

CONSTITUTION AND RULES
OF THE
INTERNATIONAL HOTEL ASSOCIATION

CONSTITUTION AND RULES

OF THE

INTERNATIONAL HOTEL ASSOCIATION

Decided by the Council of the I.H.A. at Brussels,
February 22nd, 1947.

I. NAME AND OFFICE.

Article 1. This Association which was formed in London on the 18th March 1946 shall be known as the International Hotel Association and hereinafter referred to as the I.H.A. The Headquarters of the I.H.A. shall be decided by the Council. The official languages of the I.H.A. shall be English and French.

II. PURPOSES.

Article 2. The purposes of the I.H.A. are:—

- (a) To undertake the functions of the Alliance Internationale de l'Hôtellerie and of the International Hotelmen's Association.
- (b) To unite the national hotel associations of all countries of the world and to deal with all problems having reference to the international hotel industry.
- (c) To accept as individual members all hotels and restaurants which are important to international traffic in order to safeguard and to promote by their union in the I.H.A. the personal and professional interests of the hotels and restaurants between countries and to raise the standard and the reputation of the international hotel industry.
- (d) To consider all questions of interest to the international hotel industry, including the restoration of free traffic, hotel and restaurant policy, hotel guides, the international transfer of

money, hotel insurances, international conditions of labour and personnel and to discuss such questions with the national associations which are members of the I.H.A. and, if necessary, with the national or the international authorities.

- (e) To organise meetings to encourage friendship between members and to discuss professional questions of current importance.
- (f) To publish an international hotel paper.
- (g) To publish an international hotel guide.
- (h) To create and maintain an international employment office for qualified hotel staff and for the exchange of students.
- (i) To give advice to members on questions of international character affecting hotels, and commercial information regarding travel agencies.
- (j) Generally to do all such other things as may appear to be incidental or conducive to the attainment of the above purposes.

III. MEMBERSHIP.

Article 3. The I.H.A. is composed of Organisation Members, Individual Members, Associate Members and Honorary Members.

- (a) One National Hotel Association only of each country which may be designated by the Council as hereinafter provided is eligible for Organisation Membership provided that it is recognised as the National Association of the hotel and restaurant industry in that country.
- (b) Hotels and restaurants of importance to international traffic are eligible for individual membership provided that they are members of their national hotel associations. Individual members shall be represented in the I.H.A. by the managing proprietor or manager of the hotel or restaurant or if the proprietor is a Company by a managing director, a director or the secretary as shall be nominated by the Company.

Members of the hotel and restaurant profession who have retired from business are eligible for associate membership. Members of the hotel and restaurant profession and other persons, who have rendered special services to the international hotel and restaurant industry are eligible for honorary membership.

Notwithstanding anything contained in this Article the Council have full power to vary or waive the qualifications of membership in special circumstances.

Article 4.

1. Membership may be terminated by resignation provided that, in every case:—
 - (a) Six months notice of resignation is given to the General Secretary; and
 - (b) The annual subscription for the current financial year in which the resignation is given is fully paid.
2. Membership shall be terminated forthwith:—
 - (a) If the member does not pay his subscription within three months of being requested to do so; or
 - (b) If he is found unworthy of membership, by the Executive Committee. In such a case, he shall have the right of appeal to the Council, whose decision shall be final.
 - (c) If an individual member ceases to be a member of his national association.

IV. THE COMPOSITION OF THE I. H. A.

Article 5. The I.H.A. is composed of:—

- (a) The Council.
- (b) The General Congress.
- (c) The Executive Committee.
- (d) The President.
- (e) The Vice-Presidents.
- (f) The General Secretary.

(a) The Council.

Article 6. The Council shall consist of three members nominated by each organisation member and of members elected by the individual members of each country. The representation of the individual members in the different countries shall be as follows:— Individual members in those countries having not less than 20 and not more than 50 individual members of the I. H. A. shall be entitled

to representation by one delegate; individual members in countries having more than 50 and not more than 150 individual members of the I.H.A. shall be entitled to representation by two delegates; individual members in countries having more than 150 individual members of the I.H.A. shall be entitled to representation by three delegates which shall be the maximum. The delegates of the individual members shall retain office for two years but shall be eligible for re-election.

In the event of a member of the Council being unable to attend a meeting of the Council, he shall have the right to nominate in writing a substitute who shall have all the powers of the person nominating him.

The General Secretaries of the organisation members or their substitutes may be present at meetings of the Council but shall not be entitled to vote.

Article 7. The Council has the following powers:

1. To determine the countries in which national associations shall be eligible for membership.
2. To elect organisation members by secret ballot.
3. To elect a President and two Vice-Presidents of the I.H.A.
4. To elect the Executive Committee.
5. To appoint a General Secretary.
6. To appoint a Treasurer and a Finance Committee.
7. To elect Associate and Honorary Members.
8. To determine the rates of subscriptions.
9. To approve the annual balance sheet, the annual budget and to confirm decisions on financial matters.
10. To decide all matters which cannot be decided by the General Congress, the Executive Committee or the General Secretary.
11. To receive and approve the Minutes of the Executive Committee and reports of the General Secretary.
12. To receive and examine suggestions from members for subjects to be considered at meetings of the General Congress and to determine the agenda for such meetings.
13. To fix the date and place of the meeting of the General Congress unless they have been fixed by the previous meeting of the General Congress.

14. To decide any question relative to the interpretation of these Articles.
15. To determine its own procedure in so far as such procedure may not be inconsistent with these Articles, and to fix a quorum.
16. To adopt and alter these Articles, and to dissolve the I.H.A.

