



# **Eta Sigma Delta (ESD) Bylaws**

## **ARTICLE I - NAME**

### **SECTION 1 – Name**

The name of the society shall be “*Eta Sigma Delta (ESD)*, The International Hospitality Management Honor Society.” Each local chapter shall be called *Eta Sigma Delta* (name of school) Chapter.

### **SECTION 2 – Colors**

The official colors of *Eta Sigma Delta*: The International Hospitality Management Honor Society shall be royal blue and white.

## **ARTICLE II – OBJECTIVES**

### **SECTION 1 – Purpose**

*Eta Sigma Delta* (ESD) is an international honor society that recognizes the scholastic and professional achievements of students and alumni from institutions granting diplomas, associate and baccalaureate degrees, graduate degrees, or their equivalents, in the field of hospitality, tourism, culinary arts, sports management, and related fields.

ESD is committed to fostering an environment of belonging where all student members, alumni, and faculty advisors feel valued, respected, and connected

### **SECTION 2 – Points of Honor**

The six Points of Honor of *Eta Sigma Delta* are creativity, belonging, ethics, excellence, leadership, and service. Individual members pledge to uphold those values in their professional lives.

## **ARTICLE III – MEMBERSHIP**

### **SECTION 1 – Classes of Membership**

There are four categories of membership: 1) Undergraduate Students, 2) Alumni, 3) Graduate Students, and 4) Honorary Members.

## SECTION 2 – Undergraduate Student Membership

To be eligible for membership in *Eta Sigma Delta* (ESD), an undergraduate student must:

- Have officially declared as a hospitality and tourism management major (or related field)
- Have completed twenty-five percent (25%) of credit hours required for graduation
- Have a cumulative academic status equivalent to any of the following:
  - Grade B or better, as in the USA, China, Canada, Botswana, Malaysia, etc.
  - First or Second-class honors, as in the European Credit Transfer and Accumulation Systems, or
  - The equivalent of any of the above in another grading system
- Be in the top 20% of the class, and
- Agree to uphold the Eta Sigma Delta Points of Honor

The requirements for membership listed above represent minimum qualifications; local chapters may establish more – but not less – stringent standards. Local chapters must also meet the honor society requirements of their institution.

Undergraduate students who have not met the above criteria, but who have demonstrated outstanding contributions to the field of hospitality, tourism, and/or culinary arts, sports management, or related fields, can be awarded membership by the ESD Board of Governors upon the recommendation of the Chapter Advisor.

## SECTION 3 – Alumni Membership

Students who belong to *Eta Sigma Delta* (ESD) chapters become ESD alumni upon graduation. Newly formed chapters may elect students to alumni status if they meet the qualifications for student members but could not be initiated due to the lack of an active chapter at the time.

## SECTION 4 – Graduate Student Membership

To be eligible for membership in ESD, a graduate student must:

- Graduate Student Membership: Have officially declared as a hospitality and tourism management major (or related field)
- Have completed twenty-five percent (25%) of credit hours required for graduation and have a cumulative academic status equivalent to any of the following:
- Grade B or better, as in the USA, China, Canada, Botswana, Malaysia, etc.
- First or Second-class honors, as in the European Credit Transfer and Accumulation Systems, or
- The equivalent of any of the above in another grading system
- Agree to uphold the Eta Sigma Delta Points of Honor

The requirements for membership listed above represent minimum qualifications; local chapters may establish more – but not less – stringent standards. Local chapters must also meet the honor society requirements of their institution.

Graduate students who have not met the above criteria but who have demonstrated outstanding contributions to the field of hospitality, tourism, culinary arts, sport management, and related fields can be awarded membership by the ESD Board of Governors upon the recommendation of the Chapter Advisor.

## **SECTION 5 – Honorary Membership**

Honorary membership may be given to individuals who have made outstanding contributions to hospitality management, tourism, sports management, or culinary arts. Individual chapters or Chapter Advisors may nominate individuals, in writing, for honorary membership to *Eta Sigma Delta*.

## **SECTION 6 – Induction of New Members**

Each chapter shall develop its own induction ceremony that recognizes the rituals and cultures of the school, college, or university, so long as it includes the *Eta Sigma Delta* Points of Honor in (Article III Section 2). Each inductee must complete an online application fee on the International CHRIE website, and initiation fees must be paid before the induction <https://www.chrie.org/esd-info>.

