



**By Laws of the
Fayetteville Area Hospitality Association**

Revision 20060620: June 6th, 2006

BY-LAWS OF THE FAYETTEVILLE AREA HOSPITALITY ASSOCIATION

This association shall be called the **Fayetteville Area Hospitality Association** in that it incorporates firms that furnish food and/or lodging and those firms that provide services and activities that support the hospitality industry.

Article I

MISSION STATEMENT

The Fayetteville Area Hospitality Association is a nonprofit organization of committed businesses promoting tourism, social welfare, and quality of life by improving the quality and variety of food, lodging and recreational areas for travelers and local residents.

Article II

MEMBERSHIP

1. Membership in the association has categories as follows:
 - a) Host(those firms that furnish food and/or lodging)
 - b) Service (those firms that offer service, retail, contract, equipment, etc.)
 - c) Entertainment(those firms that offer activities, recreation, sports, meeting spaces, etc.)
2. Admission: Membership admission eligibility depends on the category, interest, professionalism, and/or commitment to the community and community participation. Membership into the Association is in the name of the business. The key person of that business is the voting member (owner, manager, president, etc.) When the member cannot attend functions, a designee from that business may be appointed as proxy. Each prospective member must attend at least one meeting after applying. The Membership Committee will conduct an evaluation, then they will make a recommendation to the Board of Directors. When approved by two thirds (2/3) vote, the sponsor shall secure a check for the remaining dues (prorated by quarters) prior to being inducted into the Association.

Article III

DUES AND OTHER FINANCIAL OBLIGATIONS

1. Annual dues shall be paid directly to the Association payable January 31 of each year. Each business will be billed in October. After January 1, any member not current with dues may not vote. Membership does not cover the cost of lunch. Each member or guest

will be required to pay \$5.00 at each meeting. This money will be reimbursed to the host property to help defray the cost of hosting the monthly meeting.

2. Members will be asked to host a meeting during the year. Several members may join to be the host.
3. All members will be expected to fulfill all financial obligations and to assist in fund raising activities and community projects approved by the Board of Directors.
4. Any member in arrears for more than thirty (30) days for any financial obligation may be considered delinquent and may be dropped from membership by vote of the Board of Directors.

Article IV

MEETINGS

1. There will be eleven regular meetings held from January through November. The December meeting will be a social event to include the installation of officers.
2. The annual meeting shall be held in November, at which time elections will be held. Annual reports will be given by the President, Treasurer, and others.
3. Each member is expected to attend the monthly meetings, committee meetings and/or community assignments during the year. Committee chairpersons are expected to attend and conduct their assigned meetings. Elected members and appointed committee chairpersons are expected to attend the monthly meetings and Board of Directors meetings. Any member knowing that they will not be able to attend any function should call and notify the host and identify the person representing them at that function. A quorum at a regular meeting is twelve (12) voting members.
4. The normal order of business at the monthly meetings shall be:
 - a) Opening(Invocation, Introduction of guest(s), Meal)
 - b) Program(if a program is scheduled, it should be now)
 - c) Approval Of Minutes
 - d) Treasurer's Report
 - e) Reports by the President and Others
 - f) Unfinished Business
 - g) New Business
 - h) Adjournment

Article VI

OFFICERS

1. The officers of the Association shall be a President, First Vice President, Second Vice President, Secretary, Treasurer and Parliamentarian. Prior to being eligible for an elected office, a business shall be active for one year before the member may be nominated.
2. Elections:
 - a) The Nominating Committee shall present a slate for the offices to be filled, notifying the membership at the October meeting prior to the annual election in November. Additional nominees may be made from the floor if prior permission from the candidate was received. In order to maintain continuity in the top three offices, only members from the lodging and food category are eligible for nomination.
 - b) All members are eligible for Secretary and Treasurer positions. The Office of Parliamentarian is appointed annually by the President.
 - c) The office of the President, Vice President, Secretary and Treasurer are for one year terms and may be re-elected. All officers are eligible for re-election with the President limited to serving no more than four, one year terms.
3. Elected officers shall be elected by ballots prepared, distributed and counted by The Nominating Committee during the November election. The election is for one year and they will assume their duties at the installation during the December Social and serve until their successor is installed.
4. Any vacancy in any office shall be filled by the Board of Directors from a slate Submitted by the Nominating Committee by two thirds (2/3) majority, to fulfill that office until the expiration of the original term.

