



**STATUTES & BY-LAWS**

**Updated June 2007**

**SKÅL INTERNATIONAL WINNIPEG #233**

**WINNIPEG, MANITOBA**

# **Statutes & By-laws**

## **SKÅL INTERNATIONAL WINNIPEG #233**

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**Preamble:** The A.I.S.C., also known as Skål International, is an International Association of Travel and Tourism Professionals. Membership is voluntary and open to those travel and tourism professionals holding managerial positions and who are recognized for their honesty and integrity. They must qualify in accordance with the regulations of Skål International.

By accepting Membership in Skål International, travel and tourism professionals undertake to work towards the achievement of the Mission, Principles, Objectives and Purpose of Skål International as defined in the Statutes<sup>1</sup>.

They will be expected to abide by the requirements set out in all the official publications of Skål International to regulate the organization of the Skål Movement as listed in the By-Laws.

To carry out the Mission, Principles, Objectives and Purpose of this Association of Travel and Tourism Professionals, Skål International operates with the following structures, each having a different function:

- a) **Clubs** – the basic unit of Skål is the Club, which shall act on behalf of Skål International in regard to Skål activities within the Club's geographical boundaries.
- b) **National and/or Area Committees** – The National Committees incorporate the Clubs in those countries where there are four or more Clubs, to assist Skål International in its relations with those Skål Clubs. If a country has more than one club and less than four a National Committee may be formed. The Area Committees incorporate the National Committees and/or Affiliated Clubs by geographical regions.

Nation and/or Area Committees are approved, suspended and terminated by the Executive Committee of Skål International.

- c) **International Skål Council** – The Council is an advisory body to Skål International.
- d) **General Secretariat** – The General Secretariat is the management body of Skål International, headed by an appointed Secretary General who is accountable to the Executive Committee and employs salaried personnel.
- e) **The Skål International Executive Committee** – The Executive Committee is the governing body of Skål International. It is composed of elected members who are accountable to and represent the General Assembly. The President of Skål International represents the Association.
- f) **General Assembly** – The General Assembly of Club Delegates is the supreme body of Skål International and as such ensures involvement of the Clubs and membership in the decisions, which affect the Association.

All the above structures are part of Skål International and cannot operate or exist independently of it. All regulations pertaining to the above organization emanate from the Statutes and By-Laws of Skål International. These documents take precedent over any other set of regulations within the Skål Movement. All other regulations must comply with the current valid Statutes and By-Laws of Skål International. The Model Statutes for a Skål Club have been drawn up by Skål International to regulate each Skål Club in accordance with existing guidelines. Skål International must officially approve the Statutes of every Skål Club.

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<sup>1</sup> See Annex A – Statutes of Skål International Article II – Mission, Principles and Objectives.

**ARTICLE 1: NATURE, NAME, AFFILIATION,  
ADDRESS AND OFFICIAL REGISTER**

- a) Skål International – Winnipeg #233 is the official denomination of the member Clubs of the Association Internationale des Skål Clubs, abbreviated “A.I.S.C.” (Association Internationale des Professionnels du Tourisme). The A.I.S.C. is also known as Skål International and is duly registered as a non-profit making association in the Kingdom of Spain, with No. 161829. The official address of the Skål Movement is the address of the General Secretariat of Skål International, which at the present time is: Edificio España, Avenida. Palma de Mallorca 15 – 1º, 29620 Torremolinos, Spain.
- b) Skål Clubs are the basic unit of the structure of Skål International, which consists of all individual members of Skål International, which are grouped within its area of influence. Only the Executive Committee of Skål International can approve, give dispensation to or terminate a Skål Club. The Skål Club of Winnipeg #233 referred to herein as “Skål Club” or Skål International Winnipeg #233<sup>2</sup>, is formed and exists only under the decision and authority of Skål International.
- c) The official address<sup>3</sup> of the Skål Club of Winnipeg #233 is that of the Executive Secretary as designated via Form #2 as filed with Skål International.
- d) Skål International – Winnipeg #233 reports through and is a participating member of Skål Canada (SICAN) also known as N.S.C.C. (National Skål Committee of Canada).
- e) The Skål International Winnipeg Club has been formed for an indefinite period of time. However, should a

suspension become necessary only Skål International or the General Assembly of Skål Clubs are empowered to take such action..

- f) Upon approval by Skål International, the Club should be legally registered as a non-profit making association, member of Skål International – International Association of Tourism Professionals. When possible and in accordance with local laws and procedures, the Club should file its Statues, which are complementary to the Statutes and By-Laws of Skål International and also, of the statues and By-Laws of the National Committee (SI Canada) when in existence. If the Statues are rejected, by any authority, the Club must obtain, in writing, an explanation of the decision and details of the specific objection(s). This information must be forwarded to the Secretary General for decision by the Executive Committee.
- g) As a non-profit organization, members have no personal rights to the revenue or assets of the Club. These must be administered by the Club and dedicated to the aims and objectives, established by Skål International to fulfill the Skål Mission.
- h) The Secretary General of Skål International certifies that the Executive committee approved the formation of the Skål Club of Winnipeg #233 as a member of Skål International, on February 28, 1963. The last updated and valid version of its statutes was approved on

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Name and Signature of the  
Secretary General of Skål International.

Official Stamp of Skål International

Date:

<sup>2</sup> Official denomination of the Skål Club.

<sup>3</sup> As stated in c.

## **ARTICLE 2: OBJECTIVES**

The objectives of the Club are:

- a) To assume the Mission and Principles of Skål International by means of individual and collective Skål activities.<sup>4</sup>
- b) To develop friendship and common purpose among personnel in the travel and tourist industry.
- c) To foster goodwill and mutual understanding worldwide through international travel and tourism.
- d) To encourage and assist in the professional development of all, but especially the young people working in or training for, the travel and tourism industry.
- e) To make its members aware of the Folorimond Volckaert Fund and the way it operates.
- f) To promote recognition of the Skål Club by the community, the media and the tourism industry.
- g) To hold social and professional Skål activities thus ensuring and interest of all but especially tourism professionals.
- h) To attract all genuine tourism professionals for active membership, who have the required high ethical business and personal values, to the Skål Club.
- i) To attract Young Skål members who are qualified under the Statutes of Skål International to the Skål Club.
- j) To inter-relate with other Skål Clubs.
- k) To develop inter-professional relations.
- l) To obtain the voluntary participation, assistance and contribution of Active, Associate, Young Skål, Life and Retired members in elected offices, and scheduled functions or activities of the Club.

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<sup>4</sup> See Annex A – Mission and Principles of Skål International.

## **ARTICLE 3: RESTRICTIONS**

In pursuance of these objectives, the Skål Movement shall in no case:

- a) Be used directly in promoting private commercial or business matters. However, business relationships between members and the supporters of Skål are encouraged.
- b) Impose any limitation or restriction on members in accordance with the human rights declaration of the United Nations.

The use of the Skål name, badge, insignia, logotype, emblems and other identities of the Skål Movement shall always be in accordance to the authorization, guidelines and instructions of Skål International.

## **ARTICLE 4: RIGHTS OF MEMBER CLUBS OF SKÁL INTERNATIONAL**

Each member Club of Skål International has the following rights:

- a) To bear the title “Skål Club – Member of Skål International – Association de Professionels du Tourisme”.
- b) To be represented by at least one appointed delegate and to vote at the General Assembly of Skål International, the supreme body of the Skål Movement.
- c) To nominate as a candidate to Skål International Executive Committee elections, one of its Active or Life members who fulfils the requirements for such a candidacy.
- d) To appoint one or more delegates to it National Committee and to nominate candidates for the elections of its Board.
- e) To communicate directly with the Executive Committee

or General Secretariat of Skål International, with a copy to their National Committee.

