

# **Hungarian Association for Food Protection**

## **CONSTITUTION AND BYLAWS**

Date Accepted  
16 March 2009

# **Hungarian Association for Food Protection**

## **CONSTITUTION**

### **ARTICLE I ASSOCIATION**

There is hereby created the Hungarian Association for Food Protection not for pecuniary purposes, which shall hereinafter be referred to as HAFP. HAFP is chartered as an affiliate of the International Association for Food Protection, Inc., hereinafter referred to as IAFP.

### **ARTICLE II OBJECTIVES**

The objectives of HAFP will be to:

1. Provide a forum for professionals in the area of food safety and quality.
2. Improve the professional status of the members.
3. Assist members in their technical work and professional development.
4. Disseminate information regarding the protection of the food supply.
5. Promote sanitary methods and procedures for the development, production, processing, distribution, preparation and serving of food.
6. Promote methods and procedures for supervision and inspection of the production, processing, distribution, preparation and serving of food.
7. Promote improved methods for the examination of food samples.
8. Promote the development and adoption of uniform equipment and quality standards to improve the sanitary handling of food.
9. Promote methods and procedures and improving the food supply.
10. Cooperate with other professional groups in the improvement and promotion of food safety.

11. Work in affiliation with the Microbiology Section of Hungarian Scientific Society for Food Industry (MÉTE) to increase knowledge of and membership in the Hungarian Association for Food Protection.

### **ARTICLE III MEMBERSHIP**

- Section 1. The classes of membership in HAFP shall be Regular, Student, Sustaining, and Honorary Members.
- Section 2. The qualification of the several classes of members, the dues of each, the manner of becoming a member, and their rights and privileges shall be prescribed in the Bylaws, except as otherwise provided in this Constitution.

### **ARTICLE IV OFFICERS AND EXECUTIVE BOARD**

- Section 1. The officers of HAFP shall be President, President-elect, Vice President, and Secretary who shall hold these offices for one-year, or until their successors are elected or appointed, as provided in the Bylaws.
  - A. The President of HAFP must be a member of IAFP in good standing throughout his or her term as HAFP President.
  - B. Upon the termination of each Annual Meeting, the President-elect, Vice President, and Secretary shall automatically succeed to the offices of President, President-elect and Vice-President respectively.
  - C. The Secretary shall be elected as defined in the Bylaws.
- Section 2. The Executive Board shall consist of the officers of HAFP and the Treasurer, the Immediate Past President and the Affiliate Council Delegate.
  - A. The Immediate Past President will serve a one-year term.
  - B. The Treasurer and Affiliate Council Delegate will serve two-year terms.
  - C. The Treasurer and Affiliate Council Delegate shall be elected as defined in the Bylaws.

## **ARTICLE V MEETINGS**

- Section 1. Each year HAFP shall hold an Annual Business Meeting.
- A. A quorum to conduct business for any meeting shall be determined to consist of the voting members present.
  - B. In the event of a tie vote, the presiding officer will be permitted to vote.

## **ARTICLE VI AMENDMENTS**

- Section 1. Any member may propose amendments to the Constitution by submitting them in writing to the Secretary, at least 60 days before the next announced Annual Business Meeting.
- A. The Secretary shall notify all members at least 30 days before the Annual Business Meeting that the proposed amendments will be open for discussion at that meeting and that a vote will be taken.
  - B. Within 60 days following a majority affirmative vote of the members present at the Annual Business Meeting, the proposed amendments shall be submitted to the entire membership of HAFP for a ballot vote.
  - C. All members voting on such amendments shall, within 45 days after issuance of such notification, register their vote in writing with the President, on ballots furnished by HAFP.
  - D. The ballots shall be opened, recorded and filed, and the President shall report the results to the HAFP membership.
  - E. If the proposed amendments pass by a two-thirds affirmative vote of those members who register their vote with the President, the amendments shall become a part of the Constitution on the date the President issues notice.

## **ARTICLE VII BYLAWS**

- Section 1. The HAFP parliamentary procedure shall be governed by Bylaws adopted by majority vote of voting members in attendance at a duly called meeting.

# Hungarian Association for Food Protection

## BYLAWS

### SECTION I MEMBERSHIP AND DUES

A. Regular Members:

1. Regular members of HAFP shall be those persons who are engaged in milk, food or environmental inspection, or the laboratory control of, or the administration of such function, or engaged in research or education work relating to any aforesaid function or otherwise interested in the objectives of HAFP.
2. Regular members may attend meetings of HAFP and shall be entitled to vote and hold office.

B. Student Members:

1. Students pursuing undergraduate or graduate degrees in colleges or universities are entitled to membership in HAFP at one-half the dues of regular members.
2. Student members may attend meetings of HAFP, be accorded privilege of the floor, but shall not be entitled to vote.
3. Student members may not hold office in HAFP, but may serve on committees, and as appointed representatives of HAFP.

