

KINGSTON MAENNERCHOR AND DAMENCHOR, INC.

BYLAWS



1868

37 Greenkill Avenue
Kingston, New York 12401

Amended 9 April 2008



*New York State
Sängerbund*



*Kingston Männerchor
and Damenchor Inc.*



Deutscher Chorverbund

Kingston Maennerchor and Damenchor Inc.

Member New York State Saengerbund

Member Deutscher Chorverbund

Printed June 2008

Table of Contents

Table of Contents	2
History	4
Article I: The Organization	8
Article II: Purposes	8
Article III: Fiscal Year	9
Article IV: Membership	9
A. Membership	9
B. Proposal and Acceptance	9
C. Categories of membership	10
1. Active, Voting Membership	10
a. Singer	10
b. Worker	10
c. Student	10
d. Honorary Twenty-Five	10
2. Non-Active Non-Voting Membership	10
a. Supporting	10
b. Honorary	10
c. Junior	10
D. Payment of Dues	11
E. Change of membership Status	11
F. Withdrawal from Membership	11
G. Reinstatement of Membership	11
H. Dismissal	11
Article V: Officers	12
A. Officers of the Organization	12
1. President	12
2. Vice President	13
3. Corresponding Secretary	13
4. Recording Secretary	13
5. Financial Secretary	13
6. Treasurer	14
7. Liedervater & Liedermutter	14
8. Trustees	14
9. Archivist/Historian	15
B. Qualifications of Officers of the Organization	15
C. Election of Officers	15
D. Terms of Office	15
E. Vacancies	16
F. Removal of an Officer	16

Categories of Membership	10
Active, Voting	10
Honorary 25	10
Singer	10
Student	10
Worker	10
Non-active, Non-voting	10
Junior	10
Honorary	10
Supporting	10
Change of Membership Status	11
Dismissal	11
Payment of Dues	11
Proposal and Acceptance	9
Reinstatement	11
Withdrawal	11
Mission	8
Musical Activities	24
Accompanist	24
General	25
Music Director	24
Public Performances	25
Rehearsals	24
Officers	12
Archivist	15
Corresponding Secretary	13
Election	15
Financial Secretary	13
Historian	15
Liedermutter and Liedervater	14
President	12
Qualifications	15
Recording Secretary	13
Removal	16
Terms of Office	15
Treasurer	14
Trustees	14
Vacancies	16
Vice President	13
Organization, The	8
Parliamentary Authority	25
Purposes	8

KINGSTON MAENNERCHOR & DAMENCHOR, INC

Incorporated February 18, 1968
Revised Statutes July 19, 1976
Revised Bylaws October 11, 1989
Revised Bylaws October 11, 1995
Amended Bylaws July 20, 2000
Amended Bylaws November 12, 2003
Amended Bylaws May 11, 2005
Amended Bylaws September 14, 2005
Restated Certification of Corporation February 8, 2006
Amended Bylaws April 9, 2008

Table of Contents

continued

INDEX

Amendment of Bylaws	25
Committees	21
Ad Hoc	22
Nominating	22
Scholarship	23
Other	23
Standing	21
Bar	21
House	21
Music	22
Dissolution of the Organization	25
Executive Board	20
Meetings	20
Membership	20
Responsibilities	20
Fiscal Year	9
History	4
Meetings	18
Annual	18
Executive Board	20
Frequency	18
Language	18
Order of Business	19
Presiding Officers	19
Quorum	18
Special	18
Membership	9

G. Duty of Loyalty	16
H. Conflict of Interest	16
Article VI: Meetings	18
A. Frequency	18
B. Special meetings	18
C. Annual Meeting	18
D. Quorum	18
E. Language	18
F. Order of business	19
G. Presiding Officer at Meetings	19
Article VII: Executive Board	20
A. Membership	20
B. Responsibilities	20
C. Meetings	20
Article VIII: Committees	21
A. Standing Committees	21
1. Bar Committee	21
2. House Committee	21
3. Music Committee	22
B. Ad-Hoc Committees	22
1. Nominating Committee	22
2. Scholarship Committee	23
3. Budget Committee	23
C. Other Committees	23
Article IX: Musical Activities	24
A. Rehearsals	24
B. Music Director	24
C. Accompanist	24
D. Public Performances	25
E. General	25
Article X: Parliamentary Authority	25
Article XI: Amendment of By-Laws	25
Article XII: Dissolution of the Organization	25
Index	26

HISTORY

1868 - 2008

The Kingston Maennerchor and Damenchor is a dynamic organization which has been meeting continually since its founding as the Rondout Social Maennerchor on February 22, 1868 in the Village of Rondout.. In 1872 the Villages of Rondout and Kingston joined to form the City of Kingston and on January 26, 1887 the "Rondout Social Maennerchor" of the City of Kingston was incorporated by the New York State Department of State. The Petition of Incorporation stated that the object and business of the organization would be "the mutual improvement of the members through social interests and the cultivation of vocal and instrumental music." .