- f) To suspend or expel, in accordance with the established regulations and procedures, a Club member whose private or professional conduct has been prejudicial to the reputation, principles or interests of Skål or who has failed to comply with any of the official regulations of Skål International.
- g) Clubs which have not met their annual commitments to Skål International, will automatically forfeit their rights under (b), (c) and (d) above until the commitments have been met.
- h) To grant the distinction of Honorary President or Honorary Member, followed by the name of the Club, to any Active, Life or Retired Skål member considered to merit such a title.
- i) To take part in the general activities and events promoted by Skål International for the benefit of the Skål Clubs.

**ARTICLE 5: OBLIGATIONS OF THE SKÅL CLUB**

Each Skål Club has the following obligations:

- a) To promote the Skål name and reputation in its area.
- b) To receive, welcome and assist, both personally and professionally, in the true spirit of Skål, any visiting Skålleague.
- c) To hold its Annual General Meeting in the first quarter of the year and to hold a minimum of five other official functions during the year.
- d) To actively promote the objectives of the Skål Club and Skål International.
- e) To implement an attractive annual program of professional and social activities and events.
- f) To follow the guidelines prepared by Skål International

and to comply with its duties.

- g) To remit all subscriptions and payments to Skål International by the specified date.
- h) To remit to the General Secretariat all requested documentation, forms and the updated list of members by the date fixed.
- i) To ensure that all members for whom renewal of membership is requested continue to fulfil all the requirements of their category and have duly paid their fees.
- j) To regularly update the personal data of its members and to communicate any modification to the General Secretariat.
- k) To promote and support participation of members in National and International Skål events and, in particular, the attendance of at least one delegate at the Skål International Canada (SICAN) Meetings and the General Assembly of Skål International. The Club shall consider giving financial assistance to the Club delegates attending these meetings.
- l) To modify Club Statutes in line with amendments to the Statutes and by-laws of Skål International and to bring the same into line with the official regulations, within one year of the approval date of the amendments.
- m) To send copy of the amended Statutes to the General Secretariat within 30 days of any modification approved by the General Assembly.
- n) To communicate regularly with Skål Canada or the General Secretariat regarding the fulfillment of the above obligations. Where the Skål Club due to size, economic situation or other internal difficulties cannot adopt any one of the above obligations, this must be communicated to Skål Canada and General Secretariat for a further decision.

**ARTICLE 6: COMPOSITION – INDIVIDUAL MEMBERSHIP**

Members known as Skålleagues are grouped as members of Skål International Winnipeg #233 of Skål International. They receive their Skål International membership card annually, following payment of the dues, updated personal information from the Club and the fulfillment of all other commitments by Skål International Winnipeg #233.

All Skålleagues must qualify in one of the five following categories of Skål International: Active, Life, Retired, Associate and Young Skål.

Members must belong to the Club nearest to their place of business, or their permanent residence. No member is permitted, under any circumstances, to hold membership in two Clubs at the same time.

**ARTICLE 7: ACTIVE MEMBERS**

a) Active membership is limited to persons holding managerial or other responsible positions in the travel and tourism industry in an entity as listed in the By-laws of Skål International, Article I – Classifications<sup>5</sup>. These persons must be employed full-time in their position, be actively involved in sales and/or promotional work and have a minimum of three years travel or tourism experience, which need not be in a managerial position. Membership is effective upon receipt of approval from Skål International either in writing or by the issuance of a membership card.

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<sup>5</sup> Annex B. See Section dealing with Membership Proposal Form procedure.

b) Active membership ceases when a member is no longer qualified under the By-laws of Skål International, Article I, Section 1. The member may then be transferred to Retired or Associate membership or, failing that, will resign from Skål.

c) A minimum of twenty persons is required to form a Skål Club. For the Club to remain operative, the number of active, life and Retired members must not be less than fifteen. Membership cards will not be issued to Clubs with less than fifteen Active, Life or Retired members.

**ARTICLE 8: LIFE MEMBERS**

a) An Active member, who has reached the age of 55, has fully retired from all business and has been an Active member for at least ten years before retirement may apply for Life membership. The Executive Committee of Skål International may make exceptions to this rule under special extenuating circumstances where a longstanding member is forced to retire early.

b) A request to the General Secretariat is needed for all transfers from Active to Life membership on the official modification form, together with a verification of the member's age.

c) Life membership must be revoked if the member is expelled from Skål, resigns or returns to any form of employment.

d) Life Membership shall not be used as a Club distinction.

**ARTICLE 9: ASSOCIATE MEMBERS**

a) Associate members are:

i. Persons involved in a managerial capacity in the travel and tourism industry who live in a country

where a Skål Club does not exist or where, because of the laws of the Country, cannot be present.

- ii. Former Active members who have been Active members for at least five years and who, through a change in occupation, are no longer qualified for Active membership, but still remain in a responsible position closely connected with travel and tourism.
- iii. Active members from a club that has been suspended due to inadequate membership.
- iv. Persons working in a responsible position closely connected with travel and tourism may apply for membership. Applications giving qualifications for Associate membership in Skål must be submitted by the applying Club to the Secretary General, for consideration by the Skål International Executive Committee.
- v. Associate Members cannot transfer to Life Membership. They may transfer to Active Membership upon returning to a managerial capacity in the travel and tourism industry.
- vi. Associate members may attend the Club as observers, but shall not vote or intervene at the Assembly. They shall not hold office at Club or any other level of Skål International.
- vii. Associate members are permitted to attend International Congresses. Attending Club activities other than their own is possible only by invitation.
- viii. Associate membership is limited to 10% (ten percent) of the Active, Life and Retired Members in a Club.
- ix. Associate membership in a city or area where Skål is not present is limited to 19 persons. Thereafter, a new Skål Club must, where permissible, be formed.

#### **ARTICLE 10: RETIRED MEMBERS**

A Retired Member who has reached the age of 55 years, who

has fully retired from the travel and tourism business and who has been an Active member for at least three years before retirement shall be granted Retired Membership. The General Secretariat shall be informed of all transfers from Active to Retired membership, on the official modification form, together with a verification of the member's age. Only the Executive Committee of Skål International may make exceptions to this rule under special extenuating circumstances where a long-standing member is forced to retire. Retired members enjoy the same privileges as Active Members excepting that they may not hold representative office at any level and may perform limited work in other industries to supplement their income.

#### **ARTICLE 11: YOUNG SKÅL MEMBERS**

Young Skål membership is limited to persons who are tourism students or young professionals in the travel and tourism industry. They will have been a student or young professional in one of the classifications describe in Article I section 1 (b) for at least two (2) years.

#### **ARTICLE 12: DUTIES OF MEMBERS**

All members are obliged to fulfill, amongst others, the following duties:

- a) To accept and promote the Mission and Principles that guide the Skål Movement.
- b) To comply with the current Statutes and By-laws of Skål International and the Statutes of the Club.
- c) To follow the guidelines of the Skål Club, to present proposals to the Club and to Skål International for the improvement of Skål generally. To promote fellowship amongst all Skålleagues, to support and maintain the travel and tourism profession. To propose, as members, those professionals who are qualified to join Skål International.

