

CONSTITUTION  
AND  
BY-LAWS  
OF THE  
LANCASTER LIEDERKRANZ  
As Amended December, 2010

ARTICLE 1 Name and Object

Sec. 1 In the year 1880 on the 4th day of July, in the city of Lancaster, a group of men of German origin met and organized a Singing Society to be henceforth known as the LIEDERKRANZ. The object of this organization was to meet fraternally, to sing and preserve native songs and music, as well as perpetuate social customs of the Fatherland.

Sec. 2 In the year of 1909, the Lancaster Männerchor and the Arbeiter Männerchor agreed to consolidate with the Liederkrantz in order to promote the cultivation and improvement of the German chorus, as well as sociability. These principals remain valid.

Sec. 3 The purpose of the Liederkrantz (Society) shall be to further the common goals and interests of its members through education in regards to preservation and perpetuation of German song, dance, language, customs and culture.

ARTICLE II Membership

Sec. 1 The Society consists of "Active", "Contributing", and "Honorary" Members. Any person who has attained the age of twenty-one years with good reputation is eligible to be considered for membership.

Active Chorus shall be referred to as "Singers" in this Constitution and shall mean any member of the mixed Chorus who has been recommended by the Music Committee and accepted by the Executive Committee.

Active Schuhplattler shall be referred to as a "Schuhplattler" in this Constitution and shall mean any member of the Alpenrose Schuhplattlers who meets the prescribed standards set forth in this Constitution.

Active Hobby Chor shall be referred to as "Hobby Chor Members" in this Constitution and shall mean any member of the Hobby Chor who meets the prescribed standards as set forth in this Constitution.

Active Alleweil Jung Volkstanzer dance group members shall be referred to as "Alleweil Jung Volkstanzer" or Young At Heart Folk Dancers members in this Constitution and shall mean any member of the Alleweil Jung Volkstanzer who meets the prescribed standards as set forth in this

Constitution.

Cultural groups or sub-groups, who are members of the Society, may request consideration for Active member status upon having their By-Laws reviewed and approved by the Executive Committee prior to their request. Upon positive recommendation by the Executive Committee the request for Active member status will be voted on by the membership at the next regularly scheduled meeting at which a representative from the proposed group must be present. Acceptance will be by majority vote of the members present.

(When a gender is noted in this Constitution, it shall apply equally to either masculine or feminine gender.)

### ARTICLE III Duties and Privileges of Membership

Sec. 1 Active Chorus Members are obliged to attend the musical rehearsal regularly as well as obey the directions of the Director during the said rehearsals; also to take part in musical activities, either public or private, which the Society may arrange. They may vote on all questions and are eligible to hold office in the Society and should be able to read German.

Sec. 2 Active members of the Schuhplattler, Hobby Chor, and Alleweil Jung Volkstanzer, who are members of the Society, are considered Active Members of the Society. They shall elect their own officers, make their own rules and may maintain their own financial records not in conflict with this Constitution and By-Laws.

Sec. 3 Individual Chorus, Schuhplattler, Hobby Chor, and Alleweil Jung Volkstanzer members shall maintain attendance requirements as established by each Active group to remain active.

Sec. 4 An Active Review Committee shall be appointed by the President. This committee shall be comprised of two members from each active member group and shall verify the active member status of each group member prior to nominations for elected office.

Sec. 5 Active Members of the Chorus, Schuhplattlers, Hobby Chor and Alleweil Jung Volkstanzers and elected officers currently serving in their 3<sup>rd</sup> or greater consecutive term shall be designated as Active Members of the Liederkranz.

Sec. 6 Contributing Members share the same privileges in regular meetings as Active Members with the exception that they have no voice pertaining to any of the musical affairs of the Society. Neither may they vote to accept or to refer a candidate for Active Membership and they may not be elected to the office of President or Chorus President but may hold any other office. All Contributing Members possessing musical talent shall be encouraged to become Active Singers and must comply with regulations as stated in Article V. Sec. 2.