The founding members were German immigrants drawn together by their common language and their love for music, singing and social activities. The club's "Washington Hall" became a gathering place for German organizations up and down the Hudson River.

Unfortunately some of the organization's early records were destroyed in a fire so the names of the 61 members at the time of incorporation are unknown. Early names of members include Salzman, Drautz, Crispell, Weber, Schuster, Graffe, Jacobs, Rupp, Block, and Schmidt - names that can be found in the Ulster County area today.

With the exception of the WWI and WWII years, membership in the Maennerchor has been maintained at approximately 140. The "Washington Hall" was destroyed by fire during WWI and in 1918 the Maennerchor moved to the McMillen Building on the Strand where their 50th anniversary was celebrated. In the 1930's the Maennerchor s current property on Greenkill Avenue was purchased. A new building was dedicated on February 4, 1940.

The Maennerchor struggled during the years from the beginning of WWI until the end of WWII. After the end of World War II there was a resurgence of activity and on February 21, 1948 the 80th Anniversary Concert was held with the Germania Singing Society of Poughkeepsie sharing in the festivities. On May 5, 1950 the organization formally changed its name to the Kingston Maennerchor, Inc.

February 19, 1968, one hundred years after it's founding as the Rondout Social Maennerchor, the Kingston Maennerchor and Damenchor, Inc. name was adopted. On this date the Ladies Auxiliary, which had been formed on March 16, 1932, became an equal partner

.With the growth of membership and activities more room was needed and in 1977 a 40 foot addition was begun. The newly expanded hall was dedicated on May 14, 1978 when the members celebrated their 110th anniversary. It is to be noted that although construction of the shell was contracted out most of the interior work was done by members.

D. Public Performances

1. Active singers are expected to participate in the Spring and Fall concerts.
2. Participation in other public performances shall be decided by the active singers.

E. General

Musical affairs of the Organization can only be decided by active singers.

ARTICLE X

PARLIAMENTARY AUTHORITY

A current edition of Robert's Rules of Order Newly Revised shall be the authority for the conduct of all meetings.

ARTICLE XI

AMENDMENT OF BYLAWS

These bylaws may be amended at any regular business meeting of the Organization by a two-thirds (2/3) vote of those present and voting. The proposed amendment must be submitted in writing and read to the members at the previous regular business meeting.

ARTICLE XII

DISSOLUTION OF THE ORGANIZATION

The Organization shall be in existence as long as it has four (4) active members. In case of dissolution, these remaining active members shall have the power to properly dispose of the assets of the Organization in which case the assets or proceeds from the sale of the assets must be donated to a not-for-profit or charitable organization.

Former Names and Dates of Incorporation

RONDOUT SOCIAL MAENNERCHOR

Founded February 22, 1868

Incorporated January 26, 1887

Revised Statutes November 1, 1914

KINGSTON MAENNERCHOR, INC.

Incorporated May 5, 1950

ARTICLE IX MUSICAL ACTIVITIES

A. Rehearsals

1. Rehearsals shall be held at least once a week with the day and time to be fixed by the Organization at the annual meeting. If necessary, the day and time may be changed at a regular business meeting with all singers being notified within five (5) days of the changes. All such changes shall be with the agreement of the singers.
2. The music director is in charge of all rehearsals.
3. A singer must participate in as many rehearsals as possible. The final decision about a singer's eligibility to sing in a choral performance is made by the music director and music committee. The music director and a music committee member from the singer's voice section will notify any singer who is ineligible to participate in the performance.

B. Music Director

1. The music director is to be chosen by a search committee appointed by the president with final approval by the active voting membership.
2. The music director's fee is initially set by the search committee and voted upon by the active voting membership. Thereafter any changes in the fee are recommended by the music committee and voted upon by the active voting membership.
3. The music director's duties and responsibilities shall be determined by mutual agreement with the search committee. At the time of initial employment the music director and the president shall sign a letter of agreement or contract annually which describes those duties and responsibilities. Any subsequent changes in the agreement shall be made by the music director and the music committee and approved by the membership at a regular business meeting.