- d) Attend meetings as regularly as possible and not less than three times per calendar year. Failure to meet this requirement can result in the cancellation of their membership.
- e) To ensure the good management of the Club.
- f) To promote and publicize the Skål Movement within the travel and tourism trade in their own professional environment.

**ARTICLE 13: RIGHTS OF MEMBERS**

- a) Active & Life members, including members holding Skål International honorary titles have the right to:
  - i. Speak and vote at all Club meetings.
  - ii. Attend Skål Congresses and events organized within the Skål Movement, as defined by the organizers.
  - iii. Be candidates for offices within Skål at all levels, with the exception that Honorary Presidents of Skål International may not be candidates for election to the Executive Committee of Skål International.
  - iv. To hold a Skål membership card, to certify their membership, rights and status as Skålleagues once the personal annual dues are paid and the Club and Skål Canada have met their obligations to Skål International.
  - v. To receive all benefits of Skål membership as defined for each category.
  - vi. In the event of a sanction, suspension or dismissal of a member, the member must be granted the right of a hearing before such action is taken and an appeal thereafter.
- b) Associate members do not have the rights indicated in (i) (ii) and (iii) above although they may attend Skål World Congresses.
- c) Retired Members do not have the rights indicated in (i) and (iii) above.

- d) Young Skål members do not have the rights indicated in (I) and (iii) above.
- e) Transfer members have the above rights with the exception that they may not hold office at Club level.

**ARTICLE 14: MEMBERSHIP PROPOSAL**

Membership of Skål is open to all qualified travel and tourism professionals. To be considered for membership, person must comply with the requirements set out in the Statutes and By-laws of Skål International. Only Skål International has the right to approve members and their category of membership<sup>6</sup>.

The Club President and Secretary must not sponsor applications because they are required to sign the affirmation on behalf of the Club. For all Clubs belonging to Skål Canada, the membership proposal form must be sent via Skål Canada, for recording and endorsement. Skål International Winnipeg will process all membership applications as per the on-line membership proposal form on the NAASC website.

A list of professional classifications for active membership is to be found in the By-laws of Skål International, Article 1. This article must be reference when completing the membership proposal form<sup>7</sup>

A National Committee can however by vote at a General Assembly waive the need to sight Membership Proposal Forms in advance and under these circumstances all Clubs within that country can forward the Membership Proposal Form directly to the Secretary General who will copy the National Committee with the approval or otherwise.

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<sup>6</sup> Annex B – See section dealing with membership Proposal Form Procedure.

<sup>7</sup> Annex B – See section dealing with Membership Classification.

**ARTICLE 15: ADMISSION FEE**

Each newly approved Active, Associate or Young Skål Member of the Skål Club may have to pay an admission fee, the amount of which is fixed periodically by the Board of the Club and approved by the Annual General Assembly.

**ARTICLE 16: TRANSFER OF MEMBERS**

- a) Any Active, Life, Young Skål and Retired member who moves from his Club's area for business or personal reasons may apply through the Secretary of his Club, for transfer to the Club in his new place of business or residence. These transfer requests, transmitted by the Secretary of the Club are normally accepted if:
  - i. The applicant requesting the transfer fulfills the requirements for admission specified in Article 6 and Article 7 or Article 8 of these Statutes.
  - ii. His current membership fee has been paid in full.
- b) A member so transferred will not be required to pay a second subscription for the current year, nor seek sponsorship by two Club members.
- c) Until the transferred member is officially registered by Skål International as a member of the new Club, upon receipt by the General Secretariat of the completed transfer form, the member will be granted transfer status by the original Club. The member will continue paying the membership fee to the original Club and retains the voting rights (except on the case of Young Skål member, in that Club. A transfer member may not be a candidate for election. The member may, however, attend and participate at all meetings and events of the new Club (as far as circumstances permit) and enjoy the privileges of membership except the right to vote.
- d) In the case where there is no Club within reasonable distance of the new place of business or residence, the

transfer status may also be granted by his original Club.

- e) Skål International makes no provision for transfer of Associate membership.

**ARTICLE 17: MEMBERSHIP RESIGNATION**

Any member may resign from the Club at any time by submitting his resignation, in writing, to the Club Secretary who must acknowledge receipt of it. Notwithstanding such resignation, the former member will be required to pay any outstanding amounts owed.

**ARTICLE 18: PROCEDURES FOR SANCTIONS AND APPEALS BY THE CLUB**

All sanctions are personal and require that a hearing be accorded to the member concerned, an absolute majority vote of the Board members and an official communication detailing the reasons for the sanction must be sent to the member.

Only Skål International has the authority, whether requested or not by the Club, to sanction or expel a member. National and Area Committees do not have this authority and shall refer any question of expulsion to Skål International.

There are three categories to be considered when sanctioning a member: reprimand, membership suspension and expulsion.

- a) Letter of Reprimand: This is a letter written by the Board of the Club to a member reprimanding him for an attitude or for conduct considered inappropriate and not in the interest of the Club or the reputation of Skål.
- b) Suspension of Membership Rights:
  - i. When a member having received a warning letter,

continues with the attitude or conduct for which he has been censured, the Club Board may take the decision to suspend him for a period, which will be determined by the seriousness of the action. The maximum period of suspension is six months. A member who has been suspended can appeal the decision by the Board to the next General Assembly of the Club, which may revoke the Board's decision. If the next General Assembly of the Club is not scheduled within two months from the date of the suspension an appeal may be made to Skål International, which may decide to delay the suspension until the Club's General Assembly hears the appeal. The suspension will not come into effect until a final decision has been taken.

- ii. When the conduct or attitude of the member is considered by the Committee to be prejudicial to the interest of the Club or the reputation of Skål, the member can be suspended for a minimum of six months and a maximum of one year without the requirement for a letter of reprimand. The appeal procedure shall be the same as in (i) above.
- c) Expulsion:
  - i. When the attitude or conduct of a member is considered highly prejudicial to the interest and/or reputation of Skål or when despite a previous suspension, the member continues with the same attitude or conduct, the Board of the Club may take the decision to expel the member.
  - ii. The member can appeal against this decision to the Executive Committee of Skål International within a period of one month from the communication of the expulsion. If an appeal is presented to the Executive Committee of Skål International the expulsion will not come into affect until a final decision has been taken.

- iii. The decision of the Executive Committee shall be taken only after considering any documentation or information received from the Club, the National Committee and the expelled member. The decision of the Executive Committee is final.
- iv. Expelled members are not entitled to a refund of fees paid or subsequent membership in any Skål Club. Upon confirmation of the expulsion, the name and address of the member must be registered by the General Secretariat of Skål International.

#### **ARTICLE 19: BOARD OF THE CLUB**

- a) Active, Life and Retired members will elect the Board of Officers, to administer and manage the Club. The Board of Skål International Winnipeg will be comprised of the following:
  - i. One President
  - ii. Vice President
  - iii. Secretary<sup>8</sup>
  - iv. Treasurer
  - v. Development/Communications Officer
  - vi. Skål Canada. Representative
- b) In addition positions covering the following areas will be considered:
  - i. Public Relations
  - ii. Sponsorship (Sergeant-at-Arms)
  - iii. Programs & Events (Social)
  - iv. Florimond Volckaert Fund
  - v. Other Director positions as required
- c) The office of President may not be combined with any other position.

