

**AMERICAN HUNGARIAN EDUCATORS ASSOCIATION**  
**CONSTITUTION**

*Article I. NAME*

The name of this Association shall be: American Hungarian Educators Association.

*Article II. AUTONOMY*

The American Hungarian Educators Association shall be an autonomous body.

*Article III. LANGUAGES*

The official languages of the Association shall be English and Hungarian.

*Article IV. EXECUTIVE DIRECTOR*

An Executive Director appointed by the President and approved by the Executive Committee will serve until the Executive Committee sees reason to appoint a new person. The Executive Director shall be responsible for the day to day operation of the organization.

*Article V. OBJECTIVES*

1. The aim of the Association is to further Hungarian and related studies in America and Canada.
2. The Association is committed to the maintenance and support of Hungarian education at all levels, in all countries with Hungarian populations.
3. The Association shall provide opportunities for professionals to discuss common problems, to organize groups, both formal and informal, within the respective professional associations of the members.
4. The Association shall encourage participation in cooperative and scholarly ventures which pertain to the interests of the organization.

5. The Association shall seek to identify methods its membership can use to work within its professional organizations both as individuals and as a group.
6. The Association shall organize annual conferences and shall issue such publications as the membership will deem appropriate.

*Article VI. MEMBERSHIP*

Membership in the Association is open to all educators

- a. who are of Hungarian origin, regardless of their subject field;
- b. who, regardless of ethnic origin, teach Hungarian or are active in related fields;
- c. who are, or have been involved in research on Hungarian topics, including translators and librarians;
- d. who are graduate and undergraduate students who qualify under any of the above shall be admitted as student members.

*Article VII. OFFICERS*

The officers of the Association shall be a President, a Vice-President, a Secretary and a Treasurer.

*Article VIII. ELECTION OF OFFICERS*

The Officers shall be elected by the membership for two-year terms. No officer shall serve more than two consecutive terms.

*Article IX. LOCATION*

The Association shall have a permanent mailing address and office, which shall be the address of the Executive Director.

*Article X. AMENDMENTS*

1. Amendments to the Constitution and By-Laws of the Association shall be made through the regular voting procedure by a 2/3 majority vote of the members voting.
2. Proposed amendments shall be presented to the membership in writing at least six weeks before the deadline for submitting ballots.

*Article XI. AFFILIATED ORGANIZATIONS*

Affiliated organizations may be formed within the American Hungarian Educators' Association under the following provisions:

1. A designated officer of the AHEA shall serve as ex-officio member of the Executive Committee of the Affiliate.
2. The chief Executive Officer of the Affiliate shall serve as an ex-officio member of the Executive Committee of the AHEA.
3. A schedule of reduced dues shall be devised for joint membership to encourage Affiliate members to join the AHEA, and AHEA members to join the appropriate Affiliate
4. The Affiliate shall enjoy the tax-exempt status of the AHEA, pursuant to the regulations of the Internal Revenue Service. It shall submit annual financial report and an IRS 990 form with Supplement A to the Treasurer of the AHEA by February 1 of each year. A copy of the form filed with the IRS by the AHEA shall be returned to the Affiliate.
5. The American Hungarian Educator, newsletter of the American Hungarian Educators Association, shall carry news of the Affiliate. All officers of the Affiliate shall receive copies of the Educator; members who are not also AHEA members may receive newsletters for \$5.00 annually per person.
6. The American Hungarian Educators' Association publications shall be made available to officers and members of the Affiliate, free or for a nominal fee, as practicable. The Affiliate shall make their publications available to AHEA officers and members under similar circumstances.
7. The Affiliate shall acknowledge its connection to the AHEA in its publications and on its printed materials. As appropriate and relevant, the AHEA will list its Affiliates.
8. An Affiliate may organize a maximum of one session at each conference, provided the guidelines of the conferences and the provisions set forth in Article IX of the By-Laws are observed.
9. Affiliates may also serve as sponsors of the Conferences, provided conditions set out in Article X of the By-Laws are fulfilled.

## **BY-LAWS**

### *Article I. OFFICERS*

#### *PRESIDENT*

1. It shall be the duty of the President to provide executive leadership in the activities of the Association.
2. The President shall preside at all regular meetings of the Association and the Executive Committee. In the event of a tie vote in voting, the President shall cast the deciding vote.
3. The President shall make certain that membership rolls are kept up to date and available to all of the members.
4. The President, in cooperation with the Director of Publications, shall see to the publication of news and comments of the Association in the American Hungarian Educator and in other publications.