Article 8. The Council shall meet at least once in every year. All decisions or recommendations shall require to be passed by a majority of votes cast except that a decision on the election of organisation members, the alteration of these Articles, and the dissolution of the I.H.A. must be decided by a two-thirds majority of the Council members present and entitled to vote at the meeting. In the event of an equality of votes the Chairman shall have a casting vote. Proposals for the alteration of these Articles or for the dissolution of the I.H.A. must be communicated to the members of the Council two months before the date of the meeting.

(b) The General Congress.

Article 9. The General Congress is composed of all the members of the I.H.A. The General Congress shall meet once in every year at such time and place as it shall itself determine or failing such determination as shall be decided by the Council.

The General Congress has the following duties:

1. To receive and discuss reports of the Council and to examine international hotel problems.
2. To make recommendations for consideration by the Council and to elect sub-committees for this purpose.

The General Secretaries of the organisation members or their substitutes may be present at the meetings of the General Congress but shall not be entitled to vote.

(c) The Executive Committee.

Article 10. The Executive Committee shall be elected by the Council and from members of the Council, and shall consist of not less than 10 members excluding the President who shall be an ex-officio member. A minimum of two with a maximum of one-third of the members of the Executive Committee shall be elected

from the members of the Council who have been elected by individual members. Excluding the President no more than one member of the Executive Committee shall be appointed from any one country but the Council shall have power to waive this rule so as to allow a maximum of two members from one country.

One-third of the members of the Committee shall retire in each year and their places shall be filled by the Council. Those members to retire in any one year shall be those who have been longest in office. As between members of equal seniority those to retire shall in the absence of agreement be selected from among them by lot. The retiring members shall be eligible for re-election so long as they remain members of the Council.

The Executive Committee may act notwithstanding any vacancy in their body unless the number of the members of the Executive Committee falls below six, excluding the President, in which case the General Secretary shall convene a meeting of the Council for the purpose of filling the vacancies on the Executive Committee.

Article 11. Meetings of the Executive Committee shall be held twice annually at such time and place as it shall determine and also when convened by the President and upon the demand of six members of the Committee it shall be convened by the General Secretary. Its duties are:

1. To elect a Chairman who will preside at meetings of the Executive Committee in the absence of the President and of the two Vice-Presidents.
2. To elect individual members.
3. To terminate membership in accordance with Article 4.
4. To execute the decisions and recommendations of the Council.
5. Generally to direct the aims and progress of the I.H.A.
6. To supervise the work of the General Secretary and his office.

Article 12. All decisions of the Executive Committee shall be determined by a majority of votes cast. In case of an equality of votes the Chairman shall have a casting vote. Six members of the Executive Committee shall constitute a quorum.

(d) The President.

Article 13. The President shall be elected by the Council and shall hold office for two years. He shall not be eligible for re-election until at least four years after the termination of his presidency have expired.

Article 14. The President is the Chairman of the Council, of the General Congress and of the Executive Committee.

(e) The Vice-Presidents.

Article 15. The Vice-Presidents shall be elected by the Council and shall hold office for two years. They shall act as deputy for the President when so requested by him, or in his absence.

(f) The General Secretary.

Article 16. The General Secretary shall be appointed by the Council. He shall reside within easy reach of the headquarters of the I.H.A. The General Secretary shall be responsible for carrying out the decisions and orders of the Council and the Executive Committee and shall be subject to the direction and control of the Council and the Executive Committee. His duty shall be to promote the aims and to carry out the work of the I.H.A. The General Secretary shall not engage in any other activity without the sanction of the Council in writing.

The General Secretary shall be the official representative of the I.H.A. in cases where the personal representation of the President or Vice-Presidents is not required or found impossible. The General Secretary shall prepare and submit a periodical report to the Executive Committee and the Council, and, when desired, to the General Congress.

V. SUBSCRIPTIONS AND ACCOUNTS.

Article 17.

- (a) Organisation members pay annual subscriptions to the I.H.A. according to the category to which they are assigned.

The Council shall determine the respective categories of the Organisation members.

- (b) Individual members shall pay an annual subscription of 8 U.S. Dollars or 2 Pounds Sterling for those members elected before the 31st March, 1947, and 12 U.S. Dollars or 3 Pounds Sterling for those members elected after the 31st March, 1947.
- (c) All annual subscriptions shall be regarded as a minimum.
- (d) All subscriptions shall be payable on or before the 1st day of January in each year.

If the transfer of Dollars or Pounds Sterling to the Headquarters of the I.H.A. is not practicable, the payment of subscriptions may be made in the official currency of the country in which the I.H.A. has its headquarters calculated at the official rate of exchange for the time being in force.

Article 18. The General Secretary shall submit an annual balance sheet for each financial year from 1st January to 31st December to the next subsequent meeting of the Council. The annual balance sheet and the financial books of the I.H.A. must be approved by the Treasurer and the Finance Committee. In addition the Executive Committee may if in its opinion it is necessary employ a firm of auditors.

Article 19. The President and the Vice-Presidents and the General Secretary or any member of his staff may with the approval of the Finance Committee be reimbursed any expenses in connection with any travel undertaken for the I.H.A. No expenses will be payable to members of the Council or of the Executive Committee unless by special decision of the Council.

VI. DISSOLUTION OF THE ASSOCIATION.

Article 20. In case of dissolution of the I.H.A. the funds of the I.H.A. shall be distributed between the organisation members in proportion to the last annual subscriptions paid by them.

No other members shall participate in any distribution of funds of the I.H.A.