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<sup>8</sup> The Club may appoint, at its AGM, an Executive Secretary-Treasurer in lieu of a Secretary

- d) The offices of Secretary and Treasurer may be combined if so desired.
- e) The positions outlined in the Operation Plan for Skål International must follow the guidelines as set out by the General Secretariat.
- f) If the Skål Club due to size, economic or other internal situations cannot adopt the above-proposed Board of Officers, this must be communicated to Skål Canada and the General Secretariat for a further decision.

**ARTICLE 20: ELECTIONS**

The election of the Board members and Club Auditors shall take place at an Extraordinary General Meeting. This will be the regular November meeting of the Club.

The term of office of the Club President and Vice President shall be two years, with possible re-election for one further term.

The term of office for the Secretary of the Club shall be 2 terms, with possible annual re-election up to a maximum of six years in total.

The term of the remaining non-representative officers of the Board, except Secretary, shall be 1 year, with possible annual re-election up to a maximum period of four years.

The Officers may be assisted by members or, if so decided by the Club Board, by a paid executive who may attend the Board meetings as observers, with the right to express opinions but not to vote.

Two Auditors, who are not members of the Board, shall be elected for a term of office of two years. To ensure the continuance of a line of continuity, the election of one auditor

will be held in alternate years.

Any Active, Life or Retired member who has been a member of Skål for at least one year is eligible to stand for election to the Board or as Auditor.

Only individual candidatures will be accepted. Candidatures presented “en bloc” will not be accepted. Elections must be held for the administrative offices of President, Vice-President, Secretary, Treasurer and Auditor. The Board may co-opt operational officers if the General Assembly of the Club so decides.

Elections shall be by secret ballot. Candidates who obtain an absolute majority (50% plus one of the valid vote cards) are elected. If a second ballot is required the winner will be the candidate obtaining a simple majority (most votes).

Nominations of candidates for the Board of the Club and Auditors must be received by the Secretary thirty days before the meeting where voting is to take place. If no nominations are received for a position at the time of the election, candidates may be nominated from the floor. Should no candidates be presented, the existing Officers will provisionally remain and the National Committee (Skål Canada) or the General Secretariat of Skål International must be informed for further action.

The Club’s Member(s) to Skål Canada will be elected every two years, in even numbered years, for office commencing January 1<sup>st</sup> of every odd numbered year, and re-election is without limitation. The name of the elected member(s) must be notified to Skål Canada not later than November 30<sup>th</sup>. The Clubs representative to Skål Canada (preferably should be a Past President) could be re-elected by the Club for additional terms which could permit the elected member to better

understand this role.

#### **ARTICLE 21: COMMITTEES**

The Annual General Meeting or the Board of the Club may appoint committees to perform special studies or duties. The members of such committees will report to the Board. Committees may also be formed under the guidelines given by Skål International.

All Skålleagues have the right to participate and contribute to the success of any of the Operational functions by co-operating with the Officer concerned.

#### **ARTICLE 22: POWERS OF THE BOARD OF OFFICERS OF THE CLUB**

The Board of the Club is entrusted with the task of administering and managing the Club. It settles differences that may arise between the Club's members, or refers the same to its National Committee (Skål Canada) or Skål International.

Decisions are taken by a majority of the members present having the right to speak and vote. In the case of an equal vote, the casting vote of the President decides.

The Board of the Club will meet monthly with the exception of July & August (make-up meetings) and in any event not less than six times per annum.

It may also be convened at the request of one quarter of the Board's officers. At each meeting, the quorum shall be 50% of the full Board of Officers. Any officer has the right to ask for a secret ballot.

#### **ARTICLE 23: VACANCIES ON THE CLUB BOARD**

- a) Any member of the Board, who, without valid reason, fails to attend three consecutive Board meetings, is considered to have resigned from the Board.
- b) The Board may appoint an Active, Life or Retired member of the Club to fill a vacancy until the next General Assembly. Excepting that Retired members may not hold representative office. The member thus appointed has the right to stand for election to the vacant post. The duration of this appointment will not be considered for time limit purposes.

#### **ARTICLE 24: CLUB PRESIDENT AND VICE PRESIDENT**

- a) The Club President is entrusted with the duties of executing the decisions of the Annual General Meeting and the Board of the Club, conducting the proceedings and ensuring that it functions effectively and efficiently.
- b) The President is the Club's official and legal representative. However, all documents legally binding on the Skål Club must bear the signature of the President jointly with that of the Vice President.
- c) The President may, if necessary, delegate part of his presidential duties to the Vice President or any other Office of the Board.
- d) The President will make a report to the Annual General Meeting on the activities of the Club and its Board.
- e) The President is entrusted with ensuring that the Skål Club extends a warm welcome to every visiting Skålleague and that they are offered every assistance during their visit.
- f) The main task of the Vice President shall be to assist the President in the execution of his duties and deputize

for him whenever the necessity arises.

**ARTICLE 25: CLUB SECRETARY**

The Secretary is entrusted with the tasks of:

- a) Drafting the minutes of the meetings of the Board and the Annual General Assembly.
- b) Drafting and circulating the notice of meetings.
- c) Receiving, drafting and mailing all correspondence.
- d) Submitting the requests for admission of new members.
- e) Preparing the agenda for all meetings in agreement with the President.
- f) Fulfilling the Club's responsibilities towards Skål International and Skål Canada.
- g) Preparing an annual activity report, which after approval by the Board, is submitted to the Annual General Assembly.
- h) Ensuring that the Statutes of the Club are updated in line with the amendments to the Statutes and By-laws of Skål International and that the terms therein are respected.
- i) Together with the Treasurer, checking the membership list sent annually by Skål International, amending and updating the data as necessary, ensuring that all requirements are observed. The Secretary then returns the list to the General Secretariat which will issue new membership cards.
- j) Certifying all matters or information concerning the Club.

**ARTICLE 26: CLUB TREASURER**

- a) The Treasurer has the power to cash, on behalf of the Club, all amounts originating from all legal sources of income.
- b) The Treasurer will produce a membership list annually,

by name and category, to be distributed to all Club members.

- c) The Treasurer receives all fees due to Skål International and settles them with the National Treasurer (where applicable) or directly with Skål International.
- d) The Treasurer ensures that each member has paid the dues prior to a new membership card being issued.
- e) The Treasurer maintains the Club's accounts, receives, deposits and manages the Club's funds in accordance with the present Statutes. The Treasurer makes all payments of expenses incurred on behalf of the Club and approved by the Board. He/she presents an annual report and balance sheet to the Board of the Club. Following approval by the Board of the Club, both are submitted to the Annual General Assembly for approval.
- f) The Treasurer will maintain an account in the name of the Club with an approved financial institution (as approved by the Board).
- g) Signing requirements shall be a minimum of two signatures of the Treasurer, President or Secretary. These signing officers will be updated with the financial institution as applicable.

**ARTICLE 27: INCOME**

The Club's financial income is provided by admission and membership fees, fund-raising, sponsorship, donations and any other forms of legal income.

The Annual General Assembly fixes the annual fee for each category of member. All international fees must be paid to Skål International by 28 February each year. Unpaid dues after this date will be subject to a late payment charge by Skål International.

Fees are due for the full year irrespective of the date the member is admitted. The Board may reduce the amount of the fees due by new members admitted during the fourth quarter of the year.

**ARTICLE 28: UTILIZATION OF CLUB FUNDS**

The Club's funds are used to pay the annual Skål International and Skål Canada fees, administrative and any other expenses such as development, events, public relations, welcoming guests, conferences, etc. Expenditures must be in keeping with the budget and must serve the aims and objectives of the Skål Organization in the achievement of the Skål Mission.