Sec. 7 A member may be elevated to Honorary status after having attained the merit of the Society by reason of his labors in the field of music, fostering art and science or by faithfully serving the Society. A candidate for Honorary Membership must be proposed in writing by any three members of the Society. This written proposal must be read at three regular meetings and it

shall be necessary for two-thirds of the members present to confirm an Honorary Member. Voting for Honorary Membership is to be accomplished by secret ballot. Honorary Members enjoy the same privileges as Contributing Members unless they have maintained their Active status.

Sec. 9 All new members elected into membership shall be known as Contributing Members. They shall have all the rights and privileges as this class allows with the exception that they may not hold elected office, vote or sponsor others for membership during their first year of membership.

#### ARTICLE IV Admission of Member

Sec. 1 Applicants for membership shall be required to accept Article I, Sec. 1, of this Constitution prior to being accepted by the Society.

Sec. 2 Applicants for Active Chorus Membership must be twenty-one years of age and shall be proposed by a member of the Society in good standing. Any person under twenty-one years of age may join as a Junior Member of the Chorus after Music Committee approval. Prior to the time of admittance, the applicant shall attend 6 out of 8 consecutive scheduled rehearsals, unless prevented by occupation, or sickness, or any other reason which the Society shall deem proper to warrant absence. The Music Committee shall decide the merit of the applicant for Active Chorus Membership and shall then recommend to the Executive Committee the applicant's acceptance or rejection as an Active Chorus Member. If the applicant is accepted as a Singing Member, the Financial Secretary shall be instructed to issue an Active Membership Card and also to place the individual's name on the official Active Chorus Membership List.

Sec. 3 Applicants for Membership in the Society must attain the age of twenty one years of age and shall be proposed by a member of the Society in good standing. The candidate's name must be submitted to the Membership Committee at least four weeks prior to the membership proposal at the regular monthly meeting.

Sec. 4 A Membership Committee Chairman shall be appointed by the President with approval of the Executive Committee. The Chairman shall then staff the committee with Active or Contributing Members. Their duties are to receive all applications and to insure that all necessary information is complete and accurate. They shall screen all applicants as to their merit and willingness to promote the general welfare of the Society. They then forward the original application, with fees, to the Financial Secretary and present a list of candidates to the Recording Secretary to be read at the next regular meeting. A copy of the list will be prominently posted. This Committee will conduct an orientation prior to balloting as to inform the candidates about the Society and all activities to which they can participate. The Committee will also devise and implement a method of recruitment and retention subject to approval of the Executive Committee.

Sec. 5 An unlimited number of proposed candidates may be voted upon at any regular meeting. Each proposed candidate must be voted on individually.

Sec. 6 Balloting for membership must be by secret ballot and shall take place at the next regularly scheduled monthly meeting following the meeting in which the applicant was proposed. A candidate shall not sit in the meeting during the balloting, but his sponsor should be present. White balls accept and black balls reject, and it shall be necessary for seven or more black balls to exclude a candidate from membership. In the event of rejection, the proposition fee shall be returned to the candidate. If elected, he shall be invited into the meeting and introduced to the membership by the President. If the sponsor is unable to be present but the candidate is present, then any member of the Membership Committee may vouch for the said candidate. If the candidate is unable to be present, then his admission to the Society shall be postponed until he is present, provided he does not absent himself from the Society for more than two following regular meetings, for any other reason than sickness or occupation.

#### ARTICLE V Expulsions and Suspensions

Sec.1 Expulsion. Members who knowingly and willfully violate this Constitution, By-Laws, or House Rules are subject to expulsion. In addition, a member is subject to expulsion for the following:

1. Embezzlement of Society funds or property.
2. Direct violation of State Liquor Control Board regulations.
3. Any other act or action of a serious nature that the Executive Committee would recommend expulsion.

Sec. 2 Any member subject to Expulsion Procedures shall be notified of the charges against him by registered mail from the Recording Secretary. Within 30 days from the date of notification, the accused will be given the opportunity to appear before the Executive Committee. At this meeting, the Executive Committee will render a decision regarding the matter. If a decision of expulsion or suspension is rendered, the accused may appeal the decision by appearing before the general membership at a regular monthly meeting within 60 days from the date of notification. A member who chooses to appeal will be given the opportunity to plead his case to the membership at this meeting. After hearing the appeal, the accused shall be dismissed from the meeting to allow for discussion by the membership. The membership may vote to uphold the decision of the Executive Committee by a majority vote of the members present. Anyone expelled from the Society shall not be considered again for membership, nor may he be admitted as a guest. If the accused does not appear before the membership within 60 days of notification date, the decision of the Executive Committee shall be deemed as final.

