

THE TOURISM SOCIETY - PROCEDURES: CUSTOM AND PRACTICE

Current w.e.f. June 2015

(As reported to the AGM on 5th July 2011)

The following matters of "custom and practice" are not defined Articles of Association of The Tourism Society, they are determined by the Board under the authority defined therein and are matters that the Board may choose to vary. In the event of any conflict between this document and the Articles, the latter applies. They are recorded here and are advised to members at the Annual General Meeting.

1. MEMBERSHIP OF THE BOARD OF THE TOURISM SOCIETY:

Additional notes:

The Articles of Association require that any Member eligible and wishing to stand for election to the Board shall be nominated and seconded in writing by members of the Board. The Board will also consider nominations endorsed by any Fellow of the Tourism Society for Board endorsement in accordance with the Articles.

Members of the Board are expected to attend Board Meetings and participate in Society activities. The Executive Committee may propose that any Member of the Board stand down, (and may propose a replacement for co-option as specified in the Articles), for any Member of the Board who

i) is unable, or fails, to play an appropriately active part in the work of the Society between Board Meetings (i.e. who fails to communicate, participate or undertake agreed tasks in an effective and timely manner)

ii) fails to attend two consecutive Board Meetings, or more than one Board Meeting per annum

2. POLICY STATEMENTS AND FORMAL RESPONSES TO PUBLIC CONSULTATION

Policy Statements issued by the Tourism Society on UK-wide or general issues applicable more widely than solely within the area, or specialism, of any Section, Region or Chapter) will be prepared at the Board's request (or the Chairman and/or Executive Committee), and will be circulated for comment to the members of the Board (which will include the Chairs of all S/R/C's) and endorsed by the Chairman of the Society before issue.

Policy Statements on issues specific to the area or specialism, of any Section, Group or Chapter will be notified to the Chairman/the Board, will be prepared at the request of the Committee of the relevant Section, Region or Chapter and will be circulated for comment to the members of the Board (which will include the Chairs of all S/R/C's) and the finalised text will be referred to, and may be endorsed by, the Chairman of the Society before issue. It will be made clear that the comment has been prepared and is issued by the named S/R/C of the Society.

3. RULES FOR SECTIONS, REGIONS AND CHAPTERS:

The Board of The Tourism Society wishes to encourage the evolution of Sectors, Regions and Chapters (S/R/C's), with the minimum of central administrative supervision; permitting maximum autonomy.

For an S/R/C to exist within the Tourism Society, minimum adherence with the Society's Memorandum and Articles of Association is needed, to ensure legal compliance, appropriate use of the Societies name and logo, and to protect the rights of all members of the Society.

Any S/R/C not wishing to abide by the minimum criteria (as set out below) is free to establish a separate organisation without links to, or use of the name and logo of the Tourism Society.

The following Minimum Criteria for S/R/C's are incorporated in the Tourism Society's agreed "Procedures, Custom and Practise" rules, with effect from 16th June 2005.

1. S/R/C's Minimum Criteria

The existence of a S/R/C of the Tourism Society is dependent on agreement to, and compliance with, the following:

- a) The objectives of the S/R/C must be consistent or relevant to and compatible, with the objectives of the Tourism Society and the S/R/C must be operated on a "not-for-profit" basis, i.e. funds must belong to the members of the S/R/C and be used as determined by them, subject to the conditions expressed herein.
- b) Participation must be open to all T Soc members in the S/R/C area or specialism
- c) The existence of the S/R/C will be publicised to all potential members by the Society via Journal and website. Once constituted (as indicated below) members of the S/R/C will be denoted in the T Soc Membership Directory.
- d) At the pre-formation stage, any full member or group of members of the Society intending to form an S/R/C must get prior approval from the Tourism Society Board to the membership criteria (i.e. sectoral group or geographic area), the intended name and the intended licensed use of the Tourism Society logo.
- e) A named full member of the Society must accept initial responsibility for leading the formation of the S/R/C and being the point of contact with the Tourism Society Board.
- f) At the earliest opportunity, the founding group of members in an S/R/C shall elect or agree an interim Chair, and a Treasurer (can be one person in pre-formation phase).
- g) Elections must be held within 18 months of initial formation activities, advised to and open to, all eligible members of the Tourism Society.(as in b above).
- h) S/R/C's must keep adequate financial records that should be independently audited and must be submitted to the S/R/C members for approval.

- i) S/R/C's will submit an annual report of activities and the statement of Account as approved by the S/R/C members to Tourism Society Board, for information.
 - j) If the S/R/C has a Bank Account, the name of the Account must be approved by Tourism Society Board, and the authorised signatories must be the Chair of S/R/C and at least one other elected member of the S/R/C committee.
2. Tourism Society Benefits for S/R/C's subject to compliance with these minimum criteria:
- a) S/R/C will be licensed to use the approved S/R/C name incorporating the words "Tourism Society" and the logo of the Tourism Society, without charge.
 - b) The Tourism Society will without charge publicise S/R/C's forthcoming events in the Journal and the Website, and at it's discretion in general information e-mailed to all members.
 - c) The S/R/C Chair (or "permanent" appointed nominee) will be a member of the Tourism Society Board and will receive all Tourism Society Board communications.
 - d) S/R/C Chair (or nominee) will be invited to present a report of the S/R/C activities in the Annual Report of the Tourism Society and to the Annual General Meeting.
3. Areas of Independence and Flexibility:

Constitution: The Tourism Society does not wish to prescribe constitutions or statements of objectives to S/R/C's, but is happy to advise.

Membership Subscriptions: S/R/C's may if they wish charge a subscription to their S/R/C members, as approved by their membership. S/R/C's will collect and account for subscriptions (unless otherwise arranged with Tourism Society which may be able to provide an accounts service on agreed terms).

Independent status: Apart from the obligations set out herein, the S/R/C's are entirely independent entities, not subject to the Mem and Arts of the Tourism Society, in the conduct of their affairs, although all members are fully bound thereby in their Membership of the Society.

Financial Independence: S/R/C's are entirely responsible for their own finances. Unless subject to prior written agreement with Tourism Society Board, no part of the revenue or expenses of any activities undertaken by the S/R/C is due to, or the responsibility of the Tourism Society. Each S/R/C is fully responsible for its own commitments, revenues and debts.

The Society is keen to support the activities of S/R/C's and will consider requests for assistance and services, on a case by case basis, recharging at cost unless an differing ongoing terms are agreed and recorded in writing.

(Additional terms agreed by the Board and reported to the AGM on 11th June 2014)

4. TERMS OF OFFICE OF ELECTED AND APPOINTED OFFICERS OF THE SOCIETY

The Articles prescribe that terms of office will be for periods of one or more years. For administrative reasons it is agreed that for officeholders elected or appointed at an AGM, the period of each "year" shall be until the subsequent year's AGM, and for Officers elected or appointed by the Board, the period of the last "year" shall be from the date of appointment until the date of the (AGM or first Board) meeting that is held on or after the calendar year anniversary/ies of the date of appointment, in the last year of that term.

5. HONORARY FELLOWS

The Board of the Tourism Society may appoint any individual to Honorary Fellowship on the basis of the individual's knowledge, experience, recognised status, and commitment to maintain and enhance the objects and standards of the Society. Nominees for Honorary Fellowship status will be considered by the Executive Committee prior to recommendation to the Board for their decision of confirmation or rejection. The process of nomination and consideration will be confidential prior to the Board's decision. The appointment to Honorary Fellowship will be ongoing unless rescinded by decision of the Board.