All expenses must be approved by the Board members before they are made. However when this is not possible for any justifiable reason, the President and Treasurer may take the responsibility of approving the payment before submitting the expenditure for the approval of the Board. If the President is unavailable, approval may be given by the Vice-President deputized for the President, and by the Secretary, in the absence of the Treasurer.

Skål International and Skål Canada may intervene to modify the financial policy of the Skål Club when it is considered not in accordance with the needs or interest of the Skål movement.

The Club's financial obligations are only guaranteed by the Club's possessions excluding all personal responsibility of the Board members. However, any Board member who infringes this article will be held responsible to the Board, the Annual General Assembly and the Skål movement for the expenses thus incurred.

**ARTICLE 29: BUDGET AND FINANCIAL YEAR**

The Board of the Club will prepare an annual budget showing all expected income and expenditure, including the cost of sending delegates to national and international Skål meetings. The budget must be a "balanced budget" based upon zero-based budgeting principles and shall be presented to the General Assembly for its approval.

The Club's financial year will be from the 1 January to 31 December and should not be confused with the Skål International financial year, which is 1 April to 31 March of the following year.

The Club must carry an emergency fund with a minimum amount of \$5,000.00, which can only be accessed for unplanned or emergency expenditures via the following criteria:

- i. The Club Executive passes a recommendation for the Club's member's approval.
- ii. The Club members must approve the expenditure with a two-thirds majority vote.

**ARTICLE 30: CLUB AUDITORS AND THEIR DUTIES**

The Auditors are directly accountable to the General Assembly of the Club and ultimately to the Skål Movement. They shall not be members of the Board of the Club.

The Auditors shall check the accounts and balance sheet and verify the financial state of the Club. In exercising their duties the Auditors have the right to check all financial documents, which should be done in the presence of the Treasurer. They will prepare a written report for the Annual General Meeting, which will be sent out with the Agenda.

In the vent of irregularities being found, the Auditors will inform all members of the Board in writing, immediately. When in opinion of an Auditor, the irregularities being found are of such nature that could bear the suspension or expulsion of a member; then the Auditor must also inform immediately Skål International, with copy to Skål Canada about the irregularities.

Each Auditor may act independently of the other and in the event of irregularities either Auditor has the right to request that an Extraordinary General Meeting be called.

**ARTICLE 31: CLUB MEETINGS AND QUORUM**

Only members holding a valid Active, Life or Retired Skål membership card have the right speak and the right to vote at the Annual General Meeting which will be the January regular meeting of the Club. Notice of the meeting, together with the agenda, financial report and budget proposal, must be issued to Club members by the Secretary 15 days prior to the date of the meeting.

In addition to the Annual General Meeting, the Club will hold meetings from February – December (with July & August designated as optional make-up meetings) which are open to all members. In any event, the number of meetings in addition to the Annual General Meeting –open to all members will never be less than five in number. Failure to comply with this frequency of meetings can lead to a Club being suspended by Skål International for insufficient activity.

The quorum at the Annual General Meeting and all other meetings where voting will take place is one-quarter (25%) of the total active and life members of the Club. If the quorum I not achieved at the Annual General Meeting it shall

be postponed but must still take place before 31 March. At such a postponed Annual General Meeting, decisions and voting will be valid, except where the dissolution of the Club is to be discussed, irrespective of the number of voting members present.

The President and Board members of Skål Canada can attend with the right to speak at any meeting or function of the Skål Club.

**ARTICLE 32: VOTING**

Only Active, Life and Retired members are entitled to vote. Proxy or mail votes are not permitted. Secret ballots are required when the voting concerns persons or if at least 25% of the voting members present so request it.

Unless otherwise stated in these Statutes or Skål International Statutes or By-laws, voting results will be decided by a simple majority.

**ARTICLE 33: EXTRAORDINARY GENERAL MEETING**

An Extraordinary General Meeting may be convened by the President, either at the request of a majority of two-thirds of the Board members, or at the request of an Auditor in the case mentioned in Article 29, or on a written request of one-third of the Active members of the Club.

Any request for convocation of an Extraordinary General Meeting, which does not come from the Board, must be addressed in writing to the Secretary by the required number of members or either of the Auditors. The board shall set the date for the meeting within four weeks following the receipt of the request. The Secretary convenes the members at least

15 days before the date set and indicates in the convocation the detailed agenda, according to the request for the meeting.

The November meeting of Skål International – Winnipeg #233 will be deemed an Extraordinary General Meeting for the purpose of conducting the vote for the Executive/Board for the upcoming year.

#### **ARTICLE 34: HONORARY DISTINCTIONS**

- a) Honorary Distinctions of Skål International:
  - i. The procedures for nominating candidates for the distinctions of Honorary President or Membre d'Honneur of Skål International are included in the By-laws of Skål International.
  - ii. Nominations by Clubs of candidates for these titles must be approved, on a single ballot, by two-thirds of the voting members present at a Club Annual General Meeting.
  - iii. Club Honorary Distinctions:
    - i. The distinctions of Honorary President or Honorary Member followed by the name of the Club may be given to former Club Presidents or to Active, Life or Retired members of the Club who have given distinguished service to the Skål Movement. Such Club distinctions only give special privileges within the Club. The person being honoured shall not receive any special badge or insignia, but may be given a diploma confirming the bestowal of the distinction.
    - ii. Such distinctions shall not be reported to Skål International and the members receiving them shall remain in the relevant category of Active, Life or Retired member.
    - iii. The granting of Club distinctions may be proposed by the Board of the Club or by seven Active, Life or

Retired members. The presentation of these proposals shall be included in the Agenda and the approval requires a two-thirds majority of the voting members present at an Annual General Meeting of the Club.

- iv. The title Membre d'Honneur may only be used by Skål International.
- v. Prior to 26 April 2005 Life membership was a category within Skål International, subsequent changes to the Statutes of Skål International replaced this category with Retired and all members retiring from full time employment after this date, who meet the criteria, will be given this title. Those members who became Life members prior to this date will retain that title. Clubs at their discretion may now grant the title Life Member to those members who have given distinguished service to the Club, subject to (iii) above. This Club distinction only gives special privileges within the Club. The person being honoured shall not receive any special badge or insignia, but may be given a diploma confirming the bestowal of the distinction.

#### **ARTICLE 35: SKÅL INTERNATIONAL**

- a) Any member of the Club who is not an elected Officer of the Board but who is a current, elected member of the Skål International Executive Committee will automatically be a non-voting member of the Board.
- b) Members of the Executive Committee and the Secretary General can attend any meeting or activity held at Club level, or nominate a representative of their choice. The courtesy of an advance communication should be sent to the President of the Club.
- c) Skål International may require items to be included in the agenda for the Club meetings.

**ARTICLE 36: INTERNAL CLUB REGULATIONS**

The Club may adopt additional internal regulations to these statutes, provided that they in no way contravene the Official Publications of Skål International or these Club Statutes. The Executive Committee of Skål International must approve exceptions to the present Statutes or additional regulations.

