



**German American Club
of
Spring Hill, Florida, Inc.**

Est. 1982

**Constitution
With attached By-Laws**

Original By-Laws Adopted 1982

Constitution Adopted October 1, 2003

**Amended and added By-Laws
February 26, 2010**

**Amended Constitution and By-Laws
March 6, 2014 and April 3, 2014**

CONSTITUTION

German American Club of Spring Hill, Florida, Incorporated

ARTICLE I – NAME

The name will be: **German American Club of Spring Hill, Florida, Incorporated.**

ARTICLE II – OBJECTIVE

The objective of this Club is to promote sociability and good will among members and to sustain our German heritage in language and customs.

ARTICLE III – MEMBERSHIP - LIFETIME MEMBERSHIP, DUES

Section 1. MEMBERSHIP—LIFETIME MEMBERSHIP

A. Membership is open to all persons of good character with an interest in promoting the objectives of this Club.

B. To achieve membership, a prospective member must be sponsored by a Club member and submit a written application to the membership chairperson as outlined in the By-Laws Article I Sec. 1A and 1B.

Lifetime membership may be obtained by members in good standing as outlined in Article 1 of the By-Laws.

Section 2. DUES

A. To maintain membership all members must pay annual membership dues for the calendar year as specified in the By-Laws Article I Sec. 2.

B. To receive past yearly membership credit, as well as lapsed yearly membership credit, a former member must pay all lapsed yearly dues plus the initiation fee. Exceptions will be granted only by a unanimous decision of the **entire** Board.

C. Changes in the amount of dues and initiation fee will be subject to majority (over 50%) approval of the **entire** Board of Directors and presented to the membership before the new calendar year as defined in Article 1 Section 1A of the By-Laws.

Section 3. CONDUCT AND BEHAVIOR

The Board of Directors reserves the power to discipline, suspend, or expel any member whose conduct is considered detrimental to the welfare of the Club. Such decisions are subject to a majority (over 50%) decision of the **entire** Board of Directors. An expelled member will be barred from all future Club activities and will be refused membership renewal in future years unless re-approved by a majority (over 50%) decision of the **entire** Board allowing re-application following procedure as outlined in Article III Section 1B of the Constitution and Article I Sec. 1A of the By-Laws.

ARTICLE IV – ADMINISTRATION

Section 1. BOARD OF DIRECTORS

A. The Board of Directors will consist of the following officers President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Membership Chairperson, Entertainment Chairperson, Assistant Entertainment Chairperson and Social Secretary. All officers must have been a member of the Club for at least one year unless approved by a majority (over 50%) of the membership present. They will be responsible for handling all matters relating to the management of this Club and its activities. These officers will be elected as outlined in the By-Laws Article II Section 1A and By-Laws Article IV.

B. Board of Director meetings will be held as outlined in the By-Laws Article II Sec. 1B. A quorum, as defined in By-Laws Article II Section 1C, must be present to conduct business.

C. The members of the Board will have the right to request the resignation of, or remove from office, a Board member who, in its opinion, is not adequately performing his/her duties. Any decision of removal must be approved by a minimum two-thirds (2/3) vote of the **entire** Board.

D. All vacancies occurring among officers and chairpersons, by resignation or other-wise, will be filled by a successor appointed by the President with majority (over 50%) approval of the Board for the un-expired term. Should the office of the President become vacant during his/her term, the Vice-President will assume the office of President. The office of Vice-President will then be filled by a member of the Board with majority (over 50%) approval of **entire** Board, with subsequent vacancy filled as stated before.

Section 2. DUTIES OF THE BOARD OF DIRECTORS

A. **PRESIDENT** will be the general executive officer of the Club and the Chairman of the Board of Directors. He/She will have a written agenda at all meetings and run such meetings according to Robert's Rules of Order. He/She will be an ex-officio member of all committees except nominations. He/She will have the power to sign bank checks in the absence of the Treasurer with the same stipulations that apply to the Treasurer. He/She will appoint chairpersons as outlined in Article IV Section 3 of the Constitution and Article II Sec. 3 of the By-Laws and additional chairpersons as needed.