C. Accompanist

1. The accompanist will be chosen by the music committee or by the music director with the approval of the music committee.
2. The accompanist's fee shall be recommended by the music committee with final approval by the active voting membership.

Another milestone in the growth of the Maennerchor occurred in the summer of 1997 when the adjacent property to the north was purchased. The building on the site was demolished, the ground was leveled for a parking lot, landscaping was done on the periphery and the property was dedicated on October 11, 1998. This additional property allows for larger Gartenfests, other outdoor events and much needed parking.

Part of the longevity of the Maennerchor can be attributed to the continuity of directors which the chorus has enjoyed over the past fifty years. Julius Hochmuth was director for more than 30 years, Dorothy Narel for 7 years, Dr. John Galish directed for 15 years and Frank Boshier as an interim director for one year. The Maennerchor welcomed Jerry Hoch as its new director in Fall of 2006. The singers presented two concerts a year and have done so continually since 1948. They also participate in the annual German Christmas Church Service at Trinity Lutheran Church, sing at nursing homes and participate in the Saengerfeste (Song Festivals) of the New York State Saengerbund which are held every three years. In June 2003 we were honored to have hosted the 33rd Saengerfest.

The Petition of Incorporation in 1887 stated that the object and business of the organization would be "the mutual improvement of the members through social interests and the cultivation of vocal and instrumental music." As the Maennerchor has grown over the years, and with more and more non-singers joining, the by-laws have evolved to reflect a growing interest in promoting German language and culture. In that respect, we have hosted two choruses from Germany, formed a Kinderchor for children to learn the German language and song, are developing outreach programs to students of German in local school districts, sponsor scholarships for high school seniors studying the German language, encourage adults to learn German and host a variety of related activities. On 24 June 2006 the US Department of Treasury Internal Revenue Service designated the Maennerchor as a 501c3 not for profit public charity.

We are grateful to all those who have helped our organization grow over the 140 years of our existence and are proud to be the longest continually functioning ethnic organization in the City of Kingston. We see the work we are doing today as a strong building block toward keeping our organization and its purpose of the promotion and preservation of German music, culture and language alive for future generations.

**Hidegard Edling,
Historian/Archivist**



Zur Erinnerung

*An einem Festtag so wie heut,
wo jeder nur an das Sangerchor denkt,
wo jeder hebt die Stimmen hoch,
voll Stolz und Liebe zum Heimatland,
da denken wir tief im Herzen drin,
an die lieben Mitglieder die nicht
mehr mit uns sind.*

„Bruder auf Leben und Tod“

- (3) Presenting the slate of proposed candidates at the November meeting.
- (4) Committee chairperson shall conduct the election of officers.
- (5) Committee members shall act as tellers for the election.

2. Scholarship Committee

- a. The president shall appoint a scholarship committee of three (3) to four (4) active voting members each February.
- b. Responsibilities of the committee:
 - (1) Notifying area high schools of academic criteria and date of application.
 - (2) Screening and reviewing all applications.
 - (3) Determining recipient of scholarship award.
 - (4) Notifying winning candidate and the Organization membership at a regular business meeting.
 - (5) Publicizing the award in the local newspapers by means of a press release.

3. Budget Committee

The president shall appoint a budget committee consisting of the treasurer, one trustee, and one active, voting member to prepare and present a proposed annual budget no later than October 1.

C. Other Committees

Such other committees, standing or special, shall be appointed by the president as it is deemed necessary to carry on the functions of the Organization.

3. Music Committee

a. The chairperson shall be appointed by the president. The chairperson shall choose four (4) members from the active singers who are well acquainted with German songs and, whenever possible, are from the four (4) major voice groupings (soprano, alto, tenor, bass). The Liedervater and Liedermutter serve on this committee by virtue of their positions. Members may not continue on the committee should they cease to be active singers.

b. Responsibilities of the committee:

- (1) Selecting songs for concerts with the input of the music director. Suggestions from active singers will be considered during the selection process.
- (2) Coordinating changes of program selections with input from the music director and the active singers no fewer than eight (8) weeks before the scheduled public performance.
- (3) Coordinating the musical activities of the Organization.
- (4) Representing the Organization at the New York State Saengerbund Conventions and reporting the proceedings of the conventions to the Organization.
- (5) Coordinating the musical activities required for the Saengerfest.
- (6) Notifying the New York State Saengerbund when a singer has been a member of the Saengerbund for five years. Notification shall be made for each five-year period of membership thereafter..