Article VII

BOARD OF DIRECTORS

The Board of Directors shall consist of the officers, all the past Presidents in good Standing, and five (5) members at large [One member from each category, one member from the membership and one member from the Director of Sales.] The President of the Fayetteville Area Convention and Visitors Bureau and the General Manager of the Cumberland County Coliseum Complex will be voting Ex-Officio members. A quorum consists of two thirds (2/3) members of the entire board. The Board of Directors shall have general charge and control of the affairs of the Association.

Article VIII

STANDING COMMITTEES

The following committees are standing committees for the Association. They are appointed by the President for a one year term or until another chairperson is appointed. The President has the authority to give directions and responsibility to each chairperson, assign projects and give charge to each committee. Each chairperson is to select several members to serve on that committee and report to the Secretary.

Committees are as follows:

1. This committee is charged with gathering nominations from Association membership for all offices by preparing a nomination form listing all offices and a blank space to write in the nominee's name, distributing it to the membership at the October meeting, and generating a ballot with such names of nominees listed on it. Nomination Committee must confirm that nominee's wish to serve in the office nominated for before listing the nominee on the ballot. Nomination committee must then administer the vote, by ballot, in November and gather the results and report the final count to the Board prior to the December social event.
2. This committee is headed by the 1st Vice President and is charged with conducting membership drives.
3. This committee is charged with planning and facilitating the FAHA Annual Charity Golf Event. They are charged with proposing the benefactors of the Charity tournament and present the list of benefactors to the membership.
4. This committee is charged with overseeing the accounting procedures of the Treasurer to ensure that they are true and correct.
5. This committee is charged with attending open forums that consist of city, county and state political leaders to further advance the welfare of our membership needs.
6. This committee is charged with coordination with the local press core to ensure that the positive actions taken by this association are communicated to the local press core.
7. This committee is charged with developing and continuing positive relationships with the Cumberland County area schools and universities and to promote education surrounding the industries of our membership.
8. This committee is charged with any task provided by the President that is in the best interest of the membership.

Article IX

DUTIES OF THE OFFICE

1. The President shall preside at all Membership, Board of Directors meetings and special called meetings. The President shall supervise all the affairs of the Association as directed by the Board of Directors. The President shall appoint standing committee Chairpersons and the Parliamentarian. The President will make monthly reports to the membership as to the status of the Association in regard to financial status and responsibilities. The President or the appointee will represent the Association at functions that require Association participation. The President shall be a spokesperson for the Association and perform all other duties incident to the office. The President shall maintain a file essential to the office which shall be transferred to the successor at the close of their term.
2. The First Vice President will in the absence of the President assume the duties of the President. The First Vice President will have as primary responsibility the Membership Development Committee. These duties are primarily to increase membership and to develop and maintain present members by keeping them active and interested in Association affairs. The First Vice President office is also a position for training for the office of President. The First Vice President shall maintain a file essential to the office which shall be transferred to the successor at the close of their term.
3. The Second Vice President is also a position in training for higher office. The Second Vice President will have as primary responsibility the Special Projects Committee. Other duties will be to assume duties of First Vice President should that office become vacant. The Second Vice President shall represent the President on all committee activities, assuring each member is on a working committee or other responsibilities, to assure committees are meeting regularly to conduct activities and to report to the President of Committee activity and progress. The Second Vice President shall maintain a file essential to the office which shall be transferred to the successor at the close of their term.
4. The Secretary is the corresponding and recording officer for the Association. The Secretary shall maintain an up-to-date list of membership and their category, address, phone and fax numbers and other information that might be helpful to the Association. The Secretary shall issue notices of all membership meetings, Board of Directors meetings and special meetings. The Secretary shall take minutes at all meetings, record attendance and make said information available at the next meeting. The Secretary shall also maintain a file of essential records which shall be transferred to the successor at the close of their term. (The Secretary shall be reimbursed for cost of postage, printing and other items as the Board of Directors deems appropriate). The Secretary shall make all requested reports.

5. The Treasurer shall be the financial officer of the Association, sending notices of dues in October, receiving all monies and depositing all monies in an approved account. The Treasurer shall disburse funds as directed by the Board of Directors, prepare and execute the annual budget, supervise the financial record keeping, prepare monthly and annual financial reports of the Association and make recommendations to the Association of fund raising opportunities. The Board of Directors may require bond.