C. Sustaining Members:

1. Sustaining members shall be organizations or persons who are interested in the objectives of HAFP.
2. Sustaining members are entitled to special services as determined by the Executive Board of HAFP.
3. Sustaining members shall be entitled to one (1) Regular membership in HAFP for their representative at no additional cost.
  - 3.1 The name of the representative must be submitted at the time of membership application.
  - 3.2 Other persons associated with the Sustaining Member's organization are not members of HAFP unless they have individual memberships.

D. Honorary Members:

1. The Honorary Membership shall be composed of persons who, on account of their substantial contributions to the objectives of HAFP, have been approved by the Executive Board to hold this class of membership.
2. Honorary members shall not be required to pay dues, but are entitled to vote, hold office, and may attend meetings of HAFP and be accorded the privilege of the floor.

E. The Executive Board is authorized to set dues as may be necessary to achieve the objectives of HAFP and shall notify members of the amount of dues.

F. Any person desiring membership in HAFP shall submit an application to the Treasurer. It is the responsibility of the Executive Board to insure that applicants meet the eligibility requirements for membership.

G. Any person, having once become a member, may continue membership in HAFP so long as the annual membership dues are paid, except as provided in Section III,G,8 of these Bylaws.

1. Any member who shall fail to pay dues by the required date shall be placed on the inactive list.
2. Such member may be reinstated within 90 days thereafter, upon payment of dues.
3. Any member who is delinquent in dues after 90 days will be dropped from the inactive list.
  - 3.1 Membership may be renewed by filing an application and payment of annual dues.

- H. Collection of dues:
1. The Treasurer shall collect annual membership dues for each member paying directly to HAFP.
  2. HAFP may collect both the HAFP and IAFP dues. In such case, the Treasurer of HAFP will forward to IAFP, within 30 days after collection; the dues paid for IAFP membership.

## **SECTION II MEETINGS**

- A. Each year, HAFP shall hold an Annual Meeting to provide education to its members in the area of food safety.
- B. The Executive Board shall meet at the Annual Meeting.
- C. HAFP shall hold an Annual Business Meeting at its Annual Meeting.
1. The Executive Board may call other official meetings of HAFP, by duly announcing any called meeting at least 60 days prior to the date of the meeting.
  2. A quorum to conduct business at an Annual Business Meeting shall consist of the voting members present.
- D. Robert's Rules of Order shall govern the procedures at all meetings.
- E. Voting by proxy shall not be permitted.
- F. When, at the discretion on the Executive Board, it is considered advisable to conduct a vote by mail ballot, a majority of the votes cast will be necessary to carry the proposition unless otherwise stated in the Constitution and Bylaws.

## **SECTION III DUTIES OF OFFICERS AND THE EXECUTIVE BOARD**

- A. The President shall:
1. Preside at all meetings of HAFP and the Executive Board.
  2. Appoint all committee chairpersons and members, unless otherwise directed by the Constitution and Bylaws.
  3. Perform such other duties as usually devolve upon the presiding officer or are required of this officer by the Constitution and Bylaws.

- B. The President-elect shall:
1. Perform the duties of President in the President's absence and succeed to President when the President's term expires.
  2. Plan and coordinate the Annual Meeting.
  3. Perform such other duties as usually devolve upon this officer or are required of this officer by the Constitution and Bylaws.
- C. The Vice President shall:
1. Perform the duties of the President-elect, in the President-elect's absence, and shall succeed the President-elect when the President-elect's term expires.
  2. Coordinate the Association awards program.
  3. Perform such other duties as usually devolve upon this officer or are required of this officer by the Constitution and Bylaws.
- D. The Secretary shall:
1. Perform the duties of the Vice President, in the Vice President's absence, and shall succeed the Vice President when the Vice President's term expires.
  2. Record and keep accurate minutes of HAFP's Annual Business Meeting and the Executive Board meetings and keep them for permanent reference.
  3. Issue notices of all meetings.
  4. Conduct correspondence pertaining to the affairs of HAFP.
  5. Be responsible for assembling and transmitting to the publication editor all papers and other matters worthy of publication.
  6. Perform such other duties as usually devolve upon this officer or are required of this officer by the Constitution and Bylaws.
- E. The Treasurer shall:
1. Keep a list of the members and collect all moneys due HAFP giving receipt therefor.
  2. Record the amount of each payment, with name and address of payer.
  3. Faithfully care for all moneys entrusted to his or her keeping, paying out the necessary expenses of HAFP and giving a quarterly accounting thereof to the executive Board. (Receipts for expenses shall be retained for five (5) years.)
  4. Give a detailed statement of the financial condition of HAFP at the Annual Business Meeting.
  5. Perform such other duties as usually devolve upon this Executive Board member or are required of this Executive Board member by the Constitution and Bylaws.
- F. The Affiliate Council Delegate shall:

1. Represent HAFP at IAFP Annual Meeting.
  2. Act for and on behalf of, HAFP as liaison officer to IAFP.
    - 2.1 The Affiliate Council Delegate must be a member of IAFP in good standing throughout his or her term as HAFP Affiliate Council Delegate.
  3. Perform such other duties as usually devolve upon this Executive Board member or are required of this Executive Board member by the Constitution and Bylaws.
- G. The full management of the affairs of HAFP shall be in the hands of the Executive Board as provided in the Constitution and Bylaws. The duties of the Executive Board shall be:
1. To direct the administrative work of HAFP, including all matters connected with its collaboration with other groups institutions and its professional development.
  2. To act as trustee of HAFP property.
  3. To set the time and place for the Annual Meeting.
  4. To act for and on behalf of HAFP in any administrative, financial, educational, or other capacity as HAFP may direct.
  5. To act on its own initiative between meetings and report such action at the next Annual Meeting.
  6. To make protem appointments to fill any vacancy that may occur among the officers between HAFP meetings.
  7. To recommend the replacement of an officer at the Annual Meeting because of inability or inactivity or for other causes which may be in the best interest of HAFP
  8. To recommend expulsion of members from membership for cause by two thirds of all Executive Board votes cast. In no case shall revocation be recommended without giving the member written notice of the contemplated action at least one month before action is taken. An opportunity for a hearing in person and/or rebuttal in writing must also be granted prior to expulsion.
  9. To employ personnel, as the situation demands, and set their compensation and duties.
  10. To execute the policies of HAFP and report to the members at the Annual Business Meeting, any action taken that was not specifically authorized.
  11. To set the amount of annual dues and the registration fee for the Annual Meeting.
  12. To approve members considered for Honorary Membership.
  13. To give special recognition to deserving individuals.

## **SECTION IV COMMITTEES AND THEIR DUTIES**

- A. The following standing committees of the Association shall exist:
1. Membership
  2. Constitution and Bylaws
  3. Program
  4. Public Relations
  5. Nominating
  6. Awards
  7. Audit
- B. Each standing committee shall consist of not less than three (3) members (including the chairperson). Members serve a minimum of one-year term and until their successor has been appointed. Reappointment is permitted.
- C. Committee chairpersons shall be appointed by the President to serve a minimum of one-year term and until their successors have been appointed. Reappointment is permitted.
- D. A majority of a committee's members present shall constitute a quorum and shall be sufficient to decide any issue.
- E. Committees will meet at the HAFP Annual Meeting and at other times as required.
- F. The chairperson of each committee shall set the time and place to meet and shall notify each committee member at least 48 hours before such meeting.
- G. Each committee shall perform duties as prescribed in this Constitution and Bylaws and other duties as assigned by the President and the Executive Board.
- H. Each committee shall assist other committees in the performance of their duties within the field assigned.
- I. Defined duties of each committee are as follows:
1. The Membership Committee shall recruit additional members for the Association and encourage active participation of all members.
  2. The Constitution and Bylaws Committee shall study and make recommendations concerning proposed changes to the Constitution and Bylaws.
  3. The Program Committee shall properly plan and coordinate the Annual Meeting for HAFP to provide educational opportunities for members. The President-elect shall chair this committee.
  4. The Public Relations Committee shall do all things necessary to publicize the activities of the Association and the food safety profession. This shall include publishing and distribution of a semi-annual newsletter to each member.

5. Each year the Nominations Committee shall nominate at least two candidates for the office of Secretary. Every other year, the Nominations Committee shall nominate at least one candidate for the office of Treasurer and at least one candidate to serve as Affiliate Council Delegate.
  - 5.1 The committee shall be chaired by the Immediate Past President.
  - 5.2 The committee shall ascertain that the members nominated are eligible for office as provided in Section I of the HAFP Bylaws.
  - 5.3 The election process:
    - 5.3.1 HAFP members may suggest candidates to the chairperson of the committee not later than 60 days preceding the election date.
    - 5.3.2 The committee chairperson shall notify the President of the names of the nominees not later than 30 days preceding the election date.
    - 5.3.3 Nominations may be made at the Annual Meeting.
    - 5.3.4 Voting takes place at the Annual Meeting as determined by the Executive Board.
    - 5.3.5 Only one (1) vote per eligible member will be allowed.
    - 5.3.6 Upon conclusion of the vote, candidates receiving a majority of the votes will be considered duly elected.
    - 5.3.7 The President will report voting results.
6. The Awards Committee shall administer the awards program of HAFP and review nominations for the awards to be established in the future.
7. The Audit Committee shall consist of two auditors appointed by the Executive Board. The Audit Committee shall audit and certify the financial status of HAFP. This committee shall present a report to the membership at the Annual Business Meeting.
- J. The President may at his or her discretion, or when so instructed by the Executive Board; appoint additional committees as are necessary. However, whenever possible all work should be performed by the appropriate body outlined within these Bylaws. Any such special committee shall function under the rules set forth in Section IV of these Bylaws.

## **SECTION V**

### **FISCAL YEAR**

- A. The fiscal year of the Association shall begin on the first day of January and end on the last day of December each year.

## **SECTION VI AMENDMENTS**

- A. Any member may propose amendments to these Bylaws by submitting them in writing to the Secretary at least 60 days before the date of the next announced meeting.
  - 1. The Secretary shall notify all members, at least 30 days before the next announced meeting that the proposed amendment(s) will be open for discussion and voting at the next meeting.
  - 2. These Bylaws may be amended by majority affirmative vote of the voting members present.