

# **STANDING RULES OF THE AMERICAN HUNGARIAN EDUCATORS ASSOCIATION**

11/5/2020

## **ADMINISTRATIVE**

Upon joining the Board, members should sign an acknowledgement that they have received and reviewed a copy of the By-Laws and the Standing Rules, and sign the disclosure forms to acknowledge their acceptance of these governing documents and any related policies of the Corporation. Secretary maintains these forms.

## **ASSETS**

Anyone who handles the assets of AHEA should avoid even the appearance of a conflict of interest in making decisions about them.

## **ELECTIONS**

The Nominating Committee Chair shall draw up a slate of candidates for all fiduciary positions and shall submit it to the President sixty calendar days prior to the next annual meeting of the Association, who forwards it to the Membership. Additional nominations may be made at this time in writing by any ten voting members of the Association, if received by the President at least forty calendar days prior to the announced date of the annual meeting. The Nominating Committee Chair shall make sure that those eligible are placed on the ballot.

At least thirty calendar days before the annual meeting, the Nominating Committee Chair shall send the electronic ballots to all members eligible to vote. Ballots are to be returned within fifteen calendar days and be counted by the Nominating Committee. Ballots are forwarded upon receipt by the Webmaster to the two members of an independent Tellers Committee who verify and count the ballots and report the results to the members of the Nominating Committee. The two members of the Tellers Committee shall be chosen by the President from members not running for office or currently in office. They can be members of the Nominating Committee.

## **FINANCES**

The Corporation shall make available to the public its application to the IRS for tax exempt status, its IRS determination letter, and its three most recently filed IRS Form 990s, as may be required by law. Upon written request, all books and records of the Corporation may be inspected by any Director within three (3) business days of such request.

## **MEETINGS**

All meetings of the Board except for the annual meeting (to be held at the annual AHEA conference) will be held through Electronic Conference calls.

## **RULES OF ORDER**

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

## **SOCIAL MEDIA POLICY**

AHEA members are personally responsible for content they publish on the internet or any other form of user-generated media. When discussing AHEA online, members shall make clear that they are speaking for themselves by including a disclaimer.

## **WEBSITE**

Only members current in their dues shall have access to the “members only” section of the webpage.

## **BOARD OF DIRECTORS**

### **PRESIDENT**

The President shall oversee AHEA’s fundraising efforts.

### **VICE PRESIDENT**

As Parliamentarian, the Vice President will initiate changes to the bylaws and other procedural changes and bring them to the attention of the Board for consideration.

### **SECRETARY**

The Secretary shall make the minutes available not more than two weeks from the occurrence of the meeting.

Once a year the minutes should include the financial report given by the Treasurer.

After consultation with the President, the Secretary shall make sure that the minutes are sent to all members of the Board and are also published in the members-only section of AHEA’s website.

If the Secretary is absent, the President shall appoint another elected member to take minutes.

All contracts signed by AHEA should be in the possession of the Secretary.

The Secretary shall keep digital copies of AHEA's records on a hard drive as well as in cloud storage.

## **TREASURER**

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.

If the Treasurer is elected for a third consecutive term, an individual who is a promising candidate to be the next Treasurer shall be named to shadow such current Treasurer.

## **MEMBERS-AT-LARGE OF THE BOARD**

Members-at-Large shall assist the Board and the President in carrying out the mission of AHEA, including in the task of establishing and maintaining 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.

One of the Members-at-Large shall represent Hungarian-speaking scholars from the Carpathian basin.

## **MEMBERSHIP DEVELOPMENT CHAIR**

The Membership Development Chair, in coordination with the President, shall maintain contacts with academic institutions where Hungarian Studies are taught, and invite faculty and student participation in the Association's annual conference.

The Membership Development Officer manages recruitment and retention tracking and reports, collects and analyzes current, new and potential member information.

## **HCS JOURNAL Editor-in-Chief** (herein referred to simply as Editor)

The Editor may write editorials and solicit manuscripts on special issues and may assign guest editors for these special issues.

The Editor shall assign papers to reviewers who have the appropriate knowledge and skill to evaluate them, will monitor the quality of the reviews prepared, and will replace editors whose reviews are inadequate or untimely.

The Editor will ensure that the review process is completed in a timely way and that authors receive constructive feedback about papers submitted.

We encourage Editors to follow the [COPE Code of Conduct for Journal Editors](#) and to refer reviewers to the [COPE Ethical Guidelines for Peer Reviewers](#) as appropriate.

The Editor will seek opportunities to promote the journal.

The Editor will identify indexes in which the journal should be included.

### **WEBMASTER**

The Webmaster shall ensure site security by setting up firewalls and login pages, regularly update website content, monitor and analyze site performance and address user complaints. The Webmaster maintains the membership database for the Membership Development Chair, updates it, and purges it as need arises.

### **AMENDMENT**

These Standing Rules shall be amended by the Board of Directors by two-thirds (2/3) vote without notice or a majority vote with thirty (30) days' notice.

*Approved by AHEA Board on May 05, 2021*