**ARTICLE 37: MODIFICATIONS TO CLUB STATUTES**

1. Club Statutes can only be modified at the Club's Annual General Meeting or at an Extraordinary General Meeting called for this purpose. The Board of the Club or any Active, Life or Retired member can propose modifications. To approve a modification a two-thirds majority of the valid votes cast is required. However, when a change in the Club Statutes is made necessary by modifications to the Official Publications of Skål International, the Board shall prepare the required amendments and inform the members of the reasons for the changes, without asking for the otherwise, necessary vote.
2. Modifications must be in keeping with the Official Publications of Skål International and where major changes are made to the Club Statutes, the proposed Statutes shall be sent to Skål International for approval before publication.
3. All proposals for changes to Club Statutes must be received by the Club Secretary 45 days prior to the meeting at which this subject is an item on the Agenda.
4. Should it be found that the Official Publications of Skål International are in conflict with the laws of the country, then the decision, in writing, of the relevant authority explaining the motives and terms that require

modification must be forwarded to the General Secretariat to permit Skål International to consider the matter.

**ARTICLE 38: SUSPENSION AND TERMINATION OF THE CLUB**

The Executive Committee of Skål International may suspend, dissolve or terminate any Club, which does not comply with, or function in accordance with the Official Publications, guidelines or instructions of Skål International.

Failure to maintain the minimum number of 15 active and life members shall result in the automatic suspension of the Club. However, the Club can recruit sufficient new active members to bring the membership to at least 15; reactivation may be requested from Skål International.

Suspension of the Club, other than by the Executive Committee, can only be discussed at an annual General Meeting or an Extraordinary General Meeting called for this purpose. At least two-thirds of the total members entitled to vote must be present for the suspension discussion to be valid. For suspension to be approved a majority of two-thirds of the voting members present must agree with the motion.

In case of suspension or termination of the Club, the Board should first honour all outstanding debts. All orders of payments and other vouchers must bear the signature of the President, Treasurer and the two Auditors. The remaining assets shall then be placed under the jurisdiction of the National Committee and/or Skål International. In case of reactivation of the Skål Club within the period of three years since the official date of suspension, the reactivated Club will also obtain the administration of the assets.

Any Club which ceases to be a member of Skål International for the foregoing or any other reason shall remove the title Skål from the name of its Club and may not thereafter use the name, badges, insignias, emblems or any other identity of the Skål Movement and shall also return its membership certificate to the General Secretariat for cancellation.

**ARTICLE 39: FINAL AUTHORITY**

1. In case of conflict between the different sets of regulations, the official publications of Skål International and the regulations of Skål Canada will take precedence followed by these Statutes, unless exceptions have been previously agreed by the Executive Committee of Skål International. Should there be any conflict between the laws of the country and the official publications of Skål International, the Statutes Director must be informed immediately, to allow the situation to be deliberated on and a decision to be made by the Executive Committee.
2. Club Statutes and subsequent modifications to the same, always require the approval of the Statutes Director of Skål International who will consult with the Executive Committee before publication.

**Notation:**

*Any reference to a single gender is only for the purpose of ease of writing and is intended to reference members who may be of either the “male” or “female” gender!*

## ANNEX A

### MISSION, PRINCIPLES AND OBJECTIVE OF THE SKÅL MOVEMENT

#### ARTICLE II, SECTION 1 AND 2 OF THE STATUTES OF SKÅL INTERNATIONAL

##### Section 1 – Mission and Principles of the Skål Movement

The Mission of the Skål Movement is to make all professional travel and tourism managers world-wide, as defined in the By-laws, members of the Skål Movement by integrating them into this International Association whose objectives and activities are aimed at achieving friendship, mutual understanding, peace and the solidarity among its members, promoting, in this way the development of common interest, of the communities where they are present and of the travel and tourism industry.

The Skål Principles are its Statements, Values and Beliefs, which identify all the activities of the organization.

##### **I. Tourism Professionalism**

Skålleagues are professionals in managerial positions within the travel and tourism industry. Skål respects the friendship and contribution of those who, while being members of Skål retire or decide to leave the travel and tourism industry, by adapting their contribution and participation to the necessary modification in their membership status. As professionals, members endeavor to maintain the same high professional standards when contribution to Skål.

##### **II. Friendship**

Skålleagues are persons of recognized honesty and integrity, who identify with the Skål values. This permits them to find and give within Skål, the spirit of friendship and unity, which makes this Association so special. Once a member is

accepted he/she forms part of the worldwide Skål family of tourism professionals, where every member is warmly welcomed when contacting other Skålleagues anywhere in the world.

##### **III. Contribution and Participation**

Voluntary contribution and participation by all members is appreciated in addition to the minimum required for continuing the Skål membership. Skål gives the members the opportunity to realize their potential by being part of a social body that is attractive and rewarding. Skål also supports the personal goals of the individual member in his/her involvement with the Association, whether this is for professional, social, or service reasons.

##### **IV. International**

The basis of tourism is international relations. This way, Skål finds itself in the position to be the live expression of this element of union between different countries by transcending the limited national concept to supranational fellowship. Thus, it is in the international character of Skål that the strength and meaning of the Association lies.

##### **V. Non-discriminatory**

The Association may not allow any social, political, labour-union, religious, race, sex or age discrimination. To be part of Skål Club life, questions that may endanger the spirit of friendship or unity – political, union or religious questions – should be carefully avoided.

##### **VI. No-profit making**

Skål International is a non-profit making Association. Members have no personal rights on its wealth and/or revenue, which are dedicated to the fulfillment of the Skål mission. Direct business and commercial relationships among members and supporters of Skål are encouraged

although not during Skål meetings or functions.

**VII. Administration**

The Statutes of the A.I.S.C., approved by its General Assembly, are the source of all the regulations for the different levels of Skål. The strategic and operational plans guide the programs and activities of Skål International. The primary responsibility of the Executive Committee and General Secretariat is to identify the resources for the programs and activities of the Association and to provide the leadership that will support the development and implementation of the aims and objectives of the Association.

**VIII. Democratic and Autonomous**

Skål International assures the democratic procedures at all the representative levels of the organization. Clubs, National and Area Committees are autonomous in the development of their Skål life but are always subject to the regulations and guidelines laid down by Skål International.

**IX. Not-inward looking**

Skål International co-operates with and supports the non-profit making activities of educational and cultural institutions, tourism apprentices, companies, associations or other organizations aiming for sustained development of the tourism industry or working for peace. Skål is also involved with societies and local communities where it is represented.

**X. Universal**

Skålleagues and all levels of Skål are permanently and fully involved in the extension of the Skål Movement, as its positive effects to the benefit of tourism professionals, the tourism industry and represented societies; deserve to be shared among all the eligible tourism professionals worldwide.

**Section 2 – Objectives**

The Objectives of the Skål Movement are:

- a) To develop friendship and common purpose between personnel in the travel and tourist industry.
- b) To foster goodwill and mutual understanding worldwide through international tourism and travel.
- c) To encourage and assist in the professional development of all but especially the young people working in, or training for, the travel and tourism industry.

**ANNEX B**

**MEMBERSHIP IN CLUBS, MEMBERSHIP**

**PROPOSAL FORM AND CLASSIFICATIONS**

**BY-LAWS, ARTICLE 1, SECTION 1**

**Section 1 – Membership in Clubs**

Active membership in Skål is limited to those persons holding managerial positions, or positions considered equivalent by the A.I.S.C., in the travel and tourism industry as defined by the A.I.S.C. The equivalent positions are specified in the Membership Classifications in this Article. Active Members must work full-time in their position, be directly involved in sales, marketing or promotion work, or be engaged in the work defined in the Membership Classifications for the equivalent managerial positions and have a minimum of three years experience in the travel and tourism industry. This experience need not be in a managerial position. The A.I.S.C. Executive committee may, at its discretion, accept senior management of companies or entities with less than the three years experience. However, such dispensation will not be given if the translation of the person's title on the Proposal Form is in question.

the Club for re-submission.

