



## ESME e.V. Bylaws (Geschäftsordnung)

### Contents

§1 Groups	2
§2 Membership	2
§3 Performances	2
§4 Fees and Subscriptions	3
§5 Organs of the Association	3
§5.1a The Core Committee (German translation “Vorstand”)	3
§5.1b Core Committee Roles and Responsibilities	3
§5.2a The Extended Committee	4
§5.2b Extended Committee Roles	4
§5.3 The General Assembly	4
§5.4 Additional Teams	5
§6 Amendments to Bylaws	5
§7 Taking Effect	5

## ESME e.V. Bylaws (Geschäftsordnung)

### §1 Groups

1. The English-Speaking-Music-Ensembles (ESME) supports the following groups:
  - a. Orchestra
  - b. Singers
  - c. Big Band
2. Other ensembles may be formed and rehearse, provided they are in accordance with §2 of the charter.
3. Although multiple languages are spoken in the groups, the rehearsal language is English.

### §2 Membership

1. Interested singers and/or instrumentalists can visit the groups for up to four rehearsals before they are required to join the Association (German translation "Verein").
2. Membership paperwork should be submitted to the Ensemble Manager by no later than the sixth attended rehearsal or two months after the initial rehearsal, whichever comes first.
3. Only the Committee and the Extended Committee have access to membership details. No membership details will be passed on to third parties (e.g. sponsors) without the permission of the Members involved.
4. An Active (German translation "aktiv") Member is a member:
  - a. in good standing of ESME,
  - b. who participates in the activities of the Association in accordance with §2 of the Charter.
5. A Supporting (German translation "fördernden") Member
  - a. may be either a corporation or an individual
  - b. is in good standing of ESME
  - c. may participate in activities of the Association in accordance with §2 of the Charter.
6. An Honorary Member may be elected by the Association in recognition of a major contribution made to the Association or to musical activities in Munich. An Honorary member may attend all activities and general meetings of the Association but may not vote.
7. Members' personal data will be saved to a database during the course of membership. Members' personal data will only and exclusively be used for internal purposes and will not be publicized anywhere usable by or visible to the public. Every member commits to treat Members' personal data as strictly confidential. The data will be deleted immediately after a member withdraws from the Association.

### §3 Performances

8. Where possible, two "formal" performances are held per year: one summer concert and one winter concert
9. Ad hoc performances can be requested by members or other parties. These requests should be addressed to the Committee, who will determine whether sponsoring such a performance is feasible.

10. Active Members in good standing may participate in ESME e.V. sponsored performances.

## §4 Fees and Subscriptions

1. The annual membership fee for Active and Supporting Members is currently set at €50 (€30 for reduced rate Members).
2. Subscription levels are set according to budget requirements and are payable per season.
3. Members participating in multiple ensembles are only required to pay a subscription to one ensemble. Should the subscription levels differ, the cost of the less expensive ensemble is waived.
4. Rehearsal subscriptions and fees (collectively known as “dues”) shall be paid through electronic funds transfer.
5. Discounts or waiver of dues, are available, and subject to review and approval by the Committee.
6. Timely payment of dues constitutes membership in good standing.
7. Open Invoices

In case no payment was received after minimum 10 weeks from the due date of the invoice and three payment reminders, the following consequences could be taken at the board’s discretion:

- a. Membership Fee: exclusion from ESME; the 3rd reminder should contain potential consequences (exclusion from ESME)
- b. Subscriptions and other invoices: exclusion from rehearsals and concerts with immediate effect; the 3rd reminder should contain potential consequences (exclusion from rehearsals and concerts)

## §5 Organs of the Association

### §5.1a The Core Committee (German translation “Vorstand”)

1. The Core Committee<sup>1</sup> is the legal entity running the Association.
  - a. ESME Committee Members are not paid for their activities
  - b. The ESME Committee is responsible for carrying out the decisions made by the General Assembly
2. Nominations and elections are held annually during the regular meeting of the General Assembly for posts on the Core Committee .
3. The ESME Committee meets as often as necessary to be able to run the Association smoothly and according to the Charter. The Core Committee meets at least once a quarter in addition to other Committee meetings.

### §5.1b Core Committee Roles and Responsibilities

1. Chairperson (German translation “Vorsitzender”)
  - a. presides at all meetings of the Association and the Committee
  - b. enforces a due observance of the charter (German translation “Satzung”) and Bylaws (German translation “Geschäftsordnung”) at all times,
  - d. convenes all regular meetings of the Association,

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<sup>1</sup> The Core Committee and the Extended Committee are collectively known as “the Committee”



- e. is a member, by virtue of office, of all committees.
2. Alternate-Chairperson (German translation “stellvertretender Vorsitzender”)
  - a. assumes all the duties of the Chairperson as outlined above if the Chairperson should be absent for any reason,
  - b. assists the Chairperson as outlined above.
3. Treasurer (German translation “Kassenwart”)
  - a. Receives records the amounts and sources of all monies accruing to the Association,
  - b. makes disbursements and records their amounts and beneficiaries, upon direction of the Committee
  - c. maintains records of bank deposits and withdrawals, and justifies these records against periodic bank statements
  - d. maintains financial records of all receipts and transactions,
  - f. provides an annual cash report to the General Assembly
  - g. submits the required tax returns,
  - h. makes the records available to any Active Member at any mutually convenient time

#### §5.2a The Extended Committee

1. The Extended Committee<sup>2</sup> assists the Core Committee in the running of the Association. The responsibilities of the Extended Committee are defined in separate job descriptions. These may change over time according to requirements.

#### §5.2b Extended Committee Roles

1. Ensemble Managers of the core ensembles
2. Secretary
3. IT Manager
4. Artistic Manager
5. Concert Administrator

#### §5.3 The General Assembly

1. The General Assembly is responsible for:
  - a. Selecting the Core Committee
  - b. Choosing an Elections Officer, who shall not belong to the outgoing Committee and shall not be running for a Committee position
  - c. Selecting the Auditor(s)
  - d. Receiving the Core Committee and audit reports
  - e. Approving the actions of the Core Committee
  - f. Approving the budget and financial management
  - g. Setting the membership fees
  - h. Making the final decisions regarding memberships
  - i. Amending the Charter
  - j. Adopting and amending the Bylaws
  - k. Appointing Honorary Members
  - l. Dissolving the Association

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<sup>2</sup> The Core Committee and the Extended Committee are collectively known as “the Committee”



#### §5.4 Additional Teams

1. The Ensemble Team(s)
  - a. The Ensemble Teams are led by the Ensemble Manager and include the Conductor and as many people as are required to run the ensemble.
2. The Concert Team
  - a. The concert Team is led by the Concert Administrator and includes the Artistic Director and as many people as are required to run the ensembles' performances
3. The Publicity Team
  - a. The Publicity Team reports to the Artistic Manager and works in liaison with the Ensemble Teams and the Core Committee where necessary.
  - b. The Publicity team is responsible for concert marketing, social media marketing, website blogs, newsletters and general ESME visual identity throughout the organization.

#### §6 Amendments to Bylaws

1. Amendments to the Bylaws of ESME must be presented to the members at least one week prior to the intended voting date.

#### §7 Taking Effect

1. This definition is valid on the date of issuance or immediately after the meeting of the General Assembly (German translation "Versammlung").