B. Ad-Hoc Committees

1. Nominating Committee

- a. The president shall appoint a nominating committee of three (3) to four (4) active voting members each October.
- b. Responsibilities of the committee:
 - (1) Developing a slate of candidates for officers' positions.
 - (2) Posting the proposed slate on the bulletin board two weeks prior to election.

Kingston Chorus Theme Song
Maria Schuler Re-written by J Hoch 2006 J. Hochmuth

The musical score is written for four voices: Soprano, Alto, Tenor, and Bass. It is in 2/4 time and the key signature has two flats (B-flat and E-flat). The score is divided into three systems. The first system starts at measure 1 and ends at measure 7. The second system starts at measure 5 and ends at measure 11. The third system starts at measure 11 and ends at measure 17. The lyrics are: "When voic-es are blend-ing in sweet har-mo - ny, It's like a me-lod-i-ous sym-pho - ny. It glad-dens the Heart, makes trou-bles de - part, when mu - sic and song fill the air."

BYLAWS

KINGSTON MAENNERCHOR AND DAMENCHOR, INC.

ARTICLE I THE ORGANIZATION

The official name of the organization shall be Kingston Maennerchor and Damenchor, Inc. hereinafter called "the organization."

ARTICLE II MISSION AND PURPOSES

A. Mission Amended 11 May 2005

The mission of our organization is the preservation and promotion of German culture, heritage, and tradition through music and song. Our many activities throughout the year are designed to help educate and enlighten our community in cultural German heritage and tradition.

We actively participate with the general public and the youth of the greater Kingston community by providing performances and educational services which entertain and promote traditional German music and related folk arts while complementing public activities and charitable events.

We encourage and maintain the highest principles of vocal harmony and good fellowship by active participation in multiple chorus concerts and singing competitions through membership with the standard bearers of German Choral Singing: the New York State Sängerbund and the Deutscher Chorverbund.

B. Purposes Amended 11 May 2005

The principal purposes of the Organization shall be to support our Mission in the promotion and preservation of German music and German culture. These purposes include:

1. To educate our community in German choral singing and musical traditions.
2. To promote good fellowship and friendship throughout our community.
3. To furnish German choral music, through live concerts, audio tapes, CD's, and videos, for public and private education and entertainment.
4. To promote education in the German language in area school districts by carrying out activities such as scholarships to students, donations for curriculum support, cultural dinners and programs for students, teachers, and parents, and/or other similar activities.
5. To maintain membership in the New York State Sängerbund as a means of extending the Organization's educational and musical activities, in cooperation with similar Societies, throughout a greater geographic area.

ARTICLE VIII COMMITTEES

A. Standing Committees

1. Bar Committee

- a. The chairperson shall be appointed by the president. The chairperson shall choose enough members to carry out the responsibilities of the committee.
- b. Responsibilities of the Committee:
 - (1) Staffing of the bar for all events of the Organization.
 - (2) Scheduling members to serve as bartenders for singing and meeting nights of the Organization.
 - (3) Ordering all bar supplies.
 - (4) Maintaining an accurate record of receipts and disbursements.
 - 5) Setting prices with all changes being approved by the Executive Board.

2. House Committee

- a. The chairperson shall be appointed by the president. The chairperson shall choose enough members to carry out the responsibilities of the committee.
- b. Responsibilities of the committee:
 - (1) Maintaining the clubhouse and property.
 - (2) Meeting the requirements of the building and fire codes of the City of Kingston.
 - (3) Supervising the maintenance employee(s).
 - (4) Maintaining the kitchen according to the requirements of the Ulster County Health Department.
 - (5) Recommending rental fees for the hall to the Executive Board for approval.

ARTICLE VII EXECUTIVE BOARD

A. Membership

Officers and trustees of the Organization are members of the Executive Board.

B. Responsibilities

1. The Executive Board has general responsibility for conducting the business of the Organization between the regular business meetings.
2. The Executive Board shall set up the annual calendar of events including the Spring and Fall concerts.
3. The Executive Board determines the scheduling of musicians annually as required for future events. The president or other officer as designated by the president and Executive Board contacts the musicians and signs the required contracts with them.
4. The Executive Board shall carry out responsibilities for dismissal of officers and dismissal of officers.

