

# **ANCHORAGE ALASKA BED AND BREAKFAST ASSOCIATION**

## **Bylaws**

### **Article I – Name, Mission, Purpose and Definition**

#### ***Section 1 Name***

The name of this organization shall be Anchorage Alaska Bed and Breakfast Association also known as AABBA, herein referred to as “the Association”.

#### ***Section 2 Mission***

The Association is committed to promoting the bed and breakfast industry for the benefit of its members and the community and to further ensure that its B&B members provide quality service to their guests.

#### ***Section 3 Purpose and operating philosophy***

- a. To provide a forum for mutual support, communication and encouragement for hosts and others with interest in the accommodations industry.
- b. To promote integrity in the bed and breakfast industry through high standards, business ethics and self-regulation.
- c. To represent the bed and breakfast industry in the local and state political arenas, including the legal process and matters of public regulation.
- d. To promote public awareness, community involvement and consumer protection.
- e. To provide continuing education and resources for bed and breakfast hosts and others with interest in the bed and breakfast industry.
- f. To develop, disseminate and coordinate marketing opportunities for the benefit of Association members, individually and collectively.
- g. To promote the bed and breakfast industry for the mutual benefit of Association members and the community.
- h. It is the intent of the Association that the decisions and direction of the Association are governed by the membership at large through the concept of regularly scheduled membership meetings. These Bylaws shall form the framework for those decisions. Each officer shall function with ethical representation of the intent of the written and documented record of the Association.

**Section 4**      **Definition**

A bed and breakfast is defined as a homestay where the host offers one or more rooms for a daily or weekly rental. The bed and breakfast shall have a common area where the guests may interact with the host. A host/owner or manager shall live in the dwelling at all times when a room is rented.

**Article II -- Membership, Privileges and Standing**

**Section 1**      **Membership**

- a. *A Bed and Breakfast Membership:* Individuals who host a bed and breakfast enterprise within the Municipality of Anchorage which
  - 1. meets the requirements of the Municipality in renting out rooms for temporary lodging (on a daily or weekly basis), and
  - 2. meets the definition of a bed and breakfast as adopted by the Association (see Article 1, Section 4) and
  - 3. fulfills the requirements of the standards, ethics and peer review process as approved and administered by the Association.
  
- b. *An Associate Membership:* A business that provides a product or service, excluding all businesses offering lodging reservation services for the bed and breakfast accommodations and tourism industry.

**Section 2**      **Membership procedure**

- a. Bed and breakfast memberships
  - 1. Be a bed and breakfast enterprise as defined in Article 1, Section 4.
  - 2. Meet all the requirements, including peer review of the Standards and Ethics Committee. (See Article V., Section 3a. 1.a)b)).
  - 3. Pay the annual dues and any required fees.
  - 4. Supply all appropriate forms and copies of all current licensing, permitting and insurance documents required to operate the facility and any other documentation as the Association may require.

- b. Associate Memberships
  - 1. Supply the Board with company information and completed application.
  - 2. Provisional membership may be granted upon completion of the application process. Final approval will be decided at the next Board meeting.
  - 3. Pay the annual dues.

***Section 3 Membership dues, fees***

- a. Bed and Breakfast Membership: dues and fees as determined by the Board.
- b. Associate Membership: annual dues as determined by the Board.

***Section 4 Membership benefits and privileges***

- a. Bed and Breakfast Membership:
  - 1. B & B members are entitled to attend meetings, make motions, vote, hold office, chair and serve on committees and participate in Association activities. Members are expected to attend four meetings or functions per year.
  - 2. B & B members will receive a Certificate of Membership and a Membership Manual.
  - 3. B & B members are entitled to use the Association logo and mention affiliation with the Association in advertising and promotion in connection with their bed and breakfast enterprise.
  - 4. B & B members are entitled to list their bed and breakfast enterprise in all the Association Membership Directories and participate in all marketing programs, including the Association website.
  - 5. Each B & B membership may have up to two (2) participating members, who are required to be registered with the Association as hosts of the enterprise as identified on the membership application.
  - 6. Each B & B membership is entitled to only one vote at General Membership meetings and authorized votes by mail or email. No individual membership shall, under any circumstance, be entitled to more than one vote.
  - 7. B & B members are encouraged to link their website to the Association website.
  - 8. Additional benefits may be made available by the Board.

