

BYLAWS
OF THE
SACRAMENTO TURN VEREIN
GERMAN LANGUAGE SCHOOL
As accepted on November 11, 2008

Section

COMMITTEE MEMBERS

Ed Broneske, Ingeborg Carpenter, Mary Ann Goodwin, Susannah Martin,
Chris Mümma, Sandy O'Brien, Monika Ponce,
Gery Frankenstein ex officio

Bylaws of the Sacramento Turn Verein German Language School

A. Name

The Section shall be titled the "Sacramento Turn Verein German Language School." For publicity and operational purposes, the Section may also be referred to as the STV German Language School. The Sacramento Turn Verein organization shall hereafter be referred to as STV. The Sacramento Turn Verein German Language School will hereafter be referred to as "the Section".

B. Purpose

The purpose of the Section is to promote German language, German literature and German culture.

C. Membership

Qualification of Membership

All interested persons 18 years or older may apply to become a member of the Section. Applicants who pay the required annual dues and whose application receives a majority vote of approval by members present at an official Section meeting shall be admitted to membership.

Rights of Members

Members in good standing have the right to vote as well as the right to view the records of the Section.

Conduct of Members

The members must pay annual dues. The dues are \$24 per membership year. Dues shall be prorated. The initial dues payment must be included with the application for membership.

A member may be asked to leave the premises by an Officer of the STV German Language School if there is conduct adverse to the interests of the STV German Language School and its by-laws.

The Section membership retains the right to review and approve all actions of the Section including those of officers and committee members. Actions may be challenged by any accepted motion at any meeting of the Section.

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Termination of Membership

Membership may be terminated for the following:

- a. Voluntary Termination
- b. Death
- c. Revocation of membership
- d. Non-payment of dues

Revocation of membership is preceded by a written list of transgressions. The member has a right of rebuttal within a period of one (1) month, after which the membership will vote on the issue. The vote shall be definite and binding after a 2/3rd majority vote.

Upon termination of membership all STV German Language School property (books, supplies, keys, accounts etc) must be returned immediately.

D. Revenue

The revenues of the Section shall derive from donations, membership dues, class tuition and fund-raising activities.

E. Fiscal Years

The membership year shall be from January 1 through December 31.

F. Meetings

A quorum for any official meeting shall consist of five (5) members of which at least (2) two shall be Officers. Meetings shall be conducted on the second Monday of each month at 7:00 pm. The President has the authority to call a special meeting of the membership with one (1) week's notice.

The conduct of Section business at its meetings will follow the STV German Language School Bylaws. All matters not included in these bylaws shall be referred to the Sacramento Turn Verein Constitution and Bylaws. All meetings must be conducted in the English language.

General meetings will follow a specific order of business:

- i. Meeting is called to order by the President (or official designee).
- ii. Introduction of new members.
- iii. Reports of Officers.
- iv. Finance report.
- v. Communications.
- vi. Old Business.
- vii. New Business.
- viii. Good of the Order.
- ix. Adjournment.

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G. Officers

1. The officers of the Section shall be as follows:

- President
- Vice President
- Treasurer
- Secretary
- Representative
- Publicity Coordinator

2. Elected officers of the Section shall form the Executive Board of the Section.

3. All officers shall serve for a term of one year, concurrent with the membership year. New officers shall start their term at the first meeting in January.

4. First nominations for officers shall be presented to the membership in October of each year. Second nomination and election of officers shall occur in November of each year. Proposed nominees must accept before being placed in nomination.

In order for a member to be nominated for office the member must have been active in the school for a period no fewer than 18 months.

If a member who accepts a nomination cannot accept a nomination for another position.

5. The President, Vice President, and Representative must be members of the Sacramento Turn Verein.

6. No officer may spend Section funds beyond a \$500 limit without the prior approval of the Section membership. And such transaction shall be reported at the next membership meeting.

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H. Duties of Officers

President

The President –

- a. Presides at scheduled meetings and conducts them in an orderly fashion.
- b. Calls special meetings when necessary
- c. Appoints ad hoc committees
- d. Is placed on record as a co-signer of checks
- e. Serves as a member of the STV Board of Directors
- f. Is a member in good standing of the Sacramento Turn Verein

Vice President

The Vice President –

- a. Assists the President in the performance of duties
- b. Performs the duties of the President in the President's absence
- c. Serves as chair of all event committees
- d. Is a member in good standing of the Sacramento Turn Verein

Secretary

The Secretary -

- a. Keeps the minutes of the general meetings and special meetings
- b. Handles Section correspondence
- c. Maintains and archives all records
- d. Is responsible for producing regularly published communications

Treasurer

The Treasurer –

- a. Is responsible for the collection and deposit of Section monies received
- b. Maintains correct accounts, including an inventory of all assets
- c. Dispenses funds of the Section
- d. Is on record as a co-signer of checks
- e. Prepares an annual budget for the Section programs and activities with input from the Board
- f. Reports the financial status of the Section at every regular meeting
- g. Fulfills all necessary responsibilities for financial reporting to the STV Board
- h. Conducts monthly and special meetings if the President, and Vice President are absent

Publicity Coordinator

The Publicity Coordinator–

- a. Is responsible for promoting the school and its activities as directed by the Executive Board of the Section

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I. School Director

The director is a paid staff member and may not be a member of the Section.

The Duties of the Director

The School Director –

- a. Coordinates the teaching of classes
- b. Creates and maintains the school curriculum, materials, class schedules and syllabi
- c. The director acts as a consultant to the Section board
- d. The director shall give reports at the membership meeting.

J. Additions and Changes to the Bylaws

Bylaws may be added, removed or changed by a 2/3rd majority vote of the membership. The motion should be made in a regular meeting and the vote shall be held in the following month by the membership.

K. Authority

Authority for the bylaws of this Section is granted by the STV. STV Bylaws and Constitution will have precedence over Section bylaws. All matters not directly covered by these bylaws come under the rules of the STV Constitution, then the STV bylaws, and then under *Robert's Rules of Order, Revised*.