Sec. 3 Suspensions. In the event that an act or action against the Society does not merit expulsion, suspension will be taken under consideration. The maximum period for suspension shall not exceed 2 years. Suspension proceedings shall follow the procedures outlined under "Expulsion". A suspended member, upon expiration of his suspension period, may be reinstated by paying current membership dues.

#### ARTICLE VI Officers and Election

Sec. 1 The Officers of this Society shall consist of a President, Vice-President, Financial Secretary, Treasurer, Chorus President and Recording Secretary, all of whom shall be elected for a term of one year by a secret ballot. Nominations shall be held at the regular monthly meeting in

April, elections will be held at the regular monthly meeting in May, and installation in June. Officers and Trustees are elected by majority vote of members present.

Sec. 2 A slate of Officers shall be presented by a Nominating Committee at the April meeting. Only at this meeting may additional candidates be nominated from the floor. In the event that an office lacks candidates, only then can nominations be made from the floor at the election meeting to fill that specific office. A three member Nominating Committee shall be appointed by the President.

#### ARTICLE VII Duties of Officers

Sec. 1 The President should be able to speak German and must be an Active Member. He shall have served successfully in an elected office prior to being a candidate for President. He shall preside over all regular and special meetings and preserve order. He shall cast the deciding vote in case of a tie. He or the Financial Secretary must sign all vouchers for payment before the Treasurer may pay them. He may call a special meeting if the necessity arises or upon request and shall be Chairman of the Executive Committee hereinafter provided for. When new or additional music is necessary for the singers, the President shall recommend the purchase of the same to the Executive Committee who shall place the order for the same.

Sec. 2 The Vice-President shall be subordinate to the President but shall act and preside in his absence and, in case of death or expulsion of the President, the Vice-President shall automatically become President to fill the unexpired term. However, unless he is an Active Member, he may not be elected to the office of President.

Sec. 3 The Financial Secretary shall collect and receive all monies due the Society by any person(s) acting for or in the name of the Society or under its direction or authority. He shall be the accountant for the Society and must be able to show a complete and accurate financial standing of the Society to the membership at all times. He will keep accounts of indebtedness of each member and amounts received, giving credit for the whole amount paid and for what purpose. Upon receipt, keep proper record in the ledger. He shall pay over to the Treasurer all monies received for dues, fees, contributions, and any other source for which the Treasurer will give a written receipt. He shall specify the funds and where they are to be credited. He or the President shall sign all vouchers, record them, and then turn them over to the Treasurer for payment. He shall be the primary source of an accurate roll of all members and certify their standing, as well as issuing the proper membership card. He shall keep a record of the financial and business transactions of the Society upon books approved by the Executive Committee and Board of Trustees. He shall hold all money accompanying applications for membership until the applicant is either accepted or rejected. If accepted, the fee is to be accounted as part of that day's receipts; if rejected, the fee is to be returned to the applicant. He shall be custodian of the seal and affix the same to all proper papers. At the expiration of his term he shall deliver all records to the Auditing Committee hereinafter provided for.

Sec. 4 The Treasurer shall receive from the Financial Secretary all monies collected belonging to the Society, pay all orders drawn upon him by the Society after they have been signed by the President or the Financial Secretary. He shall keep a correct amount of all monies received and paid by him and have his accounts ready for audit and settlement annually. At the expiration of his term of office, or when so required by the Society, he shall deliver to the Auditing Committee all monies, books and papers, vouchers, etc., of the Society; and he shall take a receipt for the same which the Financial Secretary shall keep with other records of the Society.

Sec. 5 The Chorus President shall be an Active Singer. He should be knowledgeable of German music and keep a record of the music and musical instruments of the Society and maintain same.

He shall chair the Music Committee and prepare the schedule of music events for each concert season.

