



## **GUIDELINES TO FORM AND/OR MANAGE A CHAPTER**

### **A. POLICY**

1. It is the policy of the Africa Travel Association to encourage and support the formation of Chapters in as many locations as possible.
2. The formation of all such Chapters shall be consistent and in conformity with the Constitution of the Africa Travel Association.

### **B. PROCEDURES**

1. Any member of the Africa Travel Association may initiate the formation of a Chapter.
2. The member/members organizing the formation of the Chapter may request the Head Office for technical and material assistance at any time during the formation of the Chapter. The organizing group may be called "Interim Executive Committee".
3. The Executive Director shall extend such assistance which may consist of reimbursement of the membership dues received from the region, visit to the location, membership recruitment drive, press releases and other promotional activities in accordance with the Constitution of the Africa Travel Association.
4. The minimum number of paid up members required to form a Chapter of the Africa Travel Association shall be seven.

### **C. FINANCE**

1. Following the formation of the Chapter, the Interim Officers shall open a bank account in the name of the Chapter.
2. The signatories of such bank account shall be any two of the following officers including the President, Vice Presidents, Secretary and/or Treasurer.
3. All Chapter disbursements shall be made in accordance with established and approved budgets and/or resolutions specifically authorizing such expenditures.



**D. EXECUTIVE OFFICERS OF THE CHAPTER**

1. The Executive Officers of the Chapter shall consist of the President, two Vice Presidents, the Treasurer and the Secretary.
2. Only paid up members in good standing shall qualify to serve as the Executive Officers of the Chapter.

**E. TERM OF OFFICE**

1. The initial term of office of the organizing Interim Executive Officers shall be for a maximum period of one year.
2. During the one year period, elections shall be held by the General Membership to elect new officers.
3. Upon election of the new officers by the General Membership, the term of the office of the Executive Officers shall change to two years.

**F. CHAPTER JURISDICTION AND ADMINISTRATION**

1. The jurisdiction of each Chapter shall be defined at the time of the formation of the Chapter in consultation with the Head Office.
2. The Head Office will have the final say on matters of jurisdiction in the event of any dispute.
3. The Chapter is free to develop and adopt its own bylaws but such bylaws shall be consistent with the spirit and purpose of the Constitution of the Africa Travel Association/
4. The Chapter may seek assistance from the Head Office in the planning, development and execution of programs of the Chapter.

**G. MEMBERSHIP**

1. Consistent with the provisions of the ATA Constitution, membership is open to any individual who is engaged in the promotion of travel and tourism to and/or within the African Continent.



2. All applications for membership shall be forwarded to the Head Office for evaluation, review and acceptance.
3. The Board of Directors reserves the right to admit or reject any application for membership.

#### **H. MEMBERSHIP DUES**

1. Membership dues shall be assessed by the Head Office in accordance with the category of membership, namely Supplier Members, Allied Members, and Associate Members.
2. Membership dues are paid to ATA Headquarters in full.
3. Headquarter will distribute fifty percent (50%) of the membership dues received from all Allied Members and Associate Members to the Chapter to which the members belong. Ten percent (10%) of the total membership dues received from Supplier Members shall likewise be distributed to the Chapters in proportion that their membership bears to the overall membership of the Association at the discretion of the Executive Committee.
4. In order to qualify for the refund of membership dues, a Chapter must comply with the following:
  - a. Timely submission, in writing, an annual Chapter Activity Report.
  - b. Organize and conduct at least seven Chapter Meetings within the current year in question.
  - c. Maintain a Bank Account in the name of the Chapter and ensure its operation by at least two officers of the Chapter.
  - d. Adhere to the stipulations of the by-laws in general and the rules relative to election of officers in particular.
  - e. Submission of financial statements for the fiscal period in consideration.



**I. ANNUAL CHAPTER REPORTS**

Chapter presidents are required to prepare and submit, in writing, an annual report on the activities of the Chapter to the Secretary of the Association and shall make a verbal presentation of the same at the Annual General Meeting.

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