C. Meetings

1. All members of the Executive Board must be notified by either the president or vice-president whenever a meeting is scheduled
2. Eight (8) members, including one trustee and either the president or vice-president, shall constitute a quorum for conducting business at an Executive Board meeting.

6. To sponsor trips for public and private education and entertainment to national and/or international German festivals, concerts, or other appropriate cultural events.

7. To acquire, hold and own sufficient real property as may be desirable and/or necessary in carrying out the foregoing purposes.

ARTICLE III FISCAL YEAR

The fiscal year of the Organization shall be from January 1 to December 31.

ARTICLE IV MEMBERSHIP

A. Membership

Membership is open to anyone who supports the purposes of the Organization as defined in Article II.

B. Proposal and Acceptance

1. Candidates for membership must fill out an application form indicating type of membership. The application is to be signed by their sponsor and by a Trustee.
2. At the next regular business meeting of the Organization the candidate's name and address will be read to the membership and recorded in the minutes. The candidate is to be present at this meeting.
3. Voting on the candidate's membership shall be at a regular business meeting following the report of the trustee as stipulated in Article V, 8.d. The candidate shall be present at this meeting.
4. Acceptance is by two-thirds (2/3) vote of members present. Dues for the year must be paid within fourteen (14) days following the member's acceptance into the organization. Failure to pay dues within fourteen (14) days will result in revocation of membership. The candidate will be notified in writing should the membership be revoked. After July 1 the initial dues are half of the annual dues.
5. In exceptional cases when a candidate is unable to attend the regular business meetings as required in numbers 2 and 3 above, the situation shall be taken to the Executive Board for review. If the Executive Board accepts the applicant's stated reasons for inability to attend the meetings, the candidate's sponsor shall attend the two required meetings to represent the candidate.

C. Categories of Membership

1. Active, Voting Membership

- a. **Singer** – Attends rehearsals and sings in public performances including but not limited to the annual Spring and Fall concerts or has an acceptable reason for not participating. In order for a singer to have voting rights in a business meeting, said singer must have attended at least four (4) meetings during the prior twelve months or have an acceptable reason as approved by the Executive Board for not participating.
- b. **Worker** - Must be an active worker in at least two (2) of the Organization's functions or committee activities each year. In order for a worker to have voting rights in a business meeting, said worker must have attended at least four (4) meetings during the prior twelve months or have an acceptable reason as approved by the Executive Board for not participating.
- c. **Student** – Singers or workers eighteen (18) years of age or older and attending school full time. (Same requirements as for singer or worker above.)
- d. **Honorary-Twenty-five** (25 years of active membership classification is automatic upon completion of the twenty-five (25) years. In order to vote at a business meeting, the honorary member must meet the criteria for voting privileges as stated in Section C 1 a.

2. Non-Active, Non-Voting Membership

- a. **Supporting** - Wishes to support the Organization but cannot, or elects not, to be active.
- b. **Honorary**
 - 1) Honorary membership in recognition of special service to or support of the club may be awarded to a non-member by majority vote of members at a regular business meeting of the Organization.
 - 2) The designation is valid for 12 months with no voting privileges and no dues assessed during that time.
- c. **Junior** - Junior singers or workers under eighteen (18) years of age.

F. Order of Business

1. Reading and Acceptance of Minutes.
2. Report of Executive Board.
3. Reports of Officers
 - a. Financial Secretary
 - (1) Proposal of New Members.
 - (2) Acceptance of New Members.
 - (3) Report of Dues Received
 - b. Corresponding Secretary
 - c. Treasurer
 - (1) Bills
 - (2) Receipts/Expenses for Prior Month
 - (3) Assets to Date
 - d. Other Officers
4. Report of Committees
5. Unfinished Business
6. New Business
7. General Good and Welfare of the Organization
8. Adjournment

G. Presiding Officer at Meetings

The presiding officer at meetings shall be the president. In the president's absence the vice-president will preside and in that person's absence, any one of the three trustees shall preside. If none of the above are able to preside, the remaining Executive Board members present shall select a presiding officer from among themselves.

ARTICLE VI MEETINGS

A. Frequency

Regular business meetings are to be held on the second Wednesday of each month.

