

## **Lancaster Liederkrantz Constitutional By-Laws Officers & Elections, Duties, and Board of Trustees:**

### **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. The President shall not be eligible to succeed himself after five (5) consecutive terms in office. 6

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 7 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 ensure 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.