

GUIDELINES FOR STARTING A PROFESSIONAL TTRA CHAPTER

Introduction

The Travel and Tourism Research Association encourages and supports active members to form regional professional chapters for increased networking opportunities and stronger ties to local travel and tourism marketing and research colleagues.

Requirements

1. The Membership

A strong base of active members in good standing must be in place before a regional chapter may be formed. There is no rule of thumb for numbers, but the core group of membership should be in place prior to chapter development, the core group should be large enough to staff board volunteer positions and still have a healthy group of active chapter members.

2. TTRA Chapter Compliance

Each pending chapter must complete the annual chapter accountability requirements in order to apply for an official TTRA chapter charter. Some of the items will not be applicable until the actual charter is granted.

The chapter compliance form consists of the following: (** pending TTRA board approval – it is important to note that no group may use the term “TTRA” or affiliate itself as a sub group of the “Travel and Tourism Research Association” until the charter is officially granted by the Travel and Tourism Research Association Board of Directors.

- a. Chapter name**
- b. Number of chapter members
- c. **President’s name and contact information
- d. **Chapter officers or board of directors
- e. Chapter activities planned (meetings, fund-raisers, etc)
- f. Year-end financial statement (income statement - revenue, expenses and net results; and balance sheet - net assets and liabilities) – (N/A until The chapter charter is granted)

3. Bylaws (sample provided)

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

- 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. Chapter Dues

Professionals wishing to be a member of an official TTRA International Chapter must first join and pay the appropriate membership dues directly to TTRA international. Members must first be TTRA International members before they can affiliate with any chapter. The chapter has the discretion to levy additional Chapter Dues to its members, this dues request must be approved by the TTRA Board of Directors.

TTRA member benefits include:

- Voting rights
- International Communications and Membership Directory
- Membership Directory Listing
- Online Directory Listing (for Premier and Professional Organization Members)
- Discounts to TTRA Annual Conference
- Subscription to the *Journal of Travel Research* (for Premier and Professional Members)
- Complimentary Copy of Annual Conference Proceedings (Premier and Professional Members)
- Special web benefits afforded to TTRA members only, including access to the TTRA Members-only eListserve and Members Online Dialogue Roundtable

5. The Chapter Board

All pending board members of the provisional chapter must be members in good standing of the Travel and Tourism Research Association. Organizing members are expected to have some level of participation and involvement within TTRA International prior to starting a provisional chapter organization.

6. TTRA Board Approval

A provisional chapter organization must present bylaws and listing of the organizational board of directors to the TTRA International Board, along with the other requirements as outlined above, before the organization can be considered for chapter charter by the TTRA Board of Directors. Until approved by the TTRA Board, the chapter cannot position itself or infer, through name or actions, that it is affiliated with TTRA. Once a provisional chapter charter is granted by the TTRA Board of Directors, the organization must successfully complete a one-year probationary period before the Board can then grant the official charter to the organization.