#### *VICE-PRESIDENT*

5. The Vice-President shall preside at meetings in the absence of the President and shall have the powers and duties of the President, should the President be unable to perform his functions.
6. The Vice-President shall also serve as an assistant to the President.

#### *SECRETARY*

7. The Secretary shall issue notices of all meetings and take minutes of the meeting of the Executive Committee and the general meeting and will also make sure that the former are sent to all members of the Committee and the latter are published in the American Hungarian Educator.
8. The Secretary will as necessary, conduct the official correspondence of the Association, in consultation with the President.

*TREASURER*

9. The Treasurer shall collect the dues of the Association and all other funds payable to it, and shall disburse funds for all bills incurred by the Association.
10. The Treasurer shall keep a record of all income and expenditures of the Association, and shall make a report at each regular meeting, giving the condition of the treasury. The Treasurer shall have the responsibility for the management of the funds of the Association, in accordance with the budget approved by the Executive Committee.
11. The Treasurer will work with the Executive Director to ensure that the duties outlined above are implemented. The Treasurer serves as a member of the Executive Committee and is responsible for setting the goals of the Association.

*Article II. THE EXECUTIVE DIRECTOR*

1. The Executive Director shall perform all duties related to the corporate status of the Association.
2. The duty of the Executive Director shall be to maintain the permanent bank accounts of the Association. It will be the duty of the Executive Director to add the name and signature of each newly elected Treasurer to the account, and to have the authorization of the past Treasurer removed, and generally to ensure continuity in the financial affairs of the Association. The Executive Director shall be authorized to sign checks for the regular expenses of the Association.
3. The Executive Director shall conduct such correspondence as needs to be done on a permanent and on-going basis. As part of such duties, the Executive Director shall establish and maintain connections with United States and Hungarian governmental and non-governmental agencies and organizations, and with other Hungarian organizations in the United States, Canada and Europe.
4. The Executive Director shall maintain the records of the activities of the Association.

*Article III. THE ADVISORY BOARD*

1. The Advisory Board shall advise the President and other officers on matters of both immediate and long-range interest.
2. The Advisory Board shall consist of not less than three persons, all of whom shall be members in good standing of the Association, elected by the membership at large.

The membership can be increased upon the recommendation of the Executive Committee with the assent of the membership at large.

4. The outgoing President of the Association shall automatically be appointed to membership on the Advisory Board.
5. The Webmaster and the Editor of the Association's journal, *Hungarian Cultural Studies, e-Journal of the American Hungarian Educators Association* shall both be *ex-officio* members of the Advisory Board.
6. The chief executive officer of any Affiliate shall be an *ex officio* member of the Advisory Board.
7. The term of office of the members of the Advisory Board shall be two years. No member may serve for more than two consecutive terms. *Ex officio* members serve as long as they hold the designated office.

#### *Article IV. THE EXECUTIVE COMMITTEE*

1. The Executive Committee shall be composed of the officers of the Association, the members of the Advisory Board, and the Executive Director as a non-voting member.
2. The Executive Committee shall assume the responsibility for advancing and developing the aims and purposes of the Association.
3. The Executive Committee shall meet at every regular meeting of the Association, prior to the business meeting of the full membership. It shall present reports for consideration by the membership at the business meeting.
4. If an elected member of the Executive Committee is unable to attend a meeting, s/he shall notify the presiding officer in writing of a designated substitute, who shall be a member of the Association in good standing.
5. The Executive Committee shall approve the Association's budget.
6. A quorum of five members of the Executive Committee is required for the transaction of business.

*Article V. MEETINGS*

1. Regular meetings of the Association shall be held at least once a year. The Association shall give whatever support it can to special meetings or conferences supported by its membership.
2. The time and place of the regular meetings shall be determined by the Executive Committee.
3. Upon due notice in writing, the President may call a special meeting of the Association.
4. Upon petition of at least fifteen percent of the membership in good standing, the President shall be required to call a special meeting, with written notification of the meeting to be given six weeks in advance, time and place to be determined by the Executive Committee.