- b. Associate Membership:
1. Associate members shall be listed with a narrative of services and a picture on the Association website.
  2. Associate members are entitled to a link on the Association website. Some restrictions may apply for Associate links as determined by the Board.
  3. Associate members may attend B & B seminars or functions of the Association at a discount of the normal published price.
  4. Associate members may attend the General Membership meetings of the Association and may be invited to sit in as observers in committee meetings when the subject matter is directly linked to their line of business, but may not vote.
  5. Associate members shall have an opportunity for an annual product or service presentation at General Membership meetings.
  6. Associate members shall have an opportunity to display their literature at the vendor display area at General Membership meetings.
  7. Upon Board approval Associate members may indicate their affiliation with the Association.
  8. Associate members are encouraged to link their website to the Association website.
  9. Additional benefits may be made available upon approval of the Board.

**Section 5**      ***Memberships in good standing***

- a. Bed and Breakfast Membership:
- A B & B membership is in good standing as long as the criteria set forth in the following areas are continually met: *Definition*: (Article I, Section 4), *Membership* (Article II, Section 1a), *Renewal* (Article II, Section 6a), *Dues* (Article III, Section 1a), *Standards and Ethics* (Article V, Section 3a.1.a)b)).
- b. Associate Membership:
1. An Associate Member is in good standing as long as all the criteria in Article II, Section 2b above are met and upon continuing approval by the Board.



3. Membership shall be forfeited after 60 days of non-compliance with any of the above requirements. The Board has the authority to override this requirement through the administration of the appeals process.

b. Associate Members:

The Board has authority to terminate an Associate Membership when a business no longer offers a product or service to the bed and breakfast accommodations and tourism industry or has in some way disparaged the industry.

## ***Section 8 Ethical Standards***

Members are entitled to be treated with respect, confidentiality of records and expedient, equitable and amiable settlement of complaints. When applying or renewing membership it is expected that individual members shall be truthful and give full disclosure to the Standards and Ethics Committee Peer Review and to Board directed inquiries to perceived irregularities between an individual's operation and regulatory standards. If the individual member can offer the Peer Review (or the Board) a coherent rationale for the irregularity, the Association may accept the individual's word in the matter and make record of the fact. The Association is not a policeman for the City or the State. However, if a party continues to press a complaint after an explanation has been tendered, this behavior is considered unethical harassment. The party may face censure, including possible forfeiture of membership.

## **Article III -- Dues and Finances**

### ***Section 1 Dues***

- a. Dues will be paid by all renewing members annually by January 15th for that year.
- b. Dues paid for initial membership granted from August 1 through December 31 shall be applicable for the following calendar year.
- c. The fiscal year will be from January 1 to December 31.
- d. A B & B member whose dues are 60 days in arrears shall forfeit membership. Membership may be reinstated by full payment of dues within that fiscal year. A fee will be charged to be reinstated onto the website to be determined by the Board.

### ***Section 2 Finances***

- a. All members of the Executive Committee (see Article IV Section 1b) shall be authorized to sign checks. All checks shall require two signatures.
- b. Published budgeted items are not required to have further authorization.

- c. Authorization by the Board shall be required for special projects with expenditures of more than \$100.

## **Article IV - - Officers and Board of Directors**

### ***Section 1 Leadership***

- a. Elected officers of the Association shall be: President, Vice President, Treasurer, Recording Secretary, Membership Secretary, Publicity Director, Standards and Ethics Chair, Hotline Chair and Community Service Chair. The elected officers shall be the Board of Directors (herein referred to as “the Board”).
- b. The Executive Committee shall consist of the President, Vice President, Recording Secretary and Treasurer.

### ***Section 2 Qualification of Officers***

- a. An officer must be a B & B member of the Association in good standing for a minimum of one year.
- b. There shall not be two officers from one B & B Membership serving concurrently.
- c. It is preferred that a member nominated for an office should have demonstrated a high level of commitment to the Association by attending 50% or more of the General Membership meetings, and, as an officer, must attend at least 80% of the General Membership and Board meetings.

### ***Section 3 Term of Office***

- a. The term of office will be two (2) years beginning January 1<sup>st</sup> and ending on December 31<sup>st</sup>. Terms will be staggered to assure continuity within the Board.
- b. No member shall serve more than two consecutive terms in any one office. If after the second term no other member shows interest in running for the position, then the incumbent may continue in that elected position until another member gives notification of interest in serving at the next regularly scheduled election.
- c. The newly elected officers will attend Board meetings in November and December as non-voting observers to ensure proper training and a smooth transition period.

### ***Section 4 Vacancies on the Board***

- a. A vacancy in the office of President shall be filled by the following order of succession for the duration of the current term: first, the Vice President; second, the Recording Secretary; third, the Treasurer.

- b. Other vacancies will be filled by appointment by the President subject to approval by the Board at a regularly scheduled Board meeting, for the duration of the current term.
- c. In the event more than two offices are vacant within a thirty-day period, the remaining Board members will appoint a Nominating Committee to conduct an election to fill those offices within 60 days.

***Section 5      Removal of Officers***

- a. Just cause may be found to remove an officer from his or her office when
  - 1. the duties for that office as enumerated in Article IV, Section 6 have not been satisfactorily performed, or
  - 2. the officer attempts to establish procedures or policies contrary to the majority of the Board, or
  - 3. the officer conducts him/herself in a manner which seriously discredits the B & B Industry or the Association.
- b. Procedure for removal of an officer
  - 1. The alleged charges of an offensive act or dereliction of duties shall be brought to the Board in writing by any B & B member in good standing. The contents of the document shall be verified by at least four additional B & B members in good standing who give testimony of agreement with the charges by co-signing the document. (*Note: only one person per B & B membership may sign the document.*)
  - 2. Under direction of the Board, the Chairperson of the Standards and Ethics Committee (or other Board member as appointed by the President), shall review the charge and confirm its veracity. After the research has been completed, the Chairperson of the Standards and Ethics Committee shall bring the matter before the Board in a full and complete written report. If the charges cannot be confirmed the results of the investigation will be shared with the members with whom the complaint originated and the charges shall be dismissed.
  - 3. If the charges are confirmed, the Board may ask the officer in question for his/her resignation.
  - 4. Once the charges are confirmed by the Board, the officer will be removed from his/her duties until the matter is resolved by a vote of the membership.
  - 5. If the officer refuses to resign, the Board will take a motion for removal from office to the membership. The voting will be done by mail and must pass by a two-thirds majority of those voting.
  - 6. Officers who cannot or will not perform their assigned committee responsibilities or elected duties shall voluntarily resign from their office or they will be subject to the removal procedure of this section.

**Section 6**      ***Duties of Officers***

a.      The President shall:

1.      Preside over all General Membership and Board meetings.
2.      Coordinate the administration of the affairs of the Association.
3.      Operate under the direction of the Board and in accordance with the decisions of the General Membership.
4.      Regularly report to the Board all representative actions and correspondence.
5.      Appoint individuals to fill Board vacancies (Article IV, Section 4b).
6.      Appoint Ad Hoc Committees.
7.      Appoint B & B members in good standing to chair committees.
8.      Appoint B & B member to represent AABBA on BBAA's Board of Directors.
9.      Represent the Association at meetings of other groups or governmental agencies and in the media. If unable to attend any specific meeting, the President will appoint an alternate representative in the following order: first, the Vice President; followed by another member of the Board.
10.     Declare election results.
11.     Submit an agenda to the members and Board for distribution prior to meetings.
12.     Be an ex-officio member of all committees.

b.      The Vice President shall:

1.      Perform the duties of the President in his/her absence or inability to serve.
2.      Assist the President in the administration of the affairs of the Association.
3.      Succeed to the office of President should it become vacant before the end of a term.
4.      Coordinate presentations within the Education Committee.
5.      Chair the Program Committee.

6. Present the budget for the Program and Education Committee to the Board no later than the October Board meeting of each year.
- c. The Treasurer shall:
1. Be custodian of Association funds.
  2. Systematically collect annual dues and fees associated with events sponsored by the Association.
  3. Pay all approved bills and make appropriate reimbursements in a timely manner.
  4. Maintain record of paid membership.
  5. Prepare current statements of income and disbursement for each meeting, including an annual statement at the end of the fiscal year.
  6. Make all records available annually or as requested for auditing purposes.
  7. Regularly pick up mail at the post office and disperse as appropriate.
  8. Chair the Finance Committee and work with the President to submit a yearly budget for approval at the January membership meeting.
  9. Present the budget for the Finance Committee to the Board no later than the October Board meeting of each year.
- d. The Recording Secretary shall:
1. Be responsible for making and distributing minutes of all Board and General Membership Meetings.
  2. Maintain all correspondence for the Association.
  3. Notify all members via email of General Membership meetings and Board members of monthly meetings.
- e. The Membership Secretary shall:

1. Provide membership information to prospective B & B members and prospective Associate members and help them with the application process.
  2. Collect information and documents from the prospective members.
  3. Maintain a list of B & B members and Associate members in good standing.
  4. Work with the Treasurer and the Standards and Ethics Chair to maintain current records and membership list.
  5. Chair the Membership Committee.
  6. Present the budget for the Membership Committee to the Board no later than the October Board meeting of each year.
- f. The Publicity Director shall:
1. Distribute public service announcements (PSAs) in regards to the Association and any of its related activities to the media in a timely fashion.
  2. Chair the Publicity Committee and oversee marketing efforts.
  3. Present the budget for the Publicity Committee to the Board no later than the October Board meeting of each year.
- g. Standards and Ethics Chair
1. Maintain records of Peer Reviews.
  2. Schedule Peer Reviews for prospective and renewing members.
  3. Work with the Membership Chair in keeping records of B & B members in good standing.
  4. With the help and advice of the Standards and Ethics Committee respond to written complaints regarding a member B & B.
  5. Chair the Standards and Ethics Committee.
  6. Present the budget for the Standards and Ethics Committee to the Board no later than the October Board meeting of each year.

- h. Hotline Chair
  - 1. Coordinate and schedule volunteers to answer the Association Hotline.
  - 2. Maintain a database and record keeping procedures for analysis and review of annual Hotline activity.
  - 3. Give a full report of operations and proposals to the membership in the Spring and Fall.
  - 4. Develop a budget for the operation of the Hotline.
  - 5. Request Board approval for any changes in operating procedures.
  - 6. Chair the Hotline Committee.
  - 7. Present the budget for the Hotline Referral Committee to the Board no later than the October Board meeting of each year.
  
- i. Community Service Chair
  - 1. Assist Community Service Committee in coordinating at least one public service function per year and if desired a function to benefit the Association.
  - 2. Chair the Community Service Committee.
  - 3. Present the budget for the Community Service Committee to the Board no later than the October Board meeting of each year.

## **Article V – Committees**

### ***Section 1 Standing Committees***

- a. Standards and Ethics
- b. Program/Education
- c. Membership
- d. Finance
- e. Publicity
- f. Hotline
- g. Community Service

**Section 2      *Ad Hoc Committees***

- a.      Nominating Committee
- b.      Other committees shall be formed as needed.

**Section 3      *Committee Responsibilities***

- a.      Standing Committee:
  - 1.      The Standards and Ethics Committee shall:
    - a)      Establish and maintain objective standards of quality inn keeping as guidelines for member homes.
    - b)      Establish and maintain high standards of business and professional ethics.
    - c)      Implement the peer review policies and process.
    - d)      Establish and maintain appeals and variance procedures.
    - e)      Establish and maintain an equitable complaint process.
    - f)      Provide assistance to resolve problems.
    - g)      Be chaired by a member of the Board.
    - h)      Develop a budget for the operation of the Standards and Ethics Committee.
  - 2.      The Program and Education Committee shall:
    - a)      Plan and organize speakers and activities for General Membership meetings and special events.
    - b)      Screen those individuals and/or groups seeking to use the Association as a forum.
    - c)      Continuously provide educational resources for bed and breakfast hosts.
    - d)      Provide special classes in a timely manner for the beginner as well as classes appropriate for seasoned innkeepers.
    - e)      Be chaired by the Vice President.

- f) Develop a budget for the operation of the Program and Education Committee.
3. The Membership Committee shall:
- a) Implement membership policies of the Association.
  - b) Actively recruit new members.
  - c) Work with the Treasurer, Membership Secretary and Standards and Ethics Committee to maintain a current and accurate membership list.
  - d) Provide “greeters” at General Membership meetings.
  - e) Be chaired by the Membership Secretary.
  - f) Develop a budget for the operation of the Membership Committee.
4. The Finance Committee shall:
- a) Work with the president to prepare an annual budget based on program goals, objectives and request submitted by committees ready for Board approval no later than the October Board meeting of each year.
  - b) Select three people (subject to Board approval) to audit the financial records at the close of the fiscal year.
  - c) Seek additional funds for special projects as the need arises at the direction of the Board.
  - d) Be chaired by the Treasurer.
  - e) Develop a budget for the operation of the Finance Committee.
5. The Publicity Committee shall:
- a) Prepare news releases and/or announcements of meetings, special events and items of interest with appropriate media.
  - b) Promote activities to increase public awareness of the Bed and Breakfast industry in the Anchorage area.
  - c) Promote the Association through marketing.
  - d) Be chaired by the Publicity Director.
  - e) Develop a budget for the operation of the Publicity Committee.