B. **VICE-PRESIDENT** will assist the President as necessary and assume the duties of the President in

his/her absence. He/She will be responsible for the hiring and payment of bands and making hall reservations for all social functions with the approval of the Board. He/She will co-ordinate with the Entertainment Chairperson and Assistant Entertainment Chairperson in selecting themes for monthly dances. He/She will be custodian of all refreshment tickets, if needed, and will then be responsible for keeping records of disbursements to the Assistant Entertainment Chairperson. He/She will be responsible for the storage and care of Club flags and make them available for Club events as needed. He/She will have the power to sign bank checks in the absence of both the Treasurer and the President with the same stipulations that apply to the Treasurer.

C. SECRETARY will take minutes and read them at meetings to which they pertain. He/She will be custodian of all social event reports and monthly records and make them available to auditors. All records will be the exclusive property of the Club. He/she will handle all correspondence of the Club as well as notify the media of up-coming events.

D. TREASURER will be the custodian of all funds of the Club and will record all account transactions. He/She will maintain a permanent financial ledger to record all income and disbursements of Club funds. He/She will keep a petty cash fund as outlined in the By-Laws Article II Sec. 2A and keep receipts of all disbursements. He/She will have the power to sign bank checks and disburse funds of the Club as outlined in the By-Laws Article II Sec. 2A. He/She will present monthly written reports of all financial transactions and account balances at Board meetings and monthly membership meetings and submit such copies to the Secretary to file. He/She will make all reports, records of transactions and statements available to auditors and present an annual financial report of income and expenditures to the Board and the membership after completion of such audit to be filed by the Secretary.

E. ASSISTANT TREASURER will be responsible for the recording and depositing into the appropriate Club accounts all monies collected as income from Club activities. He/She will give the Treasurer itemized written reports showing source and category of all such deposits, report such deposits at Board and membership meetings and make all records available to auditors.

F. MEMBERSHIP CHAIRPERSON will be responsible for keeping a record of all Club members, to include name, address, phone number, e-mail address, year of membership acceptance, date of birth and wedding anniversary, when available, and will make information available to Board members only. All such information will remain confidential. He/She will be responsible for accepting all applications of new membership and submitting them to the Board for review. He/She will be custodian of all such applications. He/She will be responsible for collecting annual membership dues and initiation fees and submit all monies to the Assistant Treasurer for deposit. He/She will issue membership cards to members after payment is received. He/She will keep records for determining Lifetime membership status and report such status to the Board annually. He/She will assume all "sunshine duties" for the club (i.e. sending cards for various occasions) and be responsible for keeping the Board and the membership apprised of special occasions and health status of individual members, whenever possible.

G. ENTERTAINMENT CHAIRPERSON will coordinate with the Vice-President, Assistant Entertainment Chairperson and the Board in arranging for different types of entertainment. His/Her responsibilities will include hiring caterers, when needed, decorating the hall for club events, running the raffle and coordinating with the Social Secretary in providing seating for all events at the club. He/She will be responsible for the delivery of all monies he/she has collected from monthly social events to the Assistant Treasurer for deposit. An Itemized monthly event report to include income receipts and financial disbursements for the event will be submitted to the Board and reported to the membership by the Entertainment Chairperson and filed by the Secretary.

H. ASSISTANT ENTERTAINMENT CHAIRPERSON will assist the Entertainment Chairperson wherever needed. He/She will be responsible for purchasing supplies necessary to serve refreshments, as needed, excluding host/hostess expenses, and will keep records of all such purchases, consumption and leftover goods. If needed, he/she will set up committees to sell refreshment tickets, keep a record of tickets sold, submit all money receipts to the Assistant Treasurer, submit a report of all such receipts to the Entertainment Chairperson and will be responsible for destroying all tickets received for the purchase of refreshments. He/She will be responsible for coordinating all "off site" (i.e. out of club) events and deliver all monies collected from such events to the Assistant Treasurer for deposit. An itemized event report to include all receipts and financial disbursements will be submitted to the Board and reported to the membership by the Assistant Entertainment Chairperson and filed by the Secretary.