## MEMBERSHIP PROPOSAL FORM PROCEDURE

Membership of Skål is open to all qualified professional persons in the travel and tourism industry but is first effective after the A.I.S.C. has approved the member and informed the Club concerned of its decision. A currently valid Membership Proposal Form must be submitted to the Secretariat for all proposed Active members, together with any additional information specified for the appropriate Classification in these By-laws. Where the Club is a member of a National Committee the Membership Proposal Form shall be submitted via that National Committee, which will check that the form is correctly completed, all required information is included and then endorses the form as having been seen. All proposed members require sponsoring by two Active or Life members, who have been members for at least two years, who do not work for the same organization as the proposed member and are not the President or Secretary of the proposing club. This last point is because the President and Secretary are required to sign the "Affirmation" section of the Proposal Form, which confirms the details of the proposed member are correct. Should a Club be uncertain as to whether a potential member qualifies for Active membership it is recommended that the General Secretariat be contacted for advice, before the person is invited to join. The Secretariat's advice cannot be considered binding, as the final decision can only be taken after the Proposal Form has been received. The advice from the Secretariat will, however, give a clearer indication as to whether the person is qualified or not.

N.B. The full and correct title for all proposed new members must be specified on the Proposal Form. Incorrectly completed forms will be returned to

- a) **Active members** – All persons proposed for Active membership must comply with the requirements above and must qualify under one of the following classifications:

i. **AVIATION** (Airlines, Airports and IATA)

Active in the company:

Airlines

- 1101: President/Chairman/Owner/Chief Executive Officer
- 1102: Vice-President/Managing Director/General Manager
- 1103: Sales Director
- 1104: Marketing Director
- 1105: Publicity Director
- 1106: Public Relations Director
- 1107: Commercial Director
- 1108: Director
- 1109: Sales Manager
- 1110: Marketing Manager
- 1111: Publicity Manager
- 1112: Public Relations Manager
- 1113: Commercial Manager
- 1114: Manager
- 1115: General Sales Agent or representative of these companies

Airports

- 2602: Managing Director or title of senior executive
- 2603: Sales Director
- 2607: Commercial Director

I.A.T.A.

- 2701: Chief Executive Officer
- 2702: General Manager (Passenger facilitation)
- 2708: Director (Country)

**N.B.:** Under I.A.T.A. there is a limitation of one manager per country, the country Manager only.

ii. **MARITIME COMPANIES** (Passenger shipping, sea Ferries and sea ports)

Active in the company:

- 1201: President/Chairman/Owner/Chief Executive Officer
- 1202: Vice-President/Managing Director/General Manager
- 1203: Sales Director
- 1204: Marketing Director
- 1205: Publicity Director
- 1206: Public Relations Director
- 1207: Commercial Director
- 1208: Director
- 1209: Sales Manager
- 1210: Marketing Manager
- 1211: Publicity Manager
- 1212: Public Relations Manager
- 1213: Commercial Manager
- 1214: Manager
- 1215: General Sales Agent or representative of these companies
- 2802: Managing Director or title of senior executive of a seaport

**N.B.:** Only the Managing Director of a seaport is eligible. Applications for membership from lake or river steamers, yachts and sightseeing operations shall be submitted under "Inland Waterway Operations". Not eligible for membership: cross-harbour or river ferries.

iii. **RAILWAYS**

Active in company:

- 1301: President/Chairman/Owner/Chief Executive Officer
- 1302: Vice-President/Managing Director/General Manager
- 1303: Sales Director
- 1304: Marketing Director
- 1305: Publicity Director
- 1306: Public Relations Director
- 1307: Commercial Director
- 1308: Director
- 1309: Sales Manager
- 1310: Marketing Manager
- 1311: Publicity Manager
- 1312: Public Relations Manager
- 1313: Commercial Manager
- 1314: Manager
- 1314: General Sales Agents or representatives of these companies

**N.B.** Not eligible as members: ski-lifts or historical or model railways.

iv. **AUTOCAR AND COACH COMPANIES**

On the condition that they have an international status, either by the extent of their operations or the nature of their clientele.

Active in the company:

- 1401: President/Chairman/Owner/Chief Executive Officer
- 1402: Vice-President/Managing Director/General Manager
- 1403: Sales Director
- 1404: Marketing Director
- 1405: Publicity Director
- 1406: Public Relations Director
- 1407: Commercial Director
- 1408: Director
- 1409: Sales Manager
- 1410: Marketing Manager
- 1411: Publicity Manager
- 1412: Public Relations Manager
- 1413: Commercial Manager
- 1414: Manager

**N.B.** Not eligible as members: taxi owners or operators, drivers, guides or couriers.

- v. **CAR HIRE COMPANIES** (including self or chauffeur driven)

On condition that they have an international status, either by the extent of their operations or the nature of their clientele.

Active in the company:

- 1501: President/Chairman/Owner/Chief Executive Officer

- 1502: Vice-President/Managing Director/General Manager
- 1503: Sales Director
- 1504: Marketing Director
- 1505: Publicity Director
- 1506: Public Relations Director
- 1507: Commercial Director
- 1508: Director
- 1509: Sales Manager
- 1510: Marketing Manager
- 1511: Publicity Manager
- 1512: Public Relations Manager
- 1513: Commercial Manager
- 1514: Manager

**N.B.** Not eligible as members: taxi owners or operators, drivers, couriers or guides.

- vi. **INLAND WATERWAY OPERATIONS**  
(Cruising, excursions and hire)

On condition that they have an international status, either by the extent of their operations or the nature of their clientele.

Active in the company:

- 1601: President/Chairman/Owner/Chief Executive Officer
- 1602: Vice-President/Managing Director/General Manager
- 1603: Sales Director
- 1604: Marketing Director
- 1605: Publicity Director
- 1606: Public Relations Director
- 1607: Commercial Director
- 1608: Director

- 1609: Sales Manager
- 1610: Marketing Manager
- 1611: Publicity Manager
- 1612: Public Relations Manager
- 1613: Commercial Manager
- 1614: Manager

**N.B.** Not eligible as members: cross harbour or river ferries or waterway taxi operators.

**vii. HOTELS, MOTELS AND OTHER TOURIST ACCOMMODATION**

To qualify for membership the establishment where the proposed member works must have fully furnished accommodation for a minimum of 20 guests, be open at least 10 months of the year and have a proven international clientele. This classification will also include “rural” and “agritourism” which meets the criteria above.

Active in the establishment:

- 1701: President/Chairman/Owner/Chief Executive Officer
- 1702: Vice-President/Managing Director/General Manager
- 1703: Sales Director
- 1704: Marketing Director
- 1705: Publicity Director
- 1706: Public Relations Director
- 1707: Commercial Director
- 1708: Director
- 1709: Sales Manager
- 1710: Marketing Manager
- 1711: Publicity Manager
- 1712: Public Relations Manager

- 1713: Commercial Manager
- 1714: Manager

**N. B.** Not eligible as members: real estate agents, person letting unfurnished accommodation or “Time Share” agencies.

**viii. HOLIDAY CAMPS, HOLIDAY CLUBS AND HOLIDAY VILLAGES**

To qualify for membership the establishment must have fully furnished accommodation for a minimum of 40 persons, be open for guests for at least 8 months of the year, have a proven collaboration with travel agents or tour operators and have a proven international clientele.

