

GUIDELINES FOR STUDENT CHAPTERS

Introduction

The Travel and Tourism Research Association encourages and supports students to explore different opportunities in the industry and expand their network, helping students to make important career decisions. Students are welcome to attend the TTRA annual conference as well as chapter functions to further enhance their TTRA membership experience.

Officially recognized student chapters will be listed on the Travel and Tourism Research Association Web site and in the membership directory.

Requirements

1. The Advisor

The advisor for each student chapter must be a professional member of TTRA in good standing.

2. TTRA Chapter Compliance

Each chapter must complete the chapter compliance form in order to be recognized as an official student TTRA chapter.

The chapter compliance form consists of the following:

- a. Chapter name
- b. Number of chapter members
- c. Advisor's name and contact information
- d. Chapter officers or board of directors
- e. Chapter activities (meetings, fund-raisers, etc)
- f. Year-end financial statement (income statement - revenue, expenses and net results; and balance sheet - net assets and liabilities)

3. Bylaws (sample provided)

Each chapter must create bylaws that address the following items, which are then submitted to the TTRA Board for approval.

- a. Name
- b. Purpose or mission of group
- c. Officers and board of directors
- d. Nominations and elections
- e. Membership
- f. Dues
- g. Meetings and activities
- h. Dissolution

4. Student Dues

Students wishing to be a member of an official TTRA International Student Chapter must pay the student membership rate to be affiliated directly with TTRA international. It is up to each student chapter as to whether they wish to levy dues.

Student member benefits include:

- Voting rights
- International Newsletter
- Membership Directory
- Membership Directory Listing
- Discounts to TTRA Annual Conference
- Discount on the subscription purchase of the *Journal of Travel Research* (\$85)
- Discount on the purchase of the Annual Conference Proceedings (\$125)

5. The Chapter

There must be an advisor that is a member of TTRA of International, as well as one student member of TTRA International.

6. TTRA Board Approval

A student chapter must present bylaws and listing of advisor and board of directors to the TTRA International Board before the student chapter can be approved. Until approved by TTRA, the chapter cannot position itself or infer, through name or actions, that it is affiliated with TTRA.