*Article VI. NOMINATIONS AND ELECTIONS*

1. The Nominating Committee shall draw up a slate of candidates. Additional nominations may be made by circulating written petitions, and signed by at least five members in good standing. All nominations shall be included in the official ballot, mailed to the membership at large.
2. The Nominating Committee shall submit its slate of candidates to the President two months prior to the next annual meeting of the Association. Additional nominations may be made also at this time in writing by any ten members of the Association, if received in the Business Office at least sixty days prior to the announce date of the annual meeting. At least thirty days before the annual meeting, official ballots shall be mailed to all members, to be returned within fifteen days and be counted by the Nominating Committee.
3. In the event of a vacancy in office occurring between regular meetings of the Association, the President, with the approval of the Executive Committee, may appoint someone to fill that office.

*Article VII. DUES*

1. The annual dues, payable at the beginning of the calendar year, shall be set by the members of the Association at a regular meeting.
2. The right to vote or to hold office in the Association shall be contingent upon payment of dues; and no one shall be considered a member of the Association in good standing whose dues are more than twelve months in arrears.

3. The annual dues may be changed by a majority vote of the members present at a regular business meeting of the Association.

*Article VIII PUBLICATIONS*

1. The Executive Director, with the approval of the Executive Committee, shall appoint a Director of Publications who will be responsible for the publication of the American Hungarian Educator and any other publications authorized by the Executive Committee or the Executive Director.
2. The Director of Publications shall serve as editor of the American Hungarian Educator, or direct its editing at no additional charge to the Association.
3. The Editor of the newsletter shall compile news and information forwarded by members, the officers, the Advisory Board, or the Executive Director and edit these submissions as appropriate. The Editor will also solicit and accept any articles submitted by members or forwarded as being of interest to the organization, and may contribute articles or other material that is appropriate.
4. The Director of Publications shall be responsible for publishing all materials of the AHEA in a professional manner.

*Article IX. AUDIT*

The Executive Committee shall be responsible for inspecting the accounts of the Treasurer and may, at its discretion, designate a commercial auditing firm to audit these accounts.

*Article X. RULES OF ORDER*

Robert's Rules of Parliamentary Procedure shall be observed at all meetings of the Association.

*Article XI. ORGANIZATION OF SESSIONS AT THE  
CONFERENCE OF THE AHEA BY AN AFFILIATED ORGANIZATION*

1. If an Affiliate organizes a session at the AHEA annual conference, it shall be the duty of the chief executive or of the governing Committee of the Affiliate to contact the Program Chairman to ascertain themes, requirements, guidelines and times, to discuss the schedules and to ensure that the session fits into the program, and to be appraised of all administrative details.



2. The Affiliate shall be listed as the co-sponsor of its session, but it must be understood that the session is not an independent event and the Affiliate must work within the framework of the AHEA Conference. It will publish no separate programs, and shall disseminate information on the conference as a whole.
3. The chief executive of the Affiliate shall be responsible for selecting the chairperson of the session, who will then be responsible for organizing the session within the guidelines of the Conference and according to the direction of the Program Chairperson.

*Article XII. SPONSORSHIP OF THE CONFERENCE  
BY AN AFFILIATED ORGANIZATION*

If an Affiliated Organization wishes to sponsor one of the annual conferences, the following regulations should be observed:

1. The Affiliate Organization shall work closely with the President and the Executive Committee of the AHEA.
  2. It must be clearly understood that the meeting is the AHEA Conference, and this fact must be acknowledged in the program and publicity materials.
  3. Traditional and mandated programs of the AHEA should receive time and attention, within the limits of the conference and in accordance with the response or interest of those constituents.
  4. The general guidelines of the AHEA conferences are observed, and any departure from these is cleared with the President and/or the Executive Committee.
  5. The AHEA is properly acknowledged in all publications, including subsequent publication of papers or proceedings, in all public statements, references to the conference, and so on.
  6. Income from registration fees and other direct charges are used to defray the expenses of the Conference; any funds remaining are to be divided evenly between the AHEA and the Affiliate.
  7. Income remaining from other sources (donations, grants) will be disposed of according to prior agreement between the President of the American Hungarian Educators Association and the Program Chairman or the person representing the Affiliate.

Revised May, 2014

(After Amendment *ARTICLE III. THE ADVISORY BOARD* Item 5. was voted in.)