## **SECTION 7 – Rights of Membership**

All members of the Society shall enjoy the rights and privileges including but not limited to: 1) receiving an official certificate and pin, 2) wearing *Eta Sigma Delta* cords at graduation if permitted by the institution, 3) participating in ESD activities, 4) participating in ESD chapter events.

## **SECTION 8 – Good Standing**

All members of *Eta Sigma Delta* shall remain in good standing during the life of their membership unless an individual is suspended by a two-thirds vote of the local chapter. If such action is taken, a written explanation shall be forwarded to the ESD Board of Governors. Students who wish to appeal the suspension must do so, in writing, to the ESD Board of Governors within ninety days of notification by the local chapter.

## **SECTION 9 – Equal Opportunity**

No applicant shall be denied membership because of age, disability, ethnicity, gender identity, national origin, race, religion, sexual orientation and identity or education.

# **ARTICLE IV – LOCAL CHAPTERS**

## **SECTION 1 – Organization**

Local chapters of *Eta Sigma Delta* shall be formed by programs eligible under Article III of these bylaws. They may be organized at a college or university which offers diplomas, baccalaureate degrees, associate degrees, graduate degrees, or their equivalent in a hospitality and tourism, culinary arts, sports management, and related fields, which is an Emergent Premium Institutional Membership, Executive Membership Two and Four Year Membership, Premium Institutional Membership, and Gold Premium Exclusive Membership agrees to grant honors recognition to members and supports the goals of ESD.

## **SECTION 2 – Approval**

Programs wishing to form a Chapter must file a written application signed by both the proposed Chapter Advisor and the college's dean or equivalent, and pay an application fee online via the ICHRIE website: <https://www.chrie.org/esd-info>. Approved Chapters shall receive a Welcome Kit from International CHRIE.

## **SECTION 3 – Chapter Officers**

Each Chapter shall elect officers from among the student members and report the names and addresses to International CHRIE as soon as they are elected. Normally, the officers shall include a President, Vice-President, Secretary, and Treasurer, but local chapters may establish their own set of officers. The responsibilities of the officers shall be defined by the local chapters and communicated to the International CHRIE office.

## **SECTION 4 – Chapter Advisor**

Each Chapter shall have a faculty or staff member who serves as a Chapter Advisor. Unless listed as the International CHRIE Institutional member contact for the college or university, the Chapter Advisor must be an individual member of International CHRIE. The Chapter Advisor shall support all ESD Events (i.e., Undergraduate Research Symposium, ESD Sponsored Events, Professional Development Initiatives, etc.) and complete an electronic annual report of chapter activities to the ESD Board of Governors.

## **SECTION 5 – Responsibilities of the Chapter**

Local chapters may write their own goals, purposes, and procedures to fit their needs, but they must uphold the minimum standards as outlined in these bylaws. In addition, each local chapter is responsible for conducting at least one (1) significant activity, other than the induction ceremony, each academic year.

## **SECTION 6 –Inactive Status, Probationary Status, and Dissolution**

A chapter will be considered inactive if the chapter advisor does not submit an annual report to the ESD Board of Governors and/or if they do not hold an annual initiation ceremony. Chapters will remain inactive for two years before they are put on probation for inactivity and/or non-reporting. At the end of the second probationary year, the chapter will be dissolved unless the Chapter advisor submits an annual report that demonstrates activity as required by these bylaws.

A chapter may also be dissolved for failing to adhere to these bylaws or for engaging in activities not consistent with Eta Sigma Delta. In this case, a chapter will be put on probation by the majority vote of the ESD Board of Governors and will have one year to appeal the decision following the year of probation. If the appeal is not granted, the chapter will be dissolved.

## **SECTION 7 – Reinstatement of a Chapter Previously Dissolved**

A chapter that was previously dissolved may apply to start a new chapter in accordance with Article IV.5 of these bylaws.

## **ARTICLE V – BOARD OF GOVERNORS**

### **SECTION 1 – Board of Governors**

*Eta Sigma Delta* shall be managed by a Board of Governors, which shall provide direction and leadership.

