



ESME e.V. Bylaws (Geschäftsordnung)

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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 Board and the Extended Board 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,
 - 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 Board, 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 Members is currently set at €170 (€90 for reduced rate Members).
2. The annual membership fee for Supporting Members is currently set at €50 (€30 for reduced rate Members).
3. Membership fees are independent of participation in one or multiple ensembles.
4. Subscription levels are set according to budget requirements and are payable per season.
5. 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.
6. Rehearsal subscriptions and fees (collectively known as “dues”) shall be paid through electronic funds transfer.
7. Discounts or waiver of dues, are available, and subject to review and approval by the Board.
8. Timely payment of dues constitutes membership in good standing.
9. 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 Board (German translation “Vorstand”)

1. The Core Board¹ is the legal entity running the Association.
 - a. ESME Board Members are not paid for their activities
 - b. The ESME Board 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 Board .
3. The ESME Board meets as often as necessary to be able to run the Association smoothly and according to the Charter. The Core Board meets at least once a quarter in addition to other Board meetings.

§5.1b Core Board Roles and Responsibilities

1. Chairperson (German translation “Vorsitzender”)
 - a. presides at all meetings of the Association and the Board

¹ The Core Board and the Extended Board are collectively known as “the Board”

- 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,
 - e. is a member, by virtue of office, of all Boards.
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 Board
 - 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 Board

1. The Extended Board² assists the Core Board in the running of the Association. The responsibilities of the Extended Board are defined in separate job descriptions. These may change over time according to requirements.

§5.2b Extended Board 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 Board
 - b. Choosing an Elections Officer, who shall not belong to the outgoing Board and shall not be running for a Board position
 - c. Selecting the Auditor(s)
 - d. Receiving the Core Board and audit reports
 - e. Approving the actions of the Core Board
 - f. Approving the budget and financial management
 - g. Setting the membership fees
 - h. Making the final decisions regarding memberships
 - i. Amending the Charter

² The Core Board and the Extended Board are collectively known as “the Board”



- j. Adopting and amending the Bylaws
- k. Appointing Honorary Members
- l. Dissolving the Association

§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 Artistic Manager and includes the Concert Administrator 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 Board 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 Voting

All votes and elections shall be by secret ballot. Exceptions to this may be made at the discretion of the Board for votes, which are in principle a formal act but which otherwise have no influence on the members, such as approval of the agenda and minutes during the General Assembly.

§7 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.

§8 Taking Effect

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