Sec. 6 The Recording Secretary should be able to read and write German correctly. He shall keep and record accurate minutes of all regular, executive, and special meetings. He shall report the same to the membership at the following regular meeting. He shall attend to all correspondence on behalf of the Society. He shall preserve all documents and papers of the Society, i.e., contracts, mortgages, insurance and employee records; especially those required by federal, state and local governments. No regular business may be transacted without his attendance or pro tern replacement, which can be assigned by the President. He shall, as circumstances arise, inform all Officers, Trustees and Committee Chairman as to time and date of Executive and Special meetings as instructed by the President. At the expiration of his term, he shall deliver all records to his successor. The Recording Secretary shall be the Secretary of the Society.

Sec. 7 The Executive Officers shall not be paid in performance of their duties.

#### ARTICLE VIII Director of the Chorus

Sec. 1 The Director of the Chorus shall be appointed by the President upon consent of the Music Committee. He must be a qualified musician, of both education and experience. He shall direct all rehearsals and shall direct the chorus at all concerts participated in by the Society. During his services to the Society, the Director shall be regarded as an Active Member.

#### ARTICLE IX Board of Trustees

Sec. 1 The Board of Trustees shall consist of a minimum of five to a maximum of seven members in good standing, who are not members of the Executive Committee. They shall be elected to serve a term of one year each, with the exception of one member of the Board who shall be elected to serve a term of two years to insure continuity of standard customs and policies. They shall be responsible for the care and upkeep of all Liederkrantz property, and shall operate the club's facilities. The two committees may draft a code of rules necessary for keeping order. The rules may be posted in the club, and any member of either committee shall have the power to enforce the same.

Sec. 2 The Board of Trustees shall not be paid in the performance of their duties.

#### ARTICLE X Committees

Sec. 1 The Executive Committee shall consist of the President, Vice-President, Financial Secretary, Treasurer, Chorus President, and Recording Secretary, whose duties shall be to promote the purpose of the club and supervise the general welfare of the Society. This committee shall take precedence over all other committees. The financial affairs of the club shall be the responsibility of the Executive Committee. The said committee shall have complete charge of tours, outings, or any other recreation and may make plans to accommodate visitors when the necessity arises, assisted by the Entertainment Committee. The President shall appoint all committees not otherwise provided for. In the absence of both the President and the Vice-President, the senior member of the said committee shall preside.

Sec. 2 The Music Committee shall consist of the following: The Chorus President who shall preside over the committee, and 2 representatives from each section of the singers--namely, Soprano, Alto, Tenor and Bass. Any additional singers shall be welcome to sit in the committee and engage in discussion, but shall not have a vote. This committee shall meet no later than two weeks before the first rehearsal and decide on the selection of songs to be rehearsed for the

ensuing season. These numbers shall be presented to the Director at the first rehearsal.

Sec. 3 The Program Committee shall be composed of the following members:

1. Vice President
2. Chorus President
3. Head Trustee
4. Publicity and Communication Committee member
5. Active Group Members (one per group)
6. Banquet Manager

The committee shall hold a meeting the first quarter of the calendar year and plan a program of entertainment and social activities for the ensuing season beginning sometime after Labor Day. The President, who is Chairman of all committees, must be in attendance at this meeting.

Sec. 4 The Entertainment Committee. A chairman of this committee shall be appointed by the President. The Chairman shall arrange for all details of entertainment. The Chairman shall appoint additional members to help in the decorations of the Upper Hall at Society functions (private parties not included). The Chairman may call upon the Program Committee as often as deemed necessary for advice in implementing this program.

Sec. 5 The Auditing Committee shall consist of three members appointed by the President in a timely manner who are neither members of the Executive Committee or Board of Trustees. They should have accounting and/or business experience (preferably Certified Public Accountants) or have an accounting or bookkeeping background. At the end of each term, in a timely manner the Treasurer shall surrender all his books, records, and accounts to the C.P.A. and/or the Auditing Committee for an annual audit. Upon completion their report must be made available to the membership in a timely manner. Should the incoming President desire an independent audit, he may engage a Certified Public Accountant, who is not a member of the Liederkrantz, at club expense to furnish a new audit, which shall be posted.