### **SECTION 2 – Membership of the Board of Governors**

The Board shall consist of thirteen members of International CHRIE. One shall be representative from each of the six Federations, suggested by their respective Federation President, and the appointment will be approved by the ESD BOG. The Federation representative shall serve for either a two-year or three-year term, renewable up to one additional term.

Five members of the Board of Governors shall be the officers of ESD. This includes the Chair, Secretary, Treasurer, Director of Marketing and Networking, and Director of Conference and Events.

The administrative head of International CHRIE and the current ICHRIE President shall be ex officio members without voting privileges.

To be eligible to serve as a member of the Eta Sigma Delta (ESD) Board of Governors, an individual must have an active ESD Student Chapter at their institution.

In extenuating circumstances, an individual who does not currently have an active ESD Student Chapter may be considered for service on the Board of Governors. An exception to this eligibility requirement may be granted only upon approval by a majority vote of the Board of Governors and shall be valid for no more than one (1) term.

Regardless of ESD Student Chapter status, all members of the Board of Governors must maintain active membership in the International Council on Hotel, Restaurant, and Institutional Education (ICHRIE) throughout the duration of their Board service.

### **SECTION 3 – Officers**

The ESD Board of Governors shall be led by a Chair elected by the Eta Sigma Delta Chapter Faculty Advisors. An Executive Committee shall be the operational leadership of ESD and will consist of the following officers: Chair, Secretary, Treasurer, Director of Marketing and Networking, and Director of Conference and Events. The other officer positions are staggered in three-year terms, renewable up to one additional term.

#### **From ICHRIE Bylaws: ARTICLE V OFFICERS AND BOARD MEMBERS (Page 7)**

To be eligible for the Office of Chair of the Eta Sigma Delta (ESD) Board of Governors, a member shall:

1. Have been a member of ICHRIE for a minimum of three years.
2. Have actively served as an ESD Chapter Faculty Advisor for a minimum of two years.
3. Have actively served on the ESD Board of Governors for a minimum of two years.

4. Supply a letter of support from their institution of employment for a two-year commitment to attend at least two ICHRIE board meetings a year. The ESD Chair cannot run for or hold another elected office in ICHRIE while serving as ESD Chair.
5. Eligibility exceptions can be made by the Board of Governors if the aforementioned criteria cannot be met.
6. Should a candidate run unopposed, ESD Chair can request confirmation of said candidate by ESD Advisors.

#### **SECTION 4 – Duties of the Board of Governors**

The ESD Board of Governors shall approve all new chapter applications, set membership dues, approve honorary memberships, and address appeals of good standing. The ESD Board shall also review the status of chapters for inactivity and non-reporting to determine inactive and probationary status, and vote on the dissolution of chapters in accordance with Article IV.6. The ESD Board of Governors shall prepare a report to be sent to all Chapter Advisors and Board of Directors of International CHRIE. All Board members are expected to attend all meetings. Attendance can be in person or virtual.

#### **SECTION 5 – Duties of Officers**

The Chair shall convene and preside over all meetings of the ESD Board of Governors, serve as the spokesperson for Eta Sigma Delta, ensure that all Chapter reports are filed, and complete the annual report of the ESD Board of Governors to the Board of Directors of International CHRIE.

The Chair provides overall leadership for ESD. The Chair will recommend the candidates for officer positions to the President of the International CHRIE for appointment. In collaboration with the other officers, the Chair will set the annual goals and operate the annual Board of Governors and Chapter Advisors meetings. The Chair is a voting member and will represent ESD on the International CHRIE Board of Directors.

The Secretary shall:

- Attend all meetings
- Record and maintain all meeting minutes. Minutes should be posted in the ESD shared site before the following ESD BOG Meeting.
- Maintain and update ESD Bylaws.
- Tracking Year End Report and active chapter status.
- Gathering of data from year-end reports to be shared with ESD Advisors.
- Following up on unsubmitted year-end reports
- The Secretary shall give adequate notice of all meetings to include agendas.
- Approve all new chapter applications via electronic vote.

The Treasurer shall:

- Attend all meetings
- Maintain awareness of the overall ESD financial contributions and expenses and report to the ESD Board of Governors.
- Approve ESD Expenditures in conjunction with the ESD BOG Chair.
- Maintain ESD Financial Spreadsheet and coordinate with the ICHRIE Educational Engagement Manager and the ICHRIE Treasurer.
- Approve all new chapter applications via electronic vote.