Active in the company:

- 1801: President/Chairman/Owner/Chief Executive Officer
- 1802: Vice-President/Managing Director/General Manager
- 1803: Sales Director
- 1804: Marketing Director
- 1805: Publicity Director
- 1806: Public Relations Director
- 1807: Commercial Director
- 1808: Director
- 1809: Sales Manager
- 1810: Marketing Manager
- 1811: Publicity Manager
- 1812: Public Relations Manager
- 1813: Commercial Manager
- 1814: Manager

**N.B.** Not eligible as members: person working for caravan or tent camping sites or places letting unfurnished accommodation.

must be indicated on the form under "additional information".

**ix. TRAVEL AGENTS AND TOUR OPERATORS**

Dealing directly or via officially recognized agents, with the general public.

Active in the company:

- 1901: President/Chairman/Owner/Chief Executive Officer
- 1902: Vice-President/Managing Director/General Manager
- 1903: Sales Director
- 1904: Marketing Director
- 1905: Publicity Director
- 1906: Public Relations Director
- 1907: Commercial Director
- 1908: Director
- 1909: Sales Manager
- 1910: Marketing Manager
- 1911: Publicity Manager
- 1912: Public Relations Manager
- 1913: Commercial Manager
- 1914: Manager

**x. OFFICIAL TOURIST ORGANIZATIONS**

- 2016: Tourism Ministers, senior officials of government organizations responsible for tourism (whether stationed in their own country or abroad) and the full-time head of any official tourist organization responsible for the promotion of tourism on behalf of a country, province, region or city/town.

**N/B.** The exact position must be specified on the Membership Proposal Form and the name of the place for which the person is responsible

**xi. TRAVEL MEDIA**

(Press, Television and Radio)

Persons proposed for membership must:

- a) be employed full-time by a recognized travel/tourism magazine or newspaper which has a permanent travel/tourism section on a daily, weekly or monthly basis or
- b) be employed full-time by a regional, national or international television or radio company, which has a permanent travel/tourism program on a weekly or monthly basis.

- 2102: Managing Director
- 2108: Director
- 2117: Publisher
- 2118: Editor
- 2119: Journalist
- 2120: Television Producer
- 2121: Radio/Television/Reporter/Broadcaster

**N. B.** The candidate's exact position, together with the type and area covered by the magazine, newspaper or television/radio program must be indicated. Not eligible as members: freelance or contracted journalists, writers, reporters, producers or broadcasters.

**xii. VARIOUS TOURIST ORGANIZATIONS**

The \* (star) against the following categories means that approval is by the A.I.S.C. Executive Committee and the additional information listed must be sent with the Proposal Forms.

Persons proposed must be employed full-time in the company, organization or entity.

Travel and tourism education \*

-2222: The Dean, Principal and Head of the Travel/Tourism Studies at an accredited university, college or school granting a degree or diploma in travel and tourism.

**N.B.** Not eligible as members: visiting professors or lecturers or general teaching staff.

Congress and convention centres \*

Only Congress or convention centres supplying proof of both national or international arrangements and clientele qualify.

- 2301: President/Chairman/Owner/Chief Executive Officer
- 2302: Vice-President/Managing Director/General Manager
- 2303: Sales Director
- 2304: Marketing Director
- 2305: Publicity Director
- 2306: Public Relations Director
- 2307: Commercial Director
- 2308: Director
- 2309: Sales Manager
- 2310: Marketing Manager
- 2311: Publicity Manager
- 2312: Public Relations Manager
- 2313: Commercial Manager
- 2314: Manager

Congress and convention promoters \*

Only Congress and convention promoters promoting events with a national or international clientele qualify.

- 2401: President/Chairman/Owner/Chief Executive Officer
- 2402: Vice-President/Managing Director/General Manager
- 2403: Sales Director
- 2404: Marketing Director
- 2405: Publicity Director
- 2406: Public Relations Director
- 2407: Commercial Director
- 2408: Director
- 2409: Sales Manager
- 2410: Marketing Manager
- 2411: Publicity Manager
- 2412: Public Relations Manager
- 2413: Commercial Manager
- 2414: Manager

Reservations systems \*

Reservations systems for transportation, package tours and hotel accommodation, whether computerized or manual, which give a national or international coverage.

- 2501: President/Chairman/Owner/Chief Executive Officer
- 2502: Vice-President/Managing Director/General Manager
- 2503: Sales Director
- 2504: Marketing Director
- 2505: Publicity Director
- 2506: Public Relations Director

-2507: Commercial Director

-2508: Director

-2509: Sales Manager

-2510: Marketing Manager

-2511: Publicity Manager

-2512: Public Relations Manager

-2513: Commercial Manager

-2514: Manager

**N.B.** Not eligible as members: persons working for systems giving only local coverage. The area of coverage must be included in “additional information” on the Membership Proposal Form.

Hotel Associations \*

-2902: The Managing director or other such title used by the senior executive, working solely for the association.

-2909: Sales manager

-2910: Marketing Manager

**N.B.** Not eligible as members: person working for associations, which have restaurateurs as members. Information as to whether the association is international, national, regional or local must be included in “additional information” on the Proposal Form.

Travel Agent and Tour Operator Associations \*

Membership is limited to the Managing Director, or such other title used by the senior executive and the Sales or Marketing Manager, all of whom must work full-time and solely for the association:

-3003: Managing Director or senior association executive

-3009: Sales Manager

-3010: Marketing Manager

**N.B.** Information as to whether the association is international, national, regional or local must be included under “additional information” on the Membership Proposal Form.

Major Tourist Attractions \*

Membership is limited to the owner, senior executive under whatever title this person is know, director, sales manager and marketing manager only, employed full-time by the concern on all year contract.

-3101: Senior Executive

-3108: Director

-3109: Sales Manager

-3110: Marketing Manager

The following must accompany the Membership Proposal Form:

- a) Confirmation that the attraction collaborates with travel agents or tour operators to promote and sell their product
- b) Confirmation that the attraction has a fixed location
- c) Copies of brochures and other promotional material in all of the languages these are produced.
- d) Confirmation of the actual number of annual visitors and that included in this figure is a proven international clientele.

**N.B.** Not eligible as members: persons working in arcades, art or other forms of galleries, casinos or gambling establishments, circuses, fairgrounds, golf courses, monuments, observation towers, religious establishments, ski-lifts, sporting and social clubs, zoos or similar.

A.I.S.C. Secretary General

- 3225: Active membership for the Secretary General of the A.I.S.C. In the event that this person was an Active or Life member immediately prior to taking up the position, a normal membership transfer from the previous Club will apply, in accordance with Transfer Membership in Article I, Section 1 (b). The Secretary General cannot be an officer of a Club, National or Area Committee, or the A.I.S.C., whilst employed in this position.

xiii. **TRAVEL AND TOURISM CONSULTANTS**

Membership is limited to the following positions:

- 3301: Senior Executive, Managing Director or equivalent
- 3302: Managing Partner,
- 3309: Sales Manager
- 3310: Marketing Manager
- 3313: Commercial Manager
- 3323: Senior Consultant

Special Requirements, which must be confirmed and shall accompany the Membership Proposal Form:

- a) Registered Companies of Travel and Tourism

Consultants with a minimum of five full time staff and five years in business.

- b) The consultancy must be related to travel and tourism products or services, sales or marketing of the service of any of our other eligible By-law classification.
- c) A professional presentation with the background of the firm, including the details of the professional consultancy services and a sample list of current clients and their activity.