B. Special Meetings

Special meetings may be called by the Executive Board upon written request by five (5) active voting members. Such written request must specifically state the reason for the meeting. Upon validation of the request by the Executive Board they shall schedule a meeting to be held within fourteen (14) calendar days.

C. Annual Meeting

The annual meeting shall be on the second Wednesday of January. All officers and standing committees of the previous year shall present their annual reports at this time. New officers shall be inducted as the last item on the agenda before the meeting is adjourned.

D. Quorum

Ten (10) active voting members of the Organization present at a meeting shall constitute a quorum for conducting business.

E. Language

Meetings are to be conducted in the German and English languages as appropriate.

D. Payment of Dues

1. Full dues are paid by those members in the following categories: Singer, Worker, Supporting, and Honorary.
2. One-half dues are paid by those members in the following categories: Student.
3. No dues are paid by those members in the following categories: Junior; Honorary members excused from paying dues prior to January 1, 1995; members serving in a branch of the armed forces.

E. Change of Membership Status

1. The status of a member who does not meet the requirement for active membership will be discussed at an Executive Board meeting. The President or a designated member of the Board will then contact the member to determine if the member wishes to change to a different membership category.
2. If the member agrees to the change, the change will be brought to the members at a business meeting for their consideration. If the member does not want to change, the membership will continue as before.

F. Withdrawal from Membership

A member may withdraw from the Organization at any time.

G. Reinstatement of Membership

A person who left as a member in good standing may rejoin the Organization by applying for reinstatement and paying the established dues.

H. Dismissal

1. A member may be dismissed from the Organization for:
 - a. Dishonorable behavior and/or endangering the reputation and the unity of the Organization.
 - b. Withholding or stealing of money or effects belonging to the Organization.
 - c. Non-payment of dues.

2. Procedure for Dismissal

a. For reason as stated in Section H 1 a.and/ or H 1 b.

(1) Any charge against a member for reasons a and/or b above must be submitted in writing to the Executive Board. Upon recommendation of the Executive Board, an officer shall make a motion to dismiss only at a regular business meeting or at the annual meeting.

(2) The member so affected must be informed in writing by certified mail fourteen (14) days prior to the meeting date.

(3) A two-thirds (2/3) majority vote of the members present at the meeting is necessary for dismissal.

(4) The name of the dismissed member shall be posted on the bulletin board for eight (8) days following dismissal

ARTICLE V

OFFICERS

A. Officers of the Organization

1. President

- a. Conducts all meetings of the Organization.
- b. Is the representative of the Organization to the community at large.
- c. Is responsible for carrying out the decisions of the members.
- d. Calls special meetings if at least five (5) members submit a written request which specifies the reason.
- e. Casts the deciding vote in case of a tie.
- f. Countersigns all checks.
- g. Appoints all committee chairpersons annually.

3. Disclosure. A member of the Board shall disclose the conflict or potential conflict as soon as he/she recognizes the conflict. If self-disclosure is not revealed, the President or any member of the Executive Board can, prior to voting on a specific matter in which a potential conflict of interest exists, inquire whether any member of the Board desires to abstain from voting because of a conflict of interest. If no conflict of interest is disclosed but the President or any other member of the Board states the opinion that such a conflict exists and the challenged Board member refuses to abstain from the deliberations or voting as requested, the President shall immediately call for a vote of the Board to determine whether the challenged Officer is in a conflict of interest. If a majority of the Board present votes to require the abstention of the challenged Officer, that Officer shall not be permitted to vote.

4. Limitations. The Organization is dedicated to the participation of representatives on its Executive Board that may personally qualify for services offered by the Organization. Participation as a member of the Board does not preclude an individual from receiving services that he/she may be eligible for and need. The receipt of services or the potential of receiving services may, however, constitute a conflict of interest from time to time as defined herein. In the event that such a conflict of interest is determined to compromise the individual's ability to represent the Organization's best interest regarding a specific issue or action before the Board, the procedures stated in the Article are in force.

E. Vacancies

If a vacancy occurs, a person to serve the remainder of the term shall be elected at the next regular business meeting.

F. Removal of an Officer

1. An officer may be removed from office because of misconduct or neglect of duty. Any charge of misconduct or neglect of duty must be submitted in writing to the Executive Board and signed by five (5) active members.
2. Upon validation of the charge by the Executive Board an officer shall present the motion to rescind the election at the next regular business meeting or a special meeting, either of which must take place within fourteen (14) calendar days after action of the Executive Board.
3. Voting shall be by written ballot with approval by three-quarters (3/4) of the active voting members present required for passage of the motion.