The Director of Marketing and Networking shall:

- Attend all meetings.
- Responsible for developing and sharing all ESD marketing materials and networking opportunities with Chapters.
- Collaborate with ICHRIE Office/Communications and Digital Engagement Manager to promote ESD through social media/digital channels and other distribution channels to all key stakeholders (i.e., Students, Industry, Alumni, Chapter Advisors and ICHRIE Members).
- Approve all new chapter applications via electronic vote.

The Director of Conference and Events shall:

- Attend all meetings
- Oversee subcommittees in the planning and coordination of ESD conferences (i.e., Undergraduate Research Symposium) and Events (i.e., student education/professional development experiences).
- Work with the ESD Director of Marketing and Networking and the ICHRIE Educational Engagement Manager to promote all ESD Conferences and Events.
- Approve all new chapter applications via electronic vote.

## SECTION 6 – Duties of the Federation Representatives

Federation Representatives shall:

- Attend all meetings.
- Engage with Federation Officers to promote, communicate, and support the business and objectives of Eta Sigma Delta.
- Liaison with ESD Student Chapters in their respective federation
- Support growth of new or reinstated chapters
- Mentor new or reinstated ESD Student chapters in their respective regions.
- Approve all new chapter applications via electronic vote.

## SECTION 6 – Board Meeting Attendance Policy

Members of the Eta Sigma Delta Board of Governors are expected to make every effort to attend and actively participate in all scheduled Board meetings. Consistent attendance is essential to the effective operation of the Board and the fulfillment of its responsibilities. Board members who miss more than thirty percent (30%) of the scheduled Board meetings during an academic year may be asked to review their ability to continue serving in their role and, if appropriate, consider stepping down from their position on the Board.

## ARTICLE VI – MEETINGS OF THE BOARD OF GOVERNORS

### SECTION 1 - Meetings of the Board of Governors

Regular meetings of the ESD Board of Governors – whether in person or electronically supported – shall be held as the ESD Board of Governors deems necessary. The ESD Board of Governors shall meet monthly.

### SECTION 2 – Procedure

All meetings of the ESD Board of Governors shall be governed by the newly revised Robert's Rules of Order, except where Robert's Rules of Order are superseded by these bylaws.

### SECTION 3 – Special Meetings

A special meeting may be called by the Chair of the ESD Board of Governors upon the request of two members of the ESD Board. Notification of the time, place, and purpose of the special meeting shall be sent to the ESD Board members thirty (30) days in advance of the meeting.

### SECTION 4 – Notice and Agenda

The Secretary shall give adequate notice of all meetings, and provide the agenda for each member of the ESD Board of Governors and all Chapter Advisors.

### SECTION 5 – Quorums

A majority of the voting members of the ESD Board of Governors shall constitute a quorum.

## ARTICLE VII – FINANCIAL STRUCTURE

### SECTION 1 – Classification

*Eta Sigma Delta* shall operate as a non-profit organization pursuant to the guidelines established by the Internal Revenue Code and under the incorporation of International CHRIE.

### SECTION 2 – Dissolution of the Organization

In the event of the dissolution of *Eta Sigma Delta*, all assets will revert to International CHRIE.

### **SECTION 3 – Dues**

- A. All initiation fees and/or membership dues for individuals and chapters shall be determined by the ESD Board of Governors.
  - 1. Effective January 2, 2024, all membership ESD dues will be \$50.00 per inductee for a lifetime membership for each of the four categories of membership – 1) Undergraduate Students, 2) Alumni, 3) Graduate Students, and 4) Honorary Members.
  - 2. Schools/colleges/universities that currently pay an Emerging Premium Institutional Membership through ICHRIE are eligible to pay the Emerging ESD Induction Fee of \$25 USD.
- B. In addition to the ESD \$50 dues, local chapters may collect additional dues and fees to remain within the chapter.

## **ARTICLE VIII - AMENDMENTS**

### **SECTION 1 – Amendments**

Any amendment to these bylaws must be initiated by the ESD Board of Governors, approved by a majority of active Chapter Advisors who voted, and then approved by a two-thirds vote of the International CHRIE Board of Governors.