



***Eta Sigma Delta (ESD)***  
***International Hospitality Management Honor Society***

**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* 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 and culinary arts.

**SECTION 2 – Points of Honor**

*Eta Sigma Delta*: The five Points of Honor of Eta Sigma Delta are excellence, leadership, creativity, service, and ethics. 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/ae, 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:

- be enrolled in an institution that belongs to International CHRIE
- have completed fifty percent (50%) of the credit hours required for graduation
- be a current hospitality, tourism, or culinary arts management major
- have a cumulative GPA of at least a 3.0 in a 4.0 system or its equivalent, or be in the top 20% of the class, and
- agree to uphold the values of excellence, leadership, creativity, service, and ethics.

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 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 lack of active chapter at the time.

### **SECTION 4 – Graduate Student Membership**

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

- be enrolled in an institution that belongs to International CHRIE
- have completed fifty percent (50%) of the credit hours required for graduation
- be a current hospitality, tourism, or culinary arts management major
- have a cumulative GPA of at least a 3.0 in a 4.0 system or its equivalent, or be in the top 15% of the class, and
- agree to uphold the values of excellence, leadership, creativity, service, and ethics.

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, and/or culinary arts 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, or culinary arts. Individual chapters or Chapter Advisors may nominate individuals, in writing, for honorary membership to *Eta Sigma Delta*. Decisions about honorary membership are made by the ESD Board of Governors.

## **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 I,I Section 2). Each inductee must send a completed application signed by the Chapter Advisor, and, along with the initiation fee, send it to the International CHRIE office, before the induction.

## **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* ribbons or cordons at graduation if permitted by the institution, 3) participating in the *ESD* activities at International CHRIE meetings, 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 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, national origin, race, religion, or sexual orientation.

# **ARTICLE IV – LOCAL CHAPTERS**

## **SECTION 1 – Organization**

Local chapters of *Eta Sigma Delta* shall be formed by students eligible under Article III of these bylaws and 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, and/or culinary arts, which belongs in International CHRIE, which agrees to grant honors recognition to members, and which supports the goals of *ESD*.

## **SECTION 2 – Approval**

Students 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 activation fee. The ESD Board of Governors will evaluate the application and vote on the request to form a chapter. Approved chapters shall receive a Charter 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 make an 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 set forth 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 will be 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 the Article IV, Section 2–5 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, selected by their respective Federation President, and shall serve for a three year term renewable up to one additional three year term. Five members of the Board shall be the officers of ESD. This includes the Chair, Secretary, Treasurer, Director of Marketing and Networking, and Director of Professional Development. The Vice President of International CHRIE shall be an ex-officio member with vote, and the Chief Executive Officer of International CHRIE shall be an ex-officio member without vote. To be eligible for appointment to the ESD Board of Governors, an individual must be a current member of International CHRIE. If a member of the ESD Board of Governors is no longer an active member of International CHRIE, the President of International CHRIE shall appoint a replacement, and where appropriate, based on the recommendation of the respective Federation President and/or ESD Chair.

To maximize continuity the terms of the Board shall be staggered. The EuroCHRIE and the West Federation representatives shall begin their appointment in 2019. The APacCHRIE and SECSA Federation representatives shall begin their terms in 2020. Central and NENA Federation representatives shall begin their terms in 2021. For the officers: the Chair and Secretary shall begin in 2019, Treasurer and Director of Marketing and Networking shall begin in 2020, and Director of Professional Development shall begin in 2021.

All the thirteen Board positions will be filled immediately in 2019. However, some positions will have shorter initial terms that have been staggered as noted above. For example, the Treasurer appointed in 2019 will serve for only one year as the official three-year term begins in 2020.

### **SECTION 3 – Officers**

The ESD Board of Governors shall be led by a Chair appointed by the President of International CHRIE. 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 Professional Development. The Chair shall serve a three-year term renewable up to two additional times. The other officer positions are three-year terms renewable up to one additional time.

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

The ESD Board of Governors shall approve all 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 no-reporting to determine inactive and probationary status, and vote on the dissolution of chapters in accordance with Article IV, Section 6. The ESD Board of Governors shall prepare an annual written 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. Failure to attend two consecutive meetings will result in immediate dismissal of the board and the remainder of his or her term will be filled as recommended by the ESD Chair and appointed by the President of International CHRIE.

### **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 make 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 operates the annual Board of Governors and Chapter Advisors meetings. The Chair will represent ESD on the International CHRIE Board of Directors.

Secretary shall attend all meetings and record and maintain all meeting minutes. The Secretary is all responsible for maintaining and updating ESD Bylaws.

Treasurer shall attend all meetings, maintain awareness of the overall ESD financial contributions and expenses, and prepare an annual financial report for the ESD Board of Governors.

Director of Marketing and Networking shall attend all meetings and shall be responsible for developing and sharing all ESD marketing materials and networking opportunities with Chapters.

Director of Professional Development shall attend all meetings and be responsible for planning and coordinating all ESD networking events such as the annual ESD Student Forum at the HX - Hotel Experience. In addition, this Director shall also develop an annual service learning theme and coordinate its implementation with all Chapters.

#### **SECTION 6 – Annual Student Forum**

In coordination with International CHRIE, the ESD Board of Governors shall hold at minimum an annual *Eta Sigma Delta* Student Forum.

### **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 at least once a year at the International CHRIE conference.

#### **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, prepare the agenda for each meeting, and provide a copy of 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.
- B. All dues and initiation fees shall be collected by the local chapters and forwarded to the International CHRIE office. Local chapter fees, in addition to the dues and initiation fees, may be set at the discretion of the individual 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.

The ESD headquarters office is located at:

International CHRIE

2810 North Parham Road, Ste. 230

Richmond, VA USA 23294-4442

01 (804) 747-4971

01 (804) 747-5022

Email: [ESD@chrie.org](mailto:ESD@chrie.org)

Website: <http://www.chrie.org>