G. Duty of Loyalty Amended 14 September 2005

No officer, trustee or employee shall engage in, or condone, any conduct that is disloyal, disruptive, damaging or competes with the organization. No officer, trustee or employee shall take any action, or establish any interest, that compromises his/her ability to represent the organization's best interest.

H. Conflict of Interest Amended 14 September 2005

1. **Definition.** A conflict of interest exists when a matter to be acted upon by the Executive Board confers a direct, substantial benefit to any Officer of the Board, or business or agency from which such an officer derives an income or has authority in governance.
2. **Abstention.** A member of the Executive Board shall abstain from voting or attempting to influence the vote on any matter before the Board that places him or her in a conflict of interest.

2. Vice-President

- a. Assumes presidential duties and obligations when the president is absent.
- b. Carries out other duties and responsibilities as requested by the president.

3. Corresponding Secretary

- a. Files all correspondence addressed to the Organization and replies to same.
- b. Sends letters, cards and other correspondence as directed by the president or requested by members.
- c. Informs all new applicants of their acceptance or non-acceptance into the Organization

4. Recording Secretary

Keeps minutes of the regular business meetings, Executive Board meetings, and any other special meetings as directed by the president.

5. Financial Secretary

- a. Receives applications for memberships, presents applicants at the regular business meetings, and maintains a file of applications.
- b. Maintains a record of all members with addresses and telephone numbers to be updated annually by August 1, and made available to the members of the Organization upon their request.
- c. Collects dues and delivers same to the treasurer.
- d. Gives a monthly report of dues received.
- e. Notifies the music committee when a singer has been a member of the Organization or of the New York State Saengerbund for five years. Notification shall be made for each five-year period of membership thereafter.
- f. Notifies the Executive Board when a worker has been an active member of the Organization for five years. Notification shall be made for each five-year period of membership thereafter.

6. Treasurer

- a. Keeps a record of all receipts and expenditures of the Organization and reports on same at the regular business meeting.
- b. Receives and records dues from the financial secretary and issues a receipt for same.
- c. Pays expenses of the club approved for payment by the membership.
- d. Maintains all records required by the New York State Liquor Board and the New York State Racing and Wagering Board.
- e. Prepares a budget after consultation with the Executive Board.

7. Liedervater and Liedermutter

- a. Care for all sheet music and instruments belonging to the Organization.
- b. Maintain an alphabetical register for all sheet music.
- c. Distribute and collect the music.
- d. Keep an attendance record of singers at rehearsals and concerts.
- e. Serve as members of the music committee.
- f. Loan musical property of the Organization with the permission of the Executive Board.

8. Trustees

- a. Audit the treasurer's books and report their findings at a regular business meeting before April 15.
- b. Review and sign all financial reports of the various functions of the Organization.
- c. Maintain a record of attendance at regular business meetings.
- d. One trustee shall interview an applicant for membership and make a report at a regular business meeting. The report must be presented before voting on the person's membership application.

9. Archivist/Historian

Maintains an archival file of concert programs, photographs and other memorabilia of interest to the Organization.

B. Qualifications of Officers of the Organization

1. Only active, voting members of at least one (1) year may be elected as an officer.
2. Whenever possible, officers should be familiar with the German language. If no officer speaks or reads German well enough to carry on communications requiring fluency in German, the president shall appoint a member of the Organization to act as an interpreter and translator for such communications.

C. Election of Officers

1. A nominating committee shall be appointed in October to draw up the slate of candidates.
2. The slate of candidates shall be posted on the bulletin board two weeks prior to election.
3. The election of officers shall take place at the November business meeting at which time the nominating committee shall formally present the slate of candidates.
4. Further nominations may be made from the floor.
5. Election will be by secret ballot cast by the eligible voting members present. Eligible voting members must have attended at least four (4) business meetings during the prior twelve (12) months or have an acceptable reason as approved by the Executive Board for not participating.
6. Officers are elected by a simple majority of votes cast.
7. Officers assume their positions at the January annual meeting.

D. Terms of Office

All officers' terms are for one year or until a successor is elected except for trustees. Trustees serve for three years or until a successor is elected. Their terms are staggered so that one trustee is elected each year.