

# Satzung des Deutsch-Amerikanischen und Internationalen Frauenclubs Kaiserslautern e. V.



## Constitution of the German-American and International Women's Club of Kaiserslautern

This English version is just a translation and not legally binding.

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### Article I

#### Name and Domicile

1. The name of this organization shall be the German-American-International Women's Club of Kaiserslautern. The club is domiciled in Kaiserslautern. It is duly registered.
2. The Club is a member of the Federation of German-American Clubs, domiciled in Wiesbaden.

### Article II

#### Purpose

1. The sole purpose of the Club is to serve the public interest in accordance with the provisions applicable to "tax exempt" purposes. The Club's purpose is to promote international understanding and tolerance in all areas of human affairs and culture.
2. The statutory purpose shall be achieved through promoting mutual understanding amongst Germans, Americans and people of other nationalities through welfare projects and the participation in the German-American students exchange, youth seminars, the German-American week and in programmes organised by the Federation of German-American Clubs. The Club operates under the principle of altruism and does not pursue private economic gain.
3. The funds of the Club shall be solely used for the purpose set forth in its constitution. Members shall not receive payment from the funds of the club.
4. No person shall receive any benefit that is not consistent with the purpose of the club or receive any excessive remuneration.

### Article III

#### Membership

1. The Club membership shall consist of
  - Active members and
  - Honorary members
2. Active membership shall be open to any person who is interested in and willing to contribute actively to the purpose of the Club.
3. Applications for active membership shall be presented to the Board of Directors in writing. The Board of Directors at a regular board meeting may approve an applicant for membership. The membership will start upon receipt of the payment of club dues and after the Correspondence Secretary has sent the confirmation of membership to the new member in writing.
4. If the Board of Directors has not accepted the applicant, written notification stating the denial must be sent. The applicant may appeal within one month for reconsideration. If the Board of Directors fails to reach a decision the applicant can appeal to the general membership for final decision.
5. Honorary membership may be bestowed upon approval of the Governing Board to those persons who have contributed with merit to the fulfillment of the Club. They are entitled to all privileges of full active members. Honorary memberships are not obliged to pay dues.

### Article IV

#### Termination of Membership

1. Membership in the Club shall be terminated
  - 1.1 by death
  - 1.2 by written resignation to the Board of Directors
  - 1.3 by forfeiture of civil rights
  - 1.4 by action of the Board of Directors
- a) If member has been in arrears for 6 months in payment of the dues and has received a written notice from the treasurer.
- b) If her (his) conduct has violated the constitution or rules of the Club and has seriously jeopardized the interests of the Club.
2. A member may appeal to the Board of Directors within one month for reconsideration. The subsequent decision of the Board of Directors by two thirds shall be final.

### Article V

#### Club Year

The Club year shall run from July 1st through June 30th of the following year.

### Article VI

#### Governing Bodies

The Club's Governing Bodies are

1. The business meeting of the membership
2. The Board of Directors.

### Article VII

#### Business Meeting of the Membership

1. On written notice of the Board of Directors, a business meeting shall be called at least once a year, preferably in May. Place and date shall be announced to the members at least two weeks in advance and shall include the agenda through the Newsletter.
2. A quorum exists of those active members present, regardless of the number attending.
3. The business meeting of the membership shall act by a majority vote of the members present and the votes of those members as permitted by the absentee ballot.
4. A special business meeting of the membership shall be called by the Board of Directors whenever it is deemed necessary or on written request stating the reason for the meeting and signed by one fifth of the active members.
5. The decisions of the business meeting of the membership are to be recorded, signed by the Chairperson of the meeting and the Recording Secretary; the record shall be kept for the future.

### Article VIII

#### Responsibilities of the Business Meeting of the Membership

The responsibilities of the business meeting shall be:

1. To elect a new Board of Directors and a two auditors from the members of the Club.
  - 1.1 Election shall be by secret ballot. Members residing abroad are not permitted to participate in the ballot.
  - 1.2 The members of the Board of Directors listed in Article X of the constitution shall be elected by the active members of the club at the annual business meeting of the membership.
  - 1.3 The Board of Directors shall at least three months prior to the Election meeting appoint a Nominating Committee which shall consist of six German and American/ International active members who are not standing for office on the Board.
  - 1.4 No guests are permitted to participate in the ordinary or an extraordinary membership meeting.
  - 1.5 Candidates shall introduce themselves to the club members at the main election meeting, provide a short speech about their lives, and answer questions posed by the membership.
  - 1.6 On the date of the election meeting if there are vacant positions on the Board of Directors for which no nominations have been received a nomination may be made at the election meeting.
  - 1.7 A candidate may only stand for one vacant position on the Board. Should there be more than two candidates for a position on the Board of Directors then the person who wins is the one who obtains more than fifty percent of the vote. Abstentions are not counted towards the vote. If no candidate obtains fifty percent of the vote then a second ballot shall be held. The second ballot will be contested between the two candidates who obtained the highest percentage of the vote. At the second ballot the winner shall be the candidate who obtains the majority of the vote.
  - 1.8 Should there not be candidates for all vacant offices, the two Presidents with the consent of the majority of the Board of Directors may appoint active members for the interim filling of offices.
  - 1.9 The newly elected Board of Directors will meet with the old Board of Directors at the last board meeting of the club year and receive all documents and records of the Club.
2. To decide on amendments to the constitution.
3. To receive and accept reports from the Board of Directors.
4. To decide on important and basic Club business.
5. To dissolve the Club.

## **Article IX**

### **Election**

1. In the membership business meeting with election under topic "election" a meeting director shall be elected who will accept the applications from club members for the board offices.
2. Any active club member can be elected for an office.
3. The meeting director shall be responsible for the orderly conduct of the election.
4. The meeting director shall announce the election result as soon as the result of the ballot is known.
5. The result of the election is to be published to all club members.