Sec. 6 A Publicity and Communications Committee shall be appointed by the President for a term of one year. They shall be responsible for the advertisement and promotion of club related activities as well as the general welfare as appropriate. They shall also be responsible for maintaining the Society's website, communications list and newsletter and shall sit ex-officio on the Executive and Trustees committees as required.

Sec. 7 A Historical and Cultural Enrichment Committee shall be appointed by the President. Said committee should consist of an historian and at least one representative from each Active Group. Its duties shall be but not limited to maintaining a historical record of the Society as well as educating the Society's members in regards to the history and traditions of the Society and that of German culture.

## ARTICLE XI Dissolution

Sec. I The Society shall remain intact as long as nine Active Singers remain. Should the Active

Singer Membership fall below nine, the remaining members shall take action concerning dissolution within one year, unless the Active Singer Membership increases within the said year. Upon the settlement of all debts, the remaining funds of the Society shall be distributed between the Lancaster County Historical Society and appropriate institutions of charity as designated by the remaining Active members.

#### ARTICLE XII Amendments

Sec. 1 To Amend this Constitution, the proposed amendment must be presented in writing and read at three regular meetings. A majority of two-thirds of the membership present at the third reading is necessary to adopt the proposed amendment.

## BY-LAWS

#### ARTICLE 1 Meetings

Sec. 1 Regular Meetings shall be held the first Thursday evening of each month at a specified time. The Trustees are responsible for the security of the meeting. Only individuals with current membership cards are allowed into the meeting. Prospective members must be accompanied by a member of the Membership Committee in order to gain access. The President may allow a non-member to attend the meeting for a good and proper purpose.

Sec. 2 Special Meetings called by the President shall be called for a stated purpose and no regular business may be transacted.

Sec. 3 A quorum for a regular membership meeting shall consist of not less than 21 members.

Sec. 4 The rules contained in "Robert's Rules of Order" shall govern the Society in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws of this Society.

#### ARTICLE II Proposition Fees and Dues

Sec. 1 Proposition Fees and Dues for Membership shall be determined and established by a majority vote of the Executive Committee and Trustees. Dues must be paid by check, money order, or cash. Honorary Members are exempt from dues.

Sec. 2 Members not having paid their dues by February 28 of the new year shall be considered not in good standing, having privileges suspended, and are subject to additional reactivation fees as determined by the Executive Committee. Delinquent members not paying dues and/or fees by the end of the calendar when due will be dropped from the membership roll. Readmission to membership will be in the manner and form as described in Article IV. New Members of the Constitution.

#### ARTICLE III Absentee Reinstatement

Sec. 1 Members who leave the Commonwealth of Pennsylvania in good standing in the Society



due to a change of occupation, an extended visit, or to serve in the Armed Services of the United States shall not be denied admittance upon their return and shall not be compelled to pay the proposition fee; but upon taking up permanent residence here again, shall pay the stated membership fee. Any member serving in the Armed Services of the United States shall receive a membership card from the Society free of charge.

#### ARTICLE IV Committee Procedure

Sec. 1 The Chairman of any committee shall call the committee meeting which shall be held at the Liederkranz, and notify the committee members of the time of the said committee meeting. The Chairman must report the progress of the committee at the next regular meeting.

#### ARTICLE V Operation and Conduct

Sec. 1 The fiscal year of the Society will commence June 1 and end May 31

Sec. 2 There shall be no political affiliation or endorsement.

#### ARTICLE VI Rental of Liederkranz Facilities

Sec. I The Society may rent and/or cater to members and non-members and provide access to the Society's facilities for special occasions. All renters, caterers and their guests shall be familiar with and bound by the House Rules of the Society and will be responsible for any infraction thereof.

#### ARTICLE VII Amendments

Sec. I To amend these By-Laws, the amendment must be presented at a regularly scheduled meeting. A majority vote of the members present at this meeting is necessary to adopt the proposed amendment.

#### ARTICLE VIII Indemnification

Sec. I The Society shall indemnify all directors, trustees or officers of the Society while serving in an official capacity, if threatened with or is made a party to any legal action for a club related act or omission. This shall include the hiring of legal counselor reimbursement of legal fees. In addition to standard liability insurance, special coverage shall be in effect for club volunteers performing a service at the club.