The School of Tourism & Hospitality Management
Student Association Constitution

ARTICLE I
Name & Purpose

Section 1. Name
The name of this organization shall be The School of Tourism and Hospitality Management (STHM) Student Association.

Section 2. Purpose
The purpose of this organization shall be:

A) To inform all enrolled STHM students and those interested in the curriculum, of professional careers, internships, and the opportunity to obtain additional knowledge of the Tourism, Hospitality, Sport and Recreation industries.

B) To provide networking and social opportunities for career advancement.

ARTICLE II
Elected Positions

Section 1. Executive Board
Executive Board members are undergraduate students in good academic standing within the School of Tourism and Hospitality Management. The President and Vice President are elected by the current Executive Board for the following year. Each Executive Board member is annually chosen by the elected President and Vice President through an application and interview process. Each Executive Board member must strive to fulfill their written goals and objectives, while also satisfying the objectives of the organization (please see organizational manual for written goals and objectives). Executive Board members are required to participate in fifty percent of events per semester held by the entire Student Association. All Board members are also required to contribute mandatory office hours, attendance to a weekly Executive Board meeting, and general assembly meetings.

The Executive Board is comprised of the following:
- President
- Vice President
- Treasurer
- Secretary
- 2 Event Coordinator(s)
Executive Board Descriptions

Executive Secretary
The role of the Executive Secretary is to handle all other STHM Student Association correspondence, thank you notes are an example, as well as handling the STHM Student Association e-mail account. Taking notes at all General Assembly and Executive Board meetings along with any other tasks that may come to occur.

Event Coordinators
The Event Coordinator is in charge of planning all of the Student Association events for the semester. They will research possible events before the start of the year and stay in communication with the President and Vice President between semesters, and then propose the events to the Executive Board. When final choices are made on which events to hold, the Event Coordinator is in charge of setting up a guest speaker and making all arrangements for the event.

Membership Coordinator
This individual is responsible for the compiling and maintenance of the Student Association membership list. They are also responsible for bringing the membership lists to and keeping track of new members at General Assembly meetings by preparing membership sign-up sheets. They must also prepare event sign-up sheets for General Assembly meetings. They should have basic knowledge of Microsoft Excel and have good organizational skills. They will also assist other E-Board members with responsibilities as needed.

TSG (Temple Student Government) Representative
The TSG representative has a few requirements throughout the year. TSG has monthly meetings that the representative must attend, sign in, and report information back to the STHM Executive Board or to the General Assembly. Attendance at these meetings is recorded and therefore mandatory. The largest portion of this position involves allocations as the representative will run the allocation process of attaining money from the university to use for the events. This representative will be in close contact with the university to ensure our organization has the funds necessary to put on the most beneficial events. Being the TSG representative is an opportunity to be involved in the STHM Student Association as well as Temple Student Government.

GA Coordinator
It is the duty of the GA Coordinator to organize the activities and Power Points for the General Assembly meetings. The activities will focus on student development and encourage student participation. The GA Coordinator will also assist in the development and execution of the Mentoring Program, and work directly with the President and Vice President in order to reserve space for the meetings.
**Treasurer**
The treasurer will be in close contact with the President, Vice President and Event Coordinators. This person also should know how to keep a budget sheet along with other basic accounting knowledge. They will be the ones who keep track of the account through Student Activities along with making withdrawals and transactions through the Student Activities Office.

**Marketing**
This position works closely with email blasts to the STHM Undergrad Community, STHM SA website, Facebook groups and flyers/promotions for events. This person may also be in charge of putting together creative updates such as helping with a newsletter and updating message boards in the offices. Also, the duty of creating poster boards of the Student Association for faculty and other students such as at a Career Fair or other STHM event.

**Section 2. Removal of Executive Board Members**
The Faculty Advisor and the President may terminate Executive Board members if they view the student as being unfit and unable to fulfill the organizational goals and objectives. The President may be removed by the Faculty Advisor and an overwhelming majority vote of the Executive Board. If an Executive Board member or President is removed from their position, another Executive Board member in good academic standing may assume the position.

**ARTICLE III**
Meetings, Club Decisions and Promotions

**Section 1. Meetings**
The STHM Student Association shall have a minimum of three meetings within each semester. The organization can decide to add more meetings if members deem it necessary. The Student Association Executive Board shall organize all logistics of meetings, including the time, date, location and speaker(s) general assembly; Minutes of each meeting shall be produced and given to the Faculty Advisor shortly thereafter.

**Section 2. Club Decisions**
The President and Faculty Advisor shall make all final decisions concerning the organization. Final decisions are then posted in information mediums (e.g. website, newsletter, bulletin board) where General Assembly Members are made aware of the information.

All members have the power to vote on Association decisions. Association issues and decisions are chosen by majority rule of the Members and brought to the President for final review. The President can either accept or reject the Association decision, but if he/she rejects the majority vote an explanation is then required, in writing.
ARTICLE IV
Membership Eligibility and Categories

Section 1. Eligibility

Those eligible for membership include current School of Tourism and Hospitality Management majors and open to all interested in the curriculum and events put on by the School of Tourism and Hospitality Management.

Section 2. Categories of Membership

Membership is divided into two categories:

Executive Board Members ~ Includes all undergraduate students elected or appointed in the spring election to hold a full-term (fall and spring semesters) position stated in Article II. These members can be removed at any time if they fail to maintain good academic standing within the School of Tourism and Hospitality Management, fail to pay dues and/or unruly behavior (inappropriate conduct and/or the act of being unprofessional at STHM Association events).

General Members ~ Include all undergraduate students that meet the Association eligibility requirements. These members can be removed if the duty to pay dues is continuously neglected and/or by unruly behavior (inappropriate conduct and/or the act of being unprofessional at STHM Association events). There is an exception that general members do not have to pay dues if they are not in the School of Tourism and Hospitality Management, however if not a paid member they will not receive membership points, discounts on events, and credit to use the STHM Student Association (e.g. resume).

ARTICLE V
Finances

Section 1. Dues

The Treasurer has the duty to collect Association funds. Funds shall be kept in a Temple University Student Organization account, under the control of the STHM Association Faculty Advisor, Association President and Treasurer. The disbursement of funds is mainly the responsibility of both the Treasurer with exclusive rights given to the Faculty Advisor and President. Authorization of expenditures is within the power of the Faculty Advisor.

Dues will be collected within the first forty-five days of each semester. The total monetary amount of dues is determined by majority rule of the Executive Board Members.
ARTICLE VI
Ratification

Section 1. Ratification

This constitution is in effect upon the final review and approval of the Student Association Faculty Advisor and President.

ARTICLE VII
Faculty Advisor

Section 1. Faculty Advisor

The role of Faculty Advisor is to supervise and advise the Executive Board Members and General Association Members, who in turn oversee the STHM Student Association.

ARTICLE VIII
Amendments

Section 1. Proposed Amendments

Proposed amendments to the constitution will be submitted to the Executive Board of the STHM Student Association for consideration. The Executive Board Members will review the proposed amendment with the President for approval. The proposed amendment will be given to the Faculty Advisor and in conjunction with the President to review and make final approval.

Section 2. Accepting and Rejecting Amendments

If a controversy exists regarding a proposed amendment, it will be discussed at an Executive Board meeting. Majority rule votes will decide if the proposed amendment should be either accepted or rejected. The passed amendments will be made available online and added to a hard copy.

This Constitution has been reviewed and revised as of October 2009.