

**Monroe Community College Hospitality Club (IFSEA Student Branch)  
Constitution**

**Article I**     **Name**

The name of this organization will be the Hospitality Club and will continue its affiliation with International Food Service Executive Association.

**Article II**    **Purpose**

To acquaint students with the Food Services and Hotel industries and identify where each students' interest might be in the field.

To promote knowledge of the Food and Hotel industries by providing the opportunity for the exchange of ideas and experience through discussion, study and publications, and to help members improve their professional performance through educational programming.

To cooperate in MCC college-wide activities thereby contributing to efforts in educational, humanitarian and social areas.

To foster a high standard of professional conduct among men and women engaged in the Hotel and Food Service industries.

**Article III**   **Membership**

Membership shall be open to all students, catering specifically to all Food Service and Hotel Management students. This club shall consist of no less than ten-student members in good standing (dues paid- active members) to be recognized by the international headquarters.

Active members shall be those students who attend 10% of the meetings regularly. Active members shall have the rights of voice, vote, and holding of office.

Associate members shall be student members who do not fulfill requirements of Active members.

Every person admitted to membership in pursuance of these By Laws shall be a member until his membership shall terminate by voluntary withdrawal or expiration.

Membership in this Branch shall automatically carry with it membership on the International Food Service Executive Association.

The international headquarters of IFSEA shall provide to each student member in good standing all of the membership services provided its regular members, including membership cards and certificates and INSIDE SCOPP magazine.

Article IV **Officers**

Section A: Officers

The officer of this association shall be a President, Vice President, Secretary, and Treasurer.

Section B: Qualifications

Each elected officer must be an active dues-paid member and a student in the Food Service Administration or Hotel Technology program, and must meet the requirement of "Satisfactory Progress" as defined by the college at the time of candidacy during his/her term of office and successfully complete a minimum of six credit hours.

Section C: Terms of Office

The officers shall hold office for one year commencing on the last day of Spring semester and ending on the last day of the semester of the following year or until their successors shall be elected and installed.

Section D: Nominating Committee

A nominating committee shall be appointed by their President, which will be in charge of election procedures. It shall be their responsibility for screening all applicants and recommending a slate of officers.

Section E: Vacancies

In case of resignation or removal of any officer, except the President, the Executive Committee by majority vote shall fill such vacancy from within the committee and/or the active membership in good standing. The vacated office of President shall be filled by the Vice-President.

Section F: Executive Committee

The Executive Committee shall consist of the President, Vice-President, Treasurer, and Secretary.

## Section G: Election of Officers

To be elected, it is necessary for a member to be nominated, and seconded, and thereupon receives majority approval of those members present and voting.

Elections shall be held in April/May. One week's advance notice should be given prior to election.

All voting will be secret ballot/show of hands, voice vote, etc.-dependent upon nature and size of group.

An individual may be nominated for more than one position but must declare on or before the close of nomination for which office he/she will run.

## Section H: Meetings

Regular meetings shall be held on the first and third Wednesday of each month during the school year.

Special meetings may be called by the President and/ or Executive Committee at such times as may be necessary, providing all members are not notified 24 hours in advance.

The Executive Committee shall meet at the request of the President; place and date to be assigned by the President. A meeting of the Executive Committee may be called by a majority of its members.

## Section I: Quorum

At least one officer and a majority vote of the members present shall constitute a quorum.

A simple majority of those present and voting are required to pass a proposal.

## Section J: Duties

### **A. President:**

1. Shall preside over all meetings.
2. Shall set the date for the next meeting when the normal schedule conflicts with the academic calendar.
3. Shall appoint member to chair committees as the need arises.
4. Shall vote only in cases of a tie.
5. Shall counsel other club officers concerning their duties and responsibilities.

6. Shall consult regularly with the Faculty Advisor on the progress of the club's activities.
7. Shall represent the club in all dealings with all outside organizations and the college.
8. Shall issue communications and make such recommendations as may, in his/her opinion, tend to promote the prosperity and welfare and increase the usefulness of the Branch.

**B. Vice- President:**

1. Shall preside over all meetings in the absence of the president.
2. Shall have the right to vote.
3. Shall act as the advisor to all committees
4. Shall act as the consultant and assistant to the President.

**C. Secretary:**

1. Shall preside over all meetings in the absence of the President and the Vice-President.
2. Shall have the right to vote.
3. Shall keep all accurate minutes of all meetings.
4. Shall be reasonable for presenting a copy of the minutes to all members, the Faculty Advisor, and assistant director of Club and Organizations.
5. Shall handle all club correspondences outside the organization.
6. Shall keep an active list of all active members.
7. Shall notify International FSEA of any changes in membership.
8. Shall keep a list of attendance at meetings.

**D. Treasurer:**

1. Shall preside over all meetings in the absence of the President, Vice – President and Secretary.
2. Shall have the right to vote.
3. Shall keep an accurate account of all finances and shall give a report at every meeting.
4. Shall be reasonable for reporting the clubs budget for the upcoming year.
5. Shall pay all bills authorized by the President.
6. Shall forward international dues to international headquarters immediately upon payment of branch dues by members, according to procedures established by international headquarters.

**Article V**      **Faculty Advisor**

Shall be a member of the faculty or staff and shall serve in an advisory capacity to the organization.

Shall direct the organization in the planning of programs.

Shall be involved in the formulation of the annual budget.

**Article VII Financial Structure**

Each member is required to pay which will be forwarded to the International FSEA for either one year or two years.

A proposal will be submitted to the Student Association Budget Committee on an annual basis for allocation of funds from student activity fees.

**Article VIII Impeachment**

An officer may be removed from his/ her position due to the negligence of duty, inefficiency in office, or any other action which is considered detrimental to the name or purpose of the organization. An officer may be removed from office by a two-thirds vote of an active membership present and voting, at the meeting of the organization of which all voting members have been notified.

**Article IX Hazing**

The organization shall not engage in any such actions or situations involving physical or mental abuse such as harassment, intimidation, or hazing; the forced consumption of alcohol, drugs or any other liquid or solid substance for the purpose of initiation into or affiliation with this organization or other conduct with recklessly or intentionally endangers or threatens the health, safety or welfare of any person.

Violations of the above regulations shall result in the organizations losing its right to operate on campus, and the organization and violators may be subject to any applicable provision of the Penal Law and to college disciplinary proceedings.

Each chartered organization of Monroe Community College shall be responsible for an annual review of the hazing regulations with all individuals affiliated with the organization at the beginnings of each fall semester and the President and Club Advisor shall sign and return to the Student Activities Department an affidavit with attests to this promulgation.

**Article X**      **Constitutional Amendments**

This Constitution may be amended at any meeting of the members, provided the proposed changes are set forth in full in a notice posted on the school bulletin board at least ten days prior to the meeting and shall be approved at such meeting by a two-thirds vote of the members present and entitled to vote. Whenever five members or more submit a written request for an amendment, a copy of the proposed amendment shall be included in the notices at the next meeting of the chapter, for discussion and action if the membership deems it advisable. All amendments must be ratified by the Student Senate.