## **Article X**

### **The Board of Directors**

1. The Board of Directors shall consist of:
  - 1.1 one German and, if available, one American/International President
  - 1.2 one German and, if available, one American/International Vice President
  - 1.3 one German and, if available, one American/International Assistant to the Vice President
  - 1.4 one German and, if available, one American/International Recording Secretary
  - 1.5 one German and, if available, one American/International Corresponding Secretary
  - 1.6 one German Treasurer and, if available, one American/International Assistant TreasurerIn case no American/International candidates for Board offices are available, the elected German Board of Directors shall represent the club. In case the positions of American/International President and American/International Vice President could be filled, each one shall represent the club independently.
2. The control and management of the Club is vested in the Board of Directors.
3. Official representatives as understood by paragraph 26 of the "Bürgerliches Gesetzbuch" are the German and the American/International Presidents as well as both Vice Presidents. Each shall represent the Club independently.
4. Concerning the outside relations the extent of the power of representation will be laid down in accordance with article XIV.
5. Concerning internal welfare expenses they will be decided upon by members by a simple majority vote after a motion by a board member.

## **Article XI**

### **Duties of the Board of Directors**

1. The term of office for each board member are two years. It starts with the beginning of the club year, i.e. July 1st. Each board member can candidate for a board office repeatedly. If an American/International board member has to quit the board during the term of office, the Board of Directors can appoint a successor immediately.
2. As a rule, the Board of Directors shall meet once a month.
3. A quorum shall consist of four members of the Board of Directors. The decision of the Board of Directors shall be made by a majority vote. In case of a tie the vote of the presiding member of the Board of Directors shall be decisive.
4. The decision of the Board of Directors are to be recorded, the record shall be given to each member of the Board of Directors.
5. Members of the Board of Directors will receive no compensation for their service. Reimburse-ments for expenses incurred by them in the performance of their duties must have the approval of the Board of Directors.

## **Article XII**

### **Duties of the individual Members of the Board of Directors**

The duties of the individual members of the Board of Directors are the following:

1. The President/s shall preside at all meetings, shall exercise general supervision over the affairs and activities of the Club, and deliver a report on her/their activities to the membership; shall appoint committees and serve as ex-officio member/s on all committees.
2. The Vice president/s in the absence of the corresponding President/s shall assume all necessary duties. She is/They are not an ex-officio member/s of the committees and may neither change nor modify rules made by the President/s.
3. The Assistant/s to the Vice President/s support the Vice President/s in her/their duties, especially in the working out of the programmes. She is/they are eligible to vote.
4. The Recording Secretary/ies shall take exact and complete minutes of the Club and board meetings. She/They shall always have a copy of the Constitution with her/them.
5. The Correspondence Secretary/ies execute/s all correspondence according to the board's instructions. She is/They are responsible for the distribution of news to all club members (By news letter, e-mail, web site). She/They keep/s an exact list of all Club members as well as of all people and administration receiving the newsletter and is/are responsible for the prompt mailing of the newsletter to the members.

6. The Treasurer shall have charge and custody of and be responsible for all funds of the Club, shall keep an itemized account of the funds of the Club and shall present a report at each regular board meeting and an annual report at the business meeting of the membership. She also keeps a complete roster of club members. The books of the Club shall be audited annually by both elected auditors. The American/International Assistant Treasurer has to support the German Treasurer and in particular help with the collection of club dues from American/International club members.
7. The Parliamentarian, regardless of her nationality, is appointed by the acting President alternating between the German and American/international one. The Parliamentarian should preferably have previous board experience and act as a moderator in case of arguments. She has no vote.

## **Article XIII**

### **Committees**

Committees are established by the Presidents with the approval of the Board of Directors. Club members of each nationality are designated by the Presidents to form their own committees to accomplish their duties.

## **Article XIV**

### **Dues and Finances**

1. The dues of active club members will be determined by the membership at the first business meeting of the new club year upon the suggestion of the Board of Directors.
2. The dues shall be payable in advance.
3. The Treasurer pays dues for each club member to the Federation of German-American Clubs at the beginning of the calendar year.
4. Each president may spend up to the amount of 50 Euros without consulting the board.
5. The Board of Directors may make decisions for spending 600 Euros per month.
6. The Board of Directors are administrators for the business and therefore disburse the capital of the Club. Unusual expenses over 600 Euros will be approved individually by the membership at a business meeting.

## **Article XV**

### **Amendment of the Constitution**

This constitution can be amended by a two-thirds vote of the voting members present at the business meeting of the membership, provided the proposed amendment has been submitted in writing to the Board of Directors and to the members at least four weeks prior to the business meeting of the membership. Abstentions do not count.

## **Article XVI**

### **Dissolution**

1. The dissolution of the Club can only be decided by a two-thirds vote of the voting members present at a meeting of the membership, which has been called for this purpose.
2. In the event of dissolution of the Club or the elimination of its stated purpose, all assets of the Club shall be transferred to the City of Kaiserslautern, to be used solely for welfare projects, for example the Old People's Home, Kindergarten etc.

## **Article XVII**

### **Text of the Constitution**

1. All articles of this constitution concerning members of the club refer to women and men.
2. The German text of the constitution shall prevail in case of doubt. This constitution supercedes all previous constitutions. This constitution was agreed upon in the membership meeting of May 28th, 2002 and becomes effective on the date of registration by the court.
3. The changes of the constitution of May 9th, 2003 are applied.

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## **Constitution of the German-American and International Women's Club of Kaiserslautern**

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