6. Hotline Referral Committee shall:
  - a) Establish operating procedures and philosophy and manage the Hotline in a manner which is both efficient and equitable.
  - b) Coordinate with the Treasurer and Publicity Director to continually assess the effectiveness of the Hotline and its outreach to the community.
  - c) Develop a budget for the operation of the Hotline.
  
7. The Community Service Committee shall:
  - a) Work with the Publicity Chair.
  - b) Coordinate at least one public service function per year.
  - c) Work with Associate members and others to co-sponsor Association functions and events.
  - d) Be chaired by the Community Service Chair.
  - e) Develop a budget for the operation of the Community Service.
  
8. Other committees shall be formed as needed.

b. Ad Hoc Committees:

The Nominating Committee shall:

1. Be appointed by the President no later than August 1<sup>st</sup> of each year.
2. Consist of three B & B members in good standing who shall not be candidates for election.
3. Identify and interview potential candidates for offices.
4. Prepare a list of qualified candidates.
5. Prepare the ballots and conduct the election in accordance with Article VI.

## **Article VI -- Election of Officers**

***Section 1***      ***Date***

All ballots must be dated no later than November 1 in order to be counted in the annual election of officers.

***Section 2***      ***Procedure***

- a. The Nominating Committee shall compile the list of candidates, prepare the ballots and conduct the election by mailing a ballot to all B & B members in good standing no later than October 1.
- b. A write-in line will be available on the ballot for each position.
- c. To be elected a candidate must obtain a simple majority of the ballots cast.
- d. Ballots will be counted by at least two members from the Nominating committee and one board member who is not running for office.
- e. Written results of the election will be given to the President no later than November 10.
- f. The President will announce the results of the election at the next meeting of the General Membership. The President will notify the winning candidates. Election results will not be revealed prior to the President's announcement.
- g. After counting, the ballots will be placed in a sealed envelope and held by the Recording Secretary until the following election. If there is a controversy, the sealed envelope will be opened by the Nominating Committee Chairperson and two B & B members in good standing who were not candidates on the ballot.

## **Article VII -- Meetings**

***Section 1***      ***General Membership Meetings***

The Association will meet a minimum of eight times a year.

***Section 2***      ***Board Meetings***

The Board will meet a minimum of ten times a year.

***Section 3***      ***Special Meetings***

Special meetings may be called any time the Board determines a need for them. Special Board meetings may be conducted by e-mail with secretary taking minutes.

***Section 4***      ***Quorum***

- a. A quorum for all General Membership Meetings shall consist of 15% of the total B & B membership in good standing.
- b. A quorum for all Board Meetings shall consist of five officers, plus the Chairperson.
- c. A quorum for all Special Meetings shall consist of 15% of the total B & B membership in good standing.

***Section 5 Percentage, Voting***

- a. A simple majority of those present and voting shall determine outcome of votes, except for amending the Bylaws (see Article VIII, Section 3), the removal of an officer (see Article IV, Section 5b4), changing of membership dues and fees (Article II, Section 3a), and special votes (see b below).
- b. Special votes may be conducted by mail or email.
- c. When voting is done by mail or email, ballots will be sent only to B& B members in good standing.

***Section 5 Recruiting***

At least once yearly, a meeting will be planned to recruit new members and/or provide information for entry level bed and breakfast hosts. This meeting will be coordinated by the Program Chair and the Membership Secretary and will be open to the public.

**Article VIII -- Amendments**

***Section 1 Change***

These Bylaws may be amended by action of the Board.

***Section 2 Notification***

Written announcements to all B & B members in good standing of the proposed change(s) will be mailed or emailed at least 30 days prior to the vote.

***Section 3 Review***

These Bylaws shall be reviewed annually by the Board.

**Article IX – Parliamentary Procedure**

Should any parliamentary questions arise, Robert's Rules of Order shall govern, but shall not supersede the Bylaws. It is recommended that the President appoint a parliamentarian.

### **Article X – Dissolution**

If the Association is dissolved, all assets shall be distributed equally to B & B members in good standing after all outstanding financial obligations have been met.

Revised 9/16/05