee shall have a name, list of members, stated purpose charge, and duration. Ad hoc committees shall terminate once the charge has been completed, or the committee may be terminated by the President, or the Board, as necessary.

ARTICLE X Special Interest Groups

Section 1. Purpose

Special Interest Groups provide members with an opportunity to share information, research, and resources related to a particular facet of hospitality and tourism education.

Section 2. Membership

All Special Interest Groups are open to NENA members unless special membership requirements have been otherwise established by the Board of Directors.

Section 3. Leadership

Each Special Interest Group shall be led by a chair, elected by its membership for three years. The term of office will commence and end with the NENA Annual Meeting. Special Interest Groups may appoint/elect other officers as necessary and appropriate to the conduct of their business. The leadership is responsible for activities of the Special Interest Group. A Special Interest Group must hold a minimum of one scheduled activity within the year, and must submit an annual report to the Board. The President, with approval of the Board, may remove inactive chairs from office. The President, with approval of the Board, may terminate a Special Interest Group if no activity is reported for a year.

Section 4. Establishing a Special Interest Group

A group of five (5) NENA members may petition the Board to establish a Special Interest Group. The petition must contain the name, purpose, membership qualifications, organizational structure, and proposed activities of the Special Interest Group.

Article XI

Administrative Operations

Section 1. Headquarters

The headquarters ICHRIE is located at a place selected by the **Executive Director** and Board of Directors. NENA is a federation of ICHRIE and is served by the headquarters of ICHRIE.

Section 2. Fiscal Operations

The Federation shall conduct its financial affairs in accordance with the policies and procedures established by the ICHRIE Board of Directors. The Federation and its Officers shall be responsible for any financial obligations incurred without the prior approval of the ICHRIE Board of Directors. Two (2) Federation Officers shall approve all financial commitments for expenditures not previously budgeted.

Section 3. Dues and Other Revenue

The Federation shall receive dues as a credit in its account with ICHRIE based on a percentage of dues revenue collected from ICHRIE members with membership mailing addresses within NENA geographic boundaries. NENA is prohibited from charging additional membership dues. NENA may charge fees for participation in meetings, conferences, and other Federation programs.

ARTICLE XII

Parliamentary Authority

Robert's Rules of Order Newly Revised, current edition, shall govern the conduct of all meetings of the Board of Directors, and the Annual Meeting, except as otherwise provided in these Bylaws.

ARTICLE XIII

Amendments to the Bylaws

These Bylaws may be amended, supplemented, modified, or repealed at any duly constituted regular or special meeting of the membership, by an affirmative two-thirds vote of those present or responding, provided that written notice of any proposed change was mailed or sent to the membership at least thirty (30) days prior to the meeting at which the proposed change is acted upon or, in lieu of notice, a written or electronic waiver is secured from each member.

ARTICLE XIV

Restrictions on Activities

Section 1. Compensation

No part of the net earnings of NENA shall inure to the benefit of, or be distributed to the members, Directors, Officers, or any private persons except that NENA is authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the organization as explained above.

Section 2. Purpose

No substantial part of the activities of NENA shall be the carrying on of propaganda or otherwise attempting to influence legislation, and ICHRIE shall not participate in or intervene in any political campaign on behalf of any candidate for political office.

Section 3. Exempt Status

NENA shall operate in accordance with the requirements imposed upon an organization exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code of 1954 or the corresponding provisions of a corporate contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future Internal Revenue Codes.

Membership held electronically at ICHRIE headquarters.

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