

ESME By-laws (Geschäftsordnung)

§1 Groups

The English Speaking Music Ensembles (ESME) supports the following groups:

1. The orchestra rehearses Monday evenings from 19:00 - 21:00.
2. The singers rehearse Wednesday evenings from 19:00 - 21:00.
3. The big band rehearses first and third Sundays from 10:30 – 13:30 and second and fourth Thursdays from 19:00 - 21:00, or as needed.
4. The formation of other ensembles and their rehearsals provided they are in accordance with §2 of the Charter.

Although multiple languages are spoken in the groups, the rehearsal language is English.

§ 2 Membership

1. Interested singers and/or musicians can visit the groups for up to four rehearsals before they are required to join the Verein.
2. Membership paperwork should be submitted to the Board of Directors (aka Board, [de] Vorstand) by no later than the 6th attended rehearsal or 2 months after the initial rehearsal, whichever comes first.
3. Only the Board and Committee Chairpersons have access to membership details. No membership details will be passed onto third parties (e.g. sponsors) without the permission of the Members involved.
4. An Active ([de] aktiv) Member is a member (i) in good standing of ESME, (ii) who participates in the activities of the Association in accordance with §2 of the Charter.
5. A Supporting ([de] fördernden) Member (i) may be either a corporation or an individual, (ii) is in good standing of ESME, (iii) 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 music activities in Munich. An Honorary member may attend all activities and general meetings of the Association but may not vote.
7. Member's personal data will be saved to a database during the course of membership. Member's personal data will only and exclusively be used for internal organization and will not be publicized anywhere usable or visible to the public. Every member also should commit to treat Member's personal data strictly confidential. The data will be deleted immediately after a member withdraws from the Association.

§3 Performances

1. Two “formal” performances are held per year: one summer concert and one winter
2. Ad hoc performances can be requested by members or other parties. The requests should be addressed to the Board, which will determine whether sponsoring a performance is feasible.
3. Active Members in good standing may participate in ESME e.V. sponsored performances.

§4 Fees

1. Yearly membership fee for Active and Supporting Members is currently set at €10
2. Rehearsal fees are €25 per active member in the big band, orchestra, singers ensemble per calendar month. Amount of rehearsal dues is determined annually by the Board.
3. Rehearsal fees for members involved in more than one sponsored ensemble is €25.
4. Rehearsal fees shall be paid through electronic funds transfer.
5. Discounts or waiver of dues, are available, and subject to review and approval by the Board.
6. Timely payment of dues constitutes membership in good standing.

§5 Board ([de] Vorstand)

1. The Board is the legal entity running the Verein.
2. Nominations and elections are held annually during the regular General Assembly for posts on the Board.
3. The Board meets at least once a quarter in addition to Management Team meetings. At least one Board member will attend Management Team meetings.
4. The draft agenda will be made available the week before the Board meeting.

§6 Board Roles and Responsibilities

1. Chairperson ([de] Vorsitzender)
 - presides at all meetings of the Verein and the Board
 - enforces a due observance of the charter ([de] Satzung) and by-laws ([de] Geschäftsordnung) at all times
 - convenes all regular meetings of the Verein

- and by virtue of office shall be a member, ex-officio of all committees
2. Vice Chairperson ([de] stellvertretender Vorsitzender)
 - to assume all the duties of the Chairperson as outlined above if the Chairperson should be absent for any reason
 3. Secretary ([de] Schriftführer)
 - to record all proceedings of all meetings of the Verein and Vorstand at which business is conducted
 - shall take roll at all regular meetings
 - shall make all correspondence records available to any active member at any mutually convenient time
 - and shall, upon direction of the Board, conduct necessary correspondence
 4. Treasurer ([de] Kassenwart)
 - shall receive and record, the amount and source of all moneys accruing to the Verein
 - shall maintain records of bank deposits and withdrawals, and justify these records against periodic bank statements
 - shall maintain financial records of all receipts and disbursements
 - and shall make the records available to any active member at any mutually convenient time
 5. Artistic Manager ([de] künstlerischer Manager)
 - works together with other board members, conductors, leaders and members to ensure that overall production of a concert fits with ESME e.V.'s vision

§7 Management Team

1. The Management Team is the group that manages and operates the orchestra, singers, and other sponsored ensembles
2. The Management Team is made up of the Board and Committee Chairpersons
3. Committees may be formed, as required, to facilitate the fulfillment of the purposes of the organization
4. Committees may consist of any active or supporting members
5. The Management Team meets at least once a month.

§8 Amendments to By-Laws

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

§9 Taking Effect

ESME By-laws (Geschäftsordnung) - 04.02.2011 amendments adopted 28.02.2011,
07.05.2013

1. This definition is valid on date of issuance or after the town hall meeting ([de] Versammlung).