

ESME By-laws (Geschäftsordnung)

§1 Groups

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

1. Orchestra
2. Singers
3. Big Band

Other ensembles may be formed and rehearse, 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 Ensemble Manager by no later than the 6th attended rehearsal or 2 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) with 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. Subscription levels are set according to budget requirements and are payable per season.
3. Members participating in multiple ensembles must only pay for one ensemble. Should the subscription levels differ, the cost of the less expensive ensemble is waived.
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.

§4a Organs

Organs of the Verein are:

1. The Core Committee (German translation "Vorstand")
2. The extended committee ("Vorstandschaft")

1&2 coll. "ESME Committee"

3. The General Assembly

§5 Core Committee ([de] Vorstand) and Extended Committee ([de] Vorstandschaft) coll. "The ESME Committee"

1. The Core Committee is the legal entity running the Verein.

1a. ESME Committee Members are not paid for their activities

1b. 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 General Assembly for posts on the Core Committee .

3. The ESME Committee meets as often as necessary to be able to run the organization smoothly and according to the charter. The Core Committee meets at least once a quarter in addition to other Committee meetings.

§6a Core Committee 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 and to assist the Chairperson as outlined above

3. . Treasurer ([de] Kassenwart)

shall receive and record, the amount and source of all moneys accruing to the Verein

shall, upon direction of the Board, make disbursements and record their amount and beneficiary

shall maintain records of bank deposits and withdrawals, and justify these records against periodic bank statements

shall maintain financial records of all receipts and transactions

shall provide an annual cash report to the General Assembly

shall submit the required tax returns

and shall make the records available to any active member at any mutually convenient time

§6b The Extended Committee

1. Ensemble managers of the core ensembles

2. Secretary

3. IT Manager

4. Artistic Manager ("Concert Team")

5. Concert Administrator ("Concert Team")

the roles and responsibilities of the extended committee are defined in separate "job descriptions". These may change over time according to requirements

§6a The General Assembly

The General Assembly shall be responsible for:

1. Selecting the Core Committee . The General Assembly shall choose an elections officer, who shall not belong to the outgoing Board and shall not be running for a Board position
2. Selecting the Auditor
3. Receiving the Core Committee and audit reports
4. Approving the actions of the Core Committee
5. Approving the budget and financial management
6. Setting the membership fees
7. Making the final decisions regarding memberships
8. Amending the Charter
9. Adopting and amending the Bylaws
10. Appointing Honorary Members
11. Dissolving the Verein

§7a Ensemble Team

1. The Ensemble teams are led by the Ensemble Manager and include the Conductor and as many people as required to run the ensemble

§7b Publicity Team

1. The Publicity Team reports to the Artistic Manager and works in liaison with the Ensemble Teams and the Core Committee where necessary.
2. The Publicity team is responsible for concert marketing, social media marketing, website blogs, newsletters and general ESME visual identity throughout the organization.

§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

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