

**National Alliance of Hungarians in Canada(NAHC)**  
**Alliance nationale des hongrois au Canada (ANHC)**  
**Kanadai Magyarok Országos Szövetsége (KMOSz)**

## **Rules and Regulations**

Approved by the First Members' Meeting on

15 Sep 2012

## 1. GENERAL

- a) These Rules and Regulations were created by the Board of Directors to regulate and enable the everyday operation of the corporation.
- b) The Rules and Regulations shall be compatible with the directives in the By-Laws. If there is any contradiction between the Rules and Regulations and the By-Laws, the By-Laws shall prevail, since that is a binding document approved by the Members' Meeting and registered by Corporations Canada.
- c) In general, the Rules and Regulations take effect from the date of approval by the Board of Directors. A special resolution of the Board is required to approve or to amend this document.
- d) Those rules and procedures, which are affecting the member organizations (i.e. membership fees, voting rules, etc.), shall be presented to, kept in effect or amended by the next Members' Meeting following the date, when they were created or amended by the Board.
- e) The very first version of the Rules and Regulations shall be approved by the First Members' Meeting.
- f) In the following, the term "Alliance" refers to the National Alliance of Hungarians in Canada.

## 2. MEMBERSHIP DUES

Membership dues are required to cover at least the most essential operating costs of the Alliance, i.e. registering the Corporation, renting an office where the Corporation's head office resides, remunerating an accountant to prepare the annual financial reports, etc.

The essential costs of running the Alliance as well as the suggested membership dues shall be presented by the Board of Directors to the Annual General Meeting, which – if necessary, modifies the proposed membership fee, and – approves it. The membership fee approved by the Annual General Meeting is then recorded in this document as shown below.

The membership fee for all 3 classes of members for the period of 1 November 2012 – 31 December 2013 has been approved to be:

**Class A corporate members:** prorated to the membership of a member organization from the 2012 calendar year with the following ratio

\$1/member for each corporate member,

(i.e. an organization with 63 members shall pay \$63 membership fee annually). This allows easy monitoring of the annual membership, to which the voting rights are linked in Sec. 4a .

**Class B individual members:** \$50, except the three (3) honorary vice-presidents, for whom membership fees are waived

**Class C honorary members:** \$0

### **3. MEMBERS' MEETING AGENDA**

An annual Members' Meeting, called the Annual General Meeting (AGM) shall be held once every year at the location(s) set by the Board of Directors. It is possible to hold an AGM at multiple locations simultaneously, which are connected via an audio and/or video link.

A Members' Meeting shall closely follow the following agenda:

1. Call to Order by the Chairman;
2. Naming the Minutes taker;
3. Call the roll and certify proxies;
4. Establish quorum;
5. Proof of Notice of Meeting or Waiver of Notice;
6. Reading and disposal of any unapproved Minutes;
7. Election of Verification Committee;
8. Report of the Alliance's President;
9. Report of Alliance's Vice-President(s);
10. Report of Alliance's Treasurer;
11. Report of Alliance's Secretary;
12. Report of Standing Committees, if any;
13. Specified items of unfinished business;
14. Discussions to all reports and unfinished business;
15. Report by the Verification Committee;
16. Approval of all reports and resolutions on all unfinished business by delegates;
17. Nomination of the Alliance's Board Members (applicable to meetings where elections are to be held);
18. Election of the Alliance's Board Members (applicable to meetings where elections are to be held);
19. Discussion;
20. Establishing of membership fees until next Annual General Meeting;
21. Adjournment;

#### 4. VOTING RULES

The voting rules for the 3 classes of memberships are set as:

**a) Class A corporate members**

Class A members (i.e. member organizations) shall be entitled to votes prorated to their annual membership according to the following table:

Membership:	Votes:
10 - 149	2
150 - 349	3
350 - 499	4
500 and above	5

Class A member organizations shall be represented by their president or, if unable to attend, by a representative delegated in accordance with its by-laws.

**b) Class B individual and Class C honorary members**

Class B or C individual members are entitled to one (1) vote.

#### 5. BOARD OF DIRECTORS

As set out in the By-Laws, the Directors of the Corporation can be categorized into three groups: Executive Directors, Advisory Directors and Honorary Directors. The duties and powers of the officers in each of these groups, as well as the length of their mandate is described below in detail.

**5.1. Executive Directors (7 officers)**

This group of Directors includes the executive officers of the Corporation and shall be responsible for implementing the strategic plans and policies of the Corporation, and for the general organization and supervision of the operation and affairs of the Corporation. They all shall be elected for 2 years terms, which, according to the Corporations Canada rules can only be renewed one more time in continued succession. Following this, re-election for extra terms is possible but only after holding a term (i.e. two-years) break. The duties and powers of the executive officers shall be:

**President:** represents the Alliance towards third parties and public authorities. The President shall be the chief executive and preside at all Members' Meetings and at the Meetings of the Board. During his absence, his duties shall be exercised by the Executive Vice-President.

**Executive Vice-President:** shall be the President's permanent deputy, with specific roles assigned to him/her by the President. Represents the Alliance during the President's absence, and exercises all the President's duties at the request of the President.

There shall be four (4) Vice-Presidents responsible for the key operating areas of the Alliance. Their role is to proactively lead the Alliance's activities in these areas via chairing and guiding the work of the corresponding Standing Committees of the Alliance. These four (4) Vice-Presidents shall be:

**Vice-President for Youth Development:** who shall strategically lead and coordinate the nationwide cooperation of those organizations, which play key role in maintaining Hungarian identity of the Canadian Hungarian youth, i.e. of Hungarian schools, scouts, folklore groups, etc. He/she shall chair the **Standing Committee for Youth Development**, whose members shall ideally consist of selected local leaders of the above organizations as well as other prominent individuals appointed by the VP for Youth Development.

**Vice-President for Culture:** who shall be responsible for coordinating nationwide cultural events, i.e. Hungarian festivities or commemoration days or the tours of Hungarian or Canadian Hungarian artists, speakers and other performers. He/she shall chair the **Standing Committee for Culture**, whose members shall ideally consist of the local Cultural Directors of the Hungarian Community Centres as well as other prominent individuals appointed by the VP for Culture.

**Vice-President for Funding Proposals:** who shall be responsible for identifying Canadian or Hungarian funding opportunities for the Class A Corporate Members of the Alliance and also – through the **Standing Committee for Funding Proposals** – to provide expert advise on how to prepare successful proposals. He/she shall chair the **Standing Committee for Funding Proposals**, whose members shall be selected and appointed by the VP for Funding Proposals.

**Vice-President for Media Relations:** who shall be responsible for providing objective information on current and past events, tribulations and achievements in Hungary and among Canadian Hungarians for the Canadian, Hungarian and global media and public. He/she will also be responsible for setting up or maintaining the operation of a news website with an appropriate editorial board, which should ideally provide information both in English and Hungarian on the activities of the Alliance as well as on Hungary. He/she shall chair the **Standing Committee for Media Relations**, whose members shall be selected and appointed by the VP for Media Relations. Since in many instances, timely action will be of essence in his/her activities, the VP of Media Relations shall be empowered by the Board of Directors to issue materials for the press with the approval of the President alone.

Other executive members of the Board of Directors are:

**Secretary:** who is appointed by the Board of Directors and who is responsible for managing the daily operations of the Alliance between Members' Meetings and Board Meetings, i.e. managing operations such as: managing the registrar of members, sending reminders and notices on membership dues, accepting applications for membership, overlooking the smooth operation of the Alliance's website (which is different from the news website managed by the VP for Media Relations), upon the request of the President, writing and sending e-mail alerts to members, managing charitable donations of nationwide character, recording the minutes of all meetings of the Board and of the members as well other administrative duties as required.

**Treasurer:** shall be in charge of the Alliance's finances and keep its books of account. He/she shall prepare the financial statement and the balance sheet and shall be responsible for collecting the membership fees and other dues. He/she shall sign the cheques issued by the Alliance together with the President.

## **5.2. Advisory Directors (6 officers)**

This group of Directors represents various regional and functional organizations and provides their input for the strategic plans and policies. They are involved actively in the actions and issues related to the organizations represented by them.

The Advisory Directors are essentially the **Regional Vice-Presidents**, whose main role is to act as a liaison between the Board of Directors and the Class A member organizations of the Alliance within their designated region. The Regional Vice-Presidents shall be such locally respected and recognized persons, who are able to maintain continuous relationship between the Alliance and the local Canadian Hungarian organizations despite the constant change of leadership at these local organizations. Therefore, the mandate of the Regional VP's shall be in general longer than that of the leaders of the local Hungarian Canadian organizations and for this reason is set for 4 years in two successive 2 years terms, unless the Members' Meeting has special reasons not to approve the second term. In the first instance, the Alliance shall have six (6) Regional Vice-Presidents, covering the areas where founding Member Organizations can be found, namely:

**Vice-President for Montreal and Quebec**

**Vice-President for Eastern Ontario and the Capital Region**

**Vice-President for the Greater Toronto Area**

**Vice-President for Southwestern Ontario** (i.e. Kitchener, Hamilton, Niagara, Windsor, etc.)

**Vice-President for Alberta**

**Vice-President for British Columbia**

Since the aim of the Alliance is to represent all Canadian Hungarian organizations throughout Canada, new member organizations are welcome and expected to join the Alliance in the future. In the case that these new member organizations would not be covered by any of the above Vice-Presidents by their location, new regional Vice-President positions may be introduced to enable the efficient regional representation of the Alliance. The addition of such new regional Vice-President position shall be proposed by the Board of Directors and approved by the Members' Meeting.

Upon the request of the President, the Regional VP's might be asked from time to time to exercise other duties to aid the activities of the Alliance.

### **5.3. Honorary Directors (5 officers)**

This group of Directors includes acknowledged and respected leaders of the Canadian Hungarian Community. They can provide the board with strategic directions and policy-level recommendations. They are not involved in the everyday activities of the Corporation.

Honorary Directors are nominated by the Board of Directors and elected by the Members' Meeting for 1 year term.

Since preserving the identity of Canadian Hungarians rests on three main pillars:

- 1) the network of Hungarian Community Centres,
- 2) the network of organizations dealing with youth development (i.e. Hungarian schools and Hungarian scouts), and
- 3) the Hungarian churches in Canada,

each of these pillars shall be represented by an Honorary Vice-President in the Board of Directors. The full list of Honorary Directors of the Alliance shall be:

#### **Honorary Vice-President for Hungarian Community Centres:**

A nominee of the network of Hungarian Community Centres throughout Canada.

#### **Honorary Vice-President for Youth Development:**

A nominee of the network of Hungarian schools and Hungarian scouts in Canada. The nominees of these two groups of organizations shall occupy this role for a one year term on a rotational basis, unless any of them waives the right to nominate a person for this role. For the Hungarian Scouts, the Regional Commissioner - Region V. Canada

("Külföldi Magyar Cserkészszövetség V. Kerület – Kanada) or a person designated by him/her shall normally occupy this role.

**Honorary Vice-President for Churches:**

A nominee of the Hungarian catholic and reformed churches. The nominees of these churches shall occupy this role for a one year term on a rotational basis, unless any of them waives the right to nominate a person for this role. For the Hungarian catholic churches, the President of the Canadian Hungarian Priests' Unity ("Kanadai Magyar Papi Egység") or a person designated by this body shall normally occupy this role. For the Hungarian reformed churches in Canada, the President of the Canadian Hungarian Federation of Reformed Pastors and Presbyters ("Kanadai Magyar Református Lelkész és Presbiteri Szövetség") or a person designated by this body shall normally occupy this role.

**6. COMMITTEES**

Throughout this document and the By-Laws, several specific committees were mentioned, for which the following rules apply:

**Nomination Committee:** is an ad-hoc committee appointed by the Board of Directors, whose role is to search for and to present nominees for the vacant officer positions to the Members' Meeting. The Nomination Committee shall have three (3) members who should also be current Directors. Any member of a Class A member organization or any Class B individual member or Class C honorary member can be nominated for an officer position or can forward his/her nominations to the Nomination Committee. Although it is preferred that nominations are made in advance of the Members' Meeting, nominations shall be accepted up until the Report of the Nomination Committee presented at a Members' Meeting (agenda point 16 on Sec. 3). Known nominations shall be shared with members in an electronic newsletter 1 week and 2 days before election day.

**Verification Committee:** is an ad-hoc committee appointed by the Members' Meeting, who verifies the validity of the election delegates, confirms the number of votes of Class A Members and presents its report to the Members' Meeting. It shall consist of minimum three (3) and maximum five (5) members.

**Standing Committees:** shall have at least five (5) members as a minimum. Standing Committee members need not to be members of the Alliance or of their member organizations.

## **7. ELECTIONS**

Every executive and advisory member of the Board of Directors shall be elected directly by the Members' Meeting. Nominee can be anyone, who has membership in a Class A member organization.

For electing the President, the following rules apply:

- a) a multi-round voting shall take place, which shall end when any of the candidates receives more than 50% of the votes in a specific round.
- b) the candidate with the least votes in a specific round is excluded from running in the subsequent rounds of voting.

For every other officer position, the candidate with the most votes shall win the election.

## **8. PROXIES**

- a) Any Class A member organization with voting right, whose delegate cannot be present at the Members' Meeting, can nominate a proxy, who can be either a member of the Board of Directors or another member organization's representative.
- b) Any Class B or C individual member with voting rights, who cannot be present at the First Meeting of Members, can nominate a proxy from the members of the Board of Directors.
- c) According to common practice in non-profit organizations, any Class A, B or C voting member empowered to use proxies of other members can only cast no more than three (3) proxy votes beside his/her own vote. Such practice is common in Canada and aims to encourage personal participation at Members' Meeting.
- d) The Board of Directors shall issue a Proxy form which shall be distributed to all voting members by attaching it to the Notice of Meeting.
- e) Proxies at a Members' Meeting are verified by the Verification Committee in advance of any voting.