



Sample
Constitution and Bylaws
Of the
Club Management Association of America

Article 1 – Name

The Association shall be known as the _____ Chapter of the Club Management Association of America.

Article 2 – Object

- Section 1** The Chapter will promote closer ties between the Club Managers Association of America and the undergraduates or graduate students of the School of Hotel Administration at _____ University/College.
- Section 2** The Chapter will promote and advance friendly relations between its members and professional club managers.
- Section 3** The Chapter will encourage the education and advancement of its members in the field of club management.
- Section 4** The Chapter will promote the field of club management within the University/College.

Bylaws

Article 1 – Membership

- Section 1** The _____ Chapter must maintain a minimum of 10 student members and will be supervised by a faculty member or the Dean of the School and advised by an active member of Club Management Association of America.
- Section 2** An Active student member shall be any dues paying student enrolled in a hospitality course at _____ University/College.
- Section 3** An Associate student member shall be any former Active member who has left the University but whose yearly dues have not yet expired.

Article 2 – Assessments

- Section 1** Annual dues of _____ per active student member shall be levied. Which shall become payable by the 1st day of November each year and shall be for the November 1 – October 31 fiscal year.
- Section 2** Such dues shall be used to defray expenses of the _____ Chapter activities.
- Section 3** All obligations created by a chapter or by any of its officers shall be solely the responsibility of that chapter.
- Section 4** Assessments from active and associate members, on a pro rate basis for those who attend, shall be made for such activities not covered by dues as may be voted by the active membership.

Article 3 – Officers

- Section 1** The officers of the chapter shall be: President, Vice-President and Secretary-Treasurer.
- Section 2** The term of office incumbents shall be one year.
- Section 3** The officers shall be elected for the following year at the last meeting of the spring term.
- Section 4** In the event of a vacancy in any of the offices, the vacancy may be filed by an interim election.
- Section 5** Duties and functions of the officers:
- A. The President**
1. Shall call and reside over all meetings of the Chapter
 2. Shall appoint committees and their chairmen.
 3. Shall be a member ex-officio of all committees.
 4. Shall, in conjuncture with the Secretary-Treasurer, authorize all disbursements from the treasury in accordance with appropriations made by the chapter.
 5. The President of the Chapter shall furnish the Executive Vice President his/her annual reports within 30 days following the end of the academic year.

B. The Vice-President

1. Shall preside at meetings in the absence of the President
2. Shall assist the President whenever possible in matters concerning the Chapter.
3. In case of a vacancy occurring in the office of President, the Vice-President shall assume full duties of the President until the next election.

C. The Secretary-Treasurer

1. Shall keep the minutes of each meeting of the Chapter: shall present them at each subsequent meeting; shall send a copy to each chapter members; shall forward a copy of the minutes to National Headquarters within fifteen days following each meeting.
2. Shall be custodian of all records of the chapter
3. Shall make all necessary assessments and shall receive and deposit all funds in the prescribed manner.
4. Shall keep full and complete records of all funds received, deposited and disbursed; report at each meeting of the Chapter or whenever called upon.
5. Shall have a minimum of one semester remaining at the expiration of his term.

Article 4 – Voting

Section 1 General

- A. Fifty percent (50%) of the active membership shall constitute a quorum.
- B. Only active members may vote on any issue.
- C. No voting by proxy shall be permitted at any time.

Section 2 Amendments

- A. Any change in or addition to the spirit or letter of this Constitution shall be considered an amendment and shall, preferable, be prepared in writing and read at a regular meeting. A favorable vote by a majority of the active membership shall be necessary for its incorporation into this constitution.

Section 3 Bylaws

- A. Any minor addition or regulation which is proposed in connection with this constitution shall be a bylaw and shall, for its incorporation, require a favorable vote by the majority of the active membership present.

Section 4 Disclaimer

- A. There shall be no legal liability on the part of the Association for any act of any of this chapter.
- B. Upon the dissolution of the Chapter for any reason, in the event that no other provisions have been made regarding the disposition of its assets, all of its assets remaining after the satisfaction of all of its obligations shall revert to the Association upon the expiration of 120 days from the date of its dissolution.