I. SOCIAL SECRETARY will be responsible for taking reservations for all social events with exception to those handled by the Entertainment Chairperson or the Assistant Entertainment Chairperson and deliver all monies collected to the Assistant Treasurer for deposit. He/She will coordinate with the Entertainment Chairperson and/or Assistant Entertainment Chairperson in arranging seating for such events. He/She will submit a monthly report of all monies received to the Entertainment Chairperson or Assistant Entertainment Chairperson.

Section 3. COMMITTEES AND DUTIES - All committees/chairpersons will be appointed by the President and approved by a majority (over 50%) vote of the Board as needed, as outlined in Article II Section 3 of the By-Laws .

ARTICLE V – MEMBERSHIP MEETINGS

The Board will schedule monthly membership meetings as outlined in Article III of the By-Laws. All meetings will be conducted in English according to Robert's Rules of Order. Monthly reports will be submitted by all Board members as well as announcements of all social activities and planned events. A quorum, as defined in By-Laws Article III Section 1C, must be present to conduct business. A majority (over 50%) decision of the members present at such meetings will carry a vote unless otherwise stated in the Constitution or By-Laws.

ARTICLE VI – ELECTIONS

Section 1. Nominations for all offices of the Board of Directors will be announced by the nominating committee following guidelines outlined in By-Laws Article II Section 1A and By-Laws Article IV. Candidates proposed for office by the nominating committee must submit a letter of application to be placed on the ballot. The proposed slate, as well as nominations off the floor, will be voted upon following guidelines outlined in Article IV of the By-Laws. All candidates must meet the requirements as stipulated in Article IV Sec. 1A of the Constitution and Article II Sec. 1A of the By-Laws.

Section 2. All voting will be conducted according to Robert's Rules of Order.

Section 3. The officers will be elected as outlined in the By-Laws Article IV in the following order: President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Membership Chairperson, Entertainment Chairperson, Assistant Entertainment Chairperson and Social Secretary.

ARTICLE VII – AMENDMENTS TO THE CONSTITUTION AND THE BY-LAWS

Section 1. CONSTITUTION

Proposed amendments to this Constitution must be read at two (2) consecutive membership meetings prior to consideration for adoption and must be approved by a $\frac{3}{4}$ (75%) **majority vote of the members present at the second reading**. All members must be notified following guidelines in Article V of the By-Laws.

Section 2. BY-LAWS

Proposed amendments to the By-Laws must be read at two (2) consecutive membership meetings prior to consideration for adoption and must be approved by a **simple majority (over 50%) vote of the members present at the second reading**. All members must be notified following guidelines in Article V of the By-Laws.

ARTICLE VIII – DISSOLUTION

This Club may not be dissolved as long as there are members in good standing who are willing to keep the Club in existence. Should dissolution be proposed, it must be discussed at three (3) consecutive membership meetings prior to consideration for adoption and must be approved by a $\frac{2}{3}$ (67%) majority vote of the members present at the third meeting. All members must be notified following guidelines in Article VI of the By-Laws. Upon dissolution the Board of Directors will donate all excess funds and properties to one or more qualified, non-profit organizations to be determined by a majority (over 50%) vote of the membership present.

This revised Constitution with attached By-Laws will take effect Jan. 1, 2015 as approved unanimously by the membership on March 6, 2014 and April 3, 2014 and will supersede all previously voted Constitutions and By-Laws. Observance is mandatory.

President _____ *Klaus Horstmann*
Klaus Horstmann

Vice-President _____ *Heribert Thomas*
Heribert Thomas

Secretary _____ *Jack Yaskulski*
Jack Yaskulski

Treasurer _____ *Herb Heise*
Herb Heise

Constitution Committee Chairperson _____ *Ann Heise*
Ann Heise