

# **The Hospitality Management Association**

## **Constitution**

### **Article I. Name, Purpose, and Non-Discriminatory Policy of the Organization**

#### **Section I.01 NAME; THE NAME OF THIS ORGANIZATION SHALL BE**

- (a) The Hospitality Management Association (of The Ohio State University) (HMA).

#### **Section I.02 PURPOSES:**

- (a) The purpose of the Hospitality Management Association is to create meaningful conversations among students, increase awareness of the vast opportunities within the hospitality industry, and showcase the influence of hospitality in the local community. Through engaging events and collaborative experiences, we aim to inspire students to explore diverse career paths and understand the critical role hospitality plays in shaping our world.

#### **Section I.03 NON-DISCRIMINATION POLICY;**

- (a) This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.
- (b) As a student organization at The Ohio State University, The Hospitality Management Association expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.
- (c) If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

### **Article II. Membership: Qualifications and Categories of Membership**

#### **Section II.01 MEMBERSHIP QUALIFICATIONS**

- (a) All university students currently enrolled in good standing (2.0 CPHR) at The Ohio State University are eligible for membership and all benefits associated with membership.

### **Article III. Methods for Removing Members and Executive Officers**

#### **Section III.01 TERMS OF REMOVAL**

- (a) If a member engages in any behavior that is detrimental to advancing the purpose of this organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state, or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

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- (b) Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.
- (c) In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor may vote to temporarily suspend a member or executive officer.

## Article IV. Organization Leadership

### Section IV.01 EXECUTIVE TEAM

- (a) President
  - (i) *Attend all meetings and events.*
  - (ii) *Set up all meetings and events (location, time and other details).*
  - (iii) *Work with the Vice President to determine the content for the general member meetings.*
  - (iv) *Lead the monthly executive meetings.*
  - (v) *Maintain the email account & RSVP lists.*
  - (vi) *Oversee planning of HMA Program of Activities & Events*
  - (vii) *Attend board meetings as the Secretary for the Hospitality Management Advisory Board.*
- (b) Vice President
  - (i) *Attend all meetings and events.*
  - (ii) *Work with the President to determine the content of the general member meetings.*
  - (iii) *Assist with leading the general member meetings.*
  - (iv) *Set up networking events.*
  - (v) *Responsible for recruiting new members (visit classes and other actions as decided).*
  - (vi) *Help the President with miscellaneous tasks.*
- (c) Secretary
  - (i) *Attend all meetings and events.*
  - (ii) *Notes at meetings.*
  - (iii) *Send out emails of minutes from all meetings.*
  - (iv) *Write thank you notes to people who host us for tours, or donate items to the program.*
- (d) Treasurer
  - (i) *Attend all meetings and events.*
  - (ii) *All jobs related to money.*
  - (iii) *Maintaining relationships with our sponsors and collecting gift cards/donations.*
  - (iv) *Apply funds when needed.*

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- (v) Maintain good financial standing and complete forms on time*
- (vi) Secure all possible funds*
- (vii) Responsible for fundraiser development & execution*
- (e) Public Relations Director**
  - (i) Attend all meetings and events.*
  - (ii) Keep social media up to date and post regularly (Includes Facebook, Instagram, and Twitter).*
  - (iii) Posts should be identical about upcoming events, meetings, recap of events/meetings, and any other relevant information.*
  - (iv) Include posts on holidays or other special occasions.*
  - (v) Work with president to maintain & update HMA Website.*
  - (vi) Speak with other students to spread awareness of HMA*
  - (vii) Create flyers and promotional items for HMA*
- (f) Advisor**
  - (i) There shall be an advisor from the Hospitality Management faculty or the Administration.*
  - (ii) Advise and oversee officer team and HMA program of activities*

## **Article V. Election / Selection of Organization Leadership**

### **Section V.01 ELECTION OF OFFICERS**

- (a)** Annual elections shall be held at the last meeting of the Spring Quarter.
- (b)** Elections shall not be held prior to the seventh week of Spring quarter.
- (c)** In the event that an officer graduates prior to the established election date, the group will hold an election during the last meeting of the quarter before said officer graduates.
- (d)** Nomination forms of the new officers shall be made available [at least] two weeks prior to the elections.
- (e)** Installation of the new officers shall take place at the first meeting of Fall Quarter, not to exceed the third week of Fall Quarter.
- (f)** If a vacancy should occur in any position other than the President, it shall be filled by an appointment of the President with the approval of the Executive Committee.
- (g)** If an elected officer is not performing the responsibilities required for his/her position, the remaining members should first talk to that officer, and upon a second problem, speak with the Advisor. The Advisor must determine the appropriate plan of action, which may include termination of that officer's position.

## **Article VI. Executive Committee (if needed): Size and composition of the Committee**

### **Section VI.01 EXECUTIVE COMMITTEE**

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- (a) The executive committee shall consist of the elected officers, The appointed officers, and those committee chairpersons appointed by the president, and the advisor.

### **Article VII. Standing Committees (if needed): Names, purposes, and composition**

#### **Section VII.01 STANDING COMMITTEE**

- (a) All committee chairpersons (standing or ad hoc) shall be appointed by the President and shall serve a term which coincides with the terms of the elected officers.

### **Article VIII. Advisor(s) or Advisory Board: Qualification Criteria**

#### **Section VIII.01 ADVISORS**

- (a) Advisors of student organizations must be members of the University faculty or Administrative & Professional Staff. Responsibilities and expectations of advisors should be clearly and adequately described.

### **Article IX. Meetings of the Organization: Required meetings and their frequency.**

#### **Section IX.01 MEETINGS**

- (a) Monthly Meetings are not mandatory, but there is emphasis put on attending the monthly meetings for the extent of the semester.

### **Article X. Attendees of Events of the Organization: Required events and their frequency.**

#### **Section X.01 ATTENDEES OF EVENTS**

- (a) The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution.

### **Article XI. Method of Amending Constitution: Proposals, notice, and voting requirements.**

#### **Section XI.01 PROPOSAL**

- (a) Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken.

#### **Section XI.02 APPROVAL/VOTING**

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- (a) Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members).
- (b) The constitution should not be amended easily or frequently

### **Article XII. Method of Dissolution of Organization**

#### Section XII.01 DISSOLUTION

- (a) Should this student association decide to dissolve at any time in the future, the voting eligible membership shall decide on the distribution of assets.

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## By-Laws

### **Article I.**      *Parliamentary Authority*

Section I.01 The rules contained in Robert's Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

### **Article II.**      *Membership*

Section II.01 All university students currently enrolled in good standing (2.0 CPHR) at The Ohio State University are eligible for membership and all benefits associated with membership.

Section II.02 There shall be no dues to The Hospitality Management Association

Section II.03 Termination of membership will be based upon actions and decided by leadership of the Hospitality Management Association.

### **Article III.**      *Election / Appointment of Government Leadership*

Section III.01 Annual elections shall be held at the last meeting of the Spring Quarter. Elections shall not be held prior to the seventh week of Spring quarter. In the event that an officer graduates prior to the established election date, the group will hold an election during the last meeting of the quarter before said officer graduates. Nomination forms of the new officers shall be made available [at least] two weeks prior to the elections. Installation of the new officers shall take place at the first meeting of Fall Quarter, not to exceed the third week of Fall Quarter. If a vacancy should occur in any position other than the President, it shall be filled by an appointment of the President with the approval of the Executive Committee. If an elected officer is not performing the responsibilities required for his/her position, the remaining members should first talk to that officer, and upon a second problem, speak with the Advisor. The Advisor must determine the appropriate plan of action, which may include termination of that officer's position.

### **Article IV.**      *Executive Committee Standing Committees*

Section IV.01 President

- (a) Attend all meetings and events.
- (b) Set up all meetings and events (location, time and other details).
- (c) Work with the Vice President to determine the content for the general member meetings.
- (d) Lead the monthly executive meetings.
- (e) Maintain the email account & RSVP lists.
- (f) Oversee planning of HMA Program of Activities & Events
- (g) Attend board meetings as the Secretary for the Hospitality Management Advisory Board.

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### Section IV.02 Vice President

- (a) Attend all meetings and events.
- (b) Work with the President to determine the content of the general member meetings.
- (c) Assist with leading the general member meetings.
- (d) Set up networking events.
- (e) Responsible for recruiting new members (visit classes and other actions as decided).
- (f) Help the President with miscellaneous tasks.

### Section IV.03 Secretary

- (a) Attend all meetings and events.
- (b) Notes at meetings.
- (c) Send out emails of minutes from all meetings.
- (d) Write thank you notes to people who host us for tours, or donate items to the program.

### Section IV.04 Treasurer

- (a) Attend all meetings and events.
- (b) All jobs related to money.
- (c) Maintaining relationships with our sponsors and collecting gift cards/donations.
- (d) Apply funds when needed.
- (e) Maintain good financial standing and complete forms on time
- (f) Secure all possible funds
- (g) Responsible for fundraiser development & execution

### Section IV.05 Public Relations Director

- (a) Attend all meetings and events.
- (b) Keep social media up to date and post regularly (Includes Facebook, Instagram, and Twitter).
- (c) Posts should be identical about upcoming events, meetings, recap of events/meetings, and any other relevant information.
- (d) Include posts on holidays or other special occasions.
- (e) Work with president to maintain & update HMA Website.
- (f) Speak with other students to spread awareness of HMA
- (g) Create flyers and promotional items for HMA

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### **Article V.**      *Advisor / Advisory Board Responsibilities*

Section V.01 Advise and oversee officer team and HMA program of activities

### **Article VI.**      *Method of Amending By-Laws*

*Section VI.01*      Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken.