

**CONSTITUTION
AND
BY-LAWS
of the
NORTH AMERICAN
SINGERS ASSOCIATION**



*** CONSTITUTION ***

SECTION 1 - NAME

The name of this Association is the North American Singers Association (Nord-Amerikanischer Saengerbund) (N.A.S.B.).

SECTION 2 - PURPOSE

The purpose of the Association shall be to promote the cultivation, furtherance and maintenance of German music and songs, German customs and the German language; to stimulate the fraternization of all singers, both here and abroad; and in furtherance of the above, to unite all Germanic singing societies on the North American Continent

SECTION 3 - BUSINESS LOCATION

The official business address of the Association shall be the address designated by the current Secretary. This address shall be specifically designated by him upon taking office.

SECTION 4 - RIGHTS AND PRIVILEGES

The North American Singers Association is authorized to publish, buy and sell musical materials, consistent with the pursuit of its purposes. Also, to make loans, not to exceed \$5,000.00, of its General Funds, to authorized Festival Committees, for the purpose of arranging National Song Festivals, and to underwrite all expenses, over income, incidental to a National Association Meeting.

SECTION 5 - NON-PROFIT STATUS

The Association is organized for the purposes heretofore stated and will operate and is chartered as a Non-Profit organization. All monies taken in by the Association shall be used for the furtherance of the goals and purposes of the Association.

SECTION 6 - GOVERNING AUTHORITY

This Association shall be governed by a Board of Directors, elected as hereinafter described, and Officers, elected out of the Board of Directors, whose powers are hereinafter described.

SECTION 7 - NON-DISCRIMINATION

The Association shall not discriminate against applicants for membership on the basis of race, creed, national origin or sex, as long as the applicant shall espouse and work to further the purpose of the Association.

SECTION 8 - FISCAL YEAR

The fiscal year of the Association shall begin on January 1, and close on December 31, of the same year.¹

1 Amended April 30, 1994

SECTION 9 - TERMINOLOGY

As used in this document and its accompanying By-Laws, and in any future amendments to this document or its accompanying By-Laws, the pronoun "he" will be used to designate a person, not necessarily of the male sex. It will be recognized to designate either he or she, and is used for the sake of brevity.

*** BY-LAWS ***

ARTICLE I

Membership

SECTION 1 - Classes of Membership

There shall be one class of membership, namely: - Active members, which shall be Germanic Singing Groups, and which shall have voting privileges.

SECTION 2 - Eligibility

- a) Independent Germanic Singing Societies, and Singing Sections of other Germanic Societies, located in North America, are eligible for voting membership, provided they consist of at least twelve (12) active singers, upon initial application.
- b) German and Germanic origin Singing Groups, if eligible according to Article I, Section 2(a), above, wishing to affiliate with the N.A.S.B. must apply, in writing, to the National Secretary of the Association. Such application must give the names of all active singers and must be accompanied by the first year's dues for each active singer. Such application will be immediately transmitted to the Board by the Secretary. The Board must vote upon such application within thirty (30) days from the date of notification of the Secretary - either in meeting or by mail. A majority of such votes shall be sufficient for acceptance. The result of said vote, and a note of welcome, will be conveyed to the petitioning group by the President.

The above procedure applies to the application of single groups or of relatively small, localized associations.

- c) Proposal for the amalgamation of the Association with other, larger national or regional associations, of similar character and purpose, must be submitted to the general membership, either in a National Association Meeting or by registered mail. The conditions of such a proposal are to be formulated and stated by the Board.

SECTION 3 - Dues and Fees

- a) The amount of the annual dues per person shall be determined by the Delegates at a National Association Meeting. The annual dues shall be this per capita rate times the number of active singers and Musical Director in the organization as determined by its membership list as of the first day of each year. Annual dues are payable on January 1 and delinquent if not

paid by March 31 of each year.^{2,3,4}

- b) Should any member group fail to submit its annual current list of active singers, as required by Article I. Section 4(d), by January 1, the National Financial Secretary shall charge such groups dues for the year, at the prescribed rate per active singer, according to the latest information available to him, as to such groups membership.
- c) Assessments of other compulsory fees, of any nature, are forbidden.

SECTION 4 - Rights and Duties of Member Group

- a) All member groups, in good standing, shall have the right to participate in National Song Festivals.
- b) All member groups shall have the right to be represented, by qualified delegates, at National Association Meetings.
- c) All member groups shall have the right to petition for changes in the Constitution and/or its By-Laws.
- d) All member groups must submit a list of the names of their active singers, as of January 1 of each year, to the National Secretary. *Delete in its entirety and renumber.*
- e) All member groups, through their responsible officers, shall submit official copies of the programs of all jubilee and special concerts and recognized group musical affairs, in which they participate, to the Keeper of the Archives.
- f) All member groups have the duty to strive for the continuation and propagation of the German Song and to support local, District and National Song Festivals and every movement, which may serve to advance and preserve German Choral Singing.

SECTION 5 - Delinquencies and Expulsion

- a) Any member groups whose dues are in arrears over two (2) years shall be reported to the Board by the National Financial Secretary and may be expelled from the Association upon proper Board resolution.
- b) No delinquent member group, or any of its individual active singers, may participate in a National Association Meeting or National Song Festival.

SECTION 6 - Resignation and Reinstatement

- a) A member group, in good standing, may resign from the Association by submitting notice to that effect, through its responsible officers, to the National Secretary, by registered mail.

2 Amended April 30, 1994
3 Further amended May 17, 1997
4 Further amended May 9, 2009

- b) A former member group, which has resigned or which has been expelled, may be reinstated to full membership in the Association, upon application by its responsible officers, by the Board. In such cases, the Board shall have the power to request or waive delinquent dues.

ARTICLE II
Board of Directors

SECTION 1 - Organization

a) The affairs of this Association shall be conducted, in accordance with these By-Laws, by a Board of Directors, which shall consist of nine (9) hereinafter named officers, three (3) Directors-At-Large and the immediate Past President. All members of the Board of Directors, with the exception of the immediate Past President shall be active singers in an Association Member Group.^{4,5}

b) The Districts shall have representation on the Board of Directors based on the number of active singers in each District. Unless changed in accordance with these By-Laws, the representation shall be one (1) Director for the first hundred (400) active singers and one additional Director for Districts having over four hundred active singers. Based on this, the present representation shall be:

Central Ohio Saengerbezirk.....	2 Directors
Deutsch Amerikanische Choere von Chicago und Umgebung.....	2 1 Directors
Michigan Saengerbezirk.....	1 Director
Pittsburgh Saengerbezirk	1 Director
Southern District.....	2 Directors
Southern Ohio, Indiana & Kentucky Sangerbezirk.....	2 Directors
St. Louis Saengerbezirk.....	1 Director
Wisconsin Saengerbezirk.....	1 Director ⁶
Musical Directors, irregardless of geography.....	1 Director⁷

c) For the purpose of brevity, the Board of Directors is herein referred to as the Board.

SECTION 2 - Powers

In addition to any and all powers conferred upon the Board of Directors by law, this Constitution and By-Laws grants to the Board the following rights:

- a) To vote on the admission of new member groups. The Board shall vote on all properly qualified applications within thirty (30) days of receipt thereof by the Association Secretary.
- b) To hear and determine charges made against any member group. The expulsion of any member group can be accomplished by a two-thirds vote of the Board.

4 Amended May 4, 1991
5 Amended May, 20, 2006
6 Amended May 4, 1991
7 Amended May 9, 2009

- c) To remove a Director from the Board, for cause. Such removal shall require a two-thirds vote of the Board.
- d) To appoint a successor, who shall hold office for the unexpired term resulting from a vacancy in the office of any Director. The appointee shall be from the District in which the vacancy occurs.
- e) To elect the officers of the Association from its own members. The officers shall be elected immediately following the assembly of the new Board, as elected at a National Association Meeting, in accordance with these By-Laws.
- f) To approve or disapprove the President's appointments.
- g) To authorize and empower the President, First Vice President, Secretary and Treasurer to constitute an Executive Committee, to handle situations for which it would be either impossible or impractical to convene the entire Board. The Executive Committee shall notify the Board, within thirty (30) days, of any actions it has taken.
- h) To authorize the loan of a sum not to exceed \$5,000.00 from the Association Treasury to the properly constituted Festival Committee, of a designated Festival City, for the sole purpose of providing initial financial support for a National Song Festival. Any such loaned funds must be repaid to the Treasury, by the Festival Committee, within a six (6) month period following the National Song Festival.
- i) To authorize the advance of a sum not to exceed \$1,000.00 from the Association Treasury to the properly constituted Arrangements Committee, of a designated National Association Meeting City. These funds are to be used by the Arrangements Committee to cover organizing expenses. After an audit of the expenses of the National Association Meeting, the Board will require repayment of the unexpended portion of the advance, or will pay the difference between the advance and actual expenditures. The audit and final settlement must be completed within a three (3) month period after the National Association Meeting.
- j) To take immediate action to transfer a projected National Association Meeting or National Song Festival to another appropriate city, in the event a designated Meeting or Festival city finds itself unable to carry out its project properly.
- k) In the interval between National Association Meetings, to submit to Member Groups, for decisive vote by mail, such questions as it feels cannot, in the best interests of the Association, be delayed until the next National Association Meeting.
- l) To help and aid, in any appropriate manner and always in conformity with these By-Laws, to insure the greatest success of a National Association Meeting and a National Song Festival.
- m) To promote the growth and strength of the Association, by actively seeking and approaching

potential new Member Groups.

SECTION 3 - Term of Office

Directors will be elected as provided in Article V, Section 1. They will be sworn in and assume their positions at the immediately following National Song Festival. Their term of office will extend to the next National Song Festival, or for a period of three (3) years, whichever is the greater.

ARTICLE III Officers

SECTION 1 - Titles

The officers of the Association shall be:

- A President
- A First Vice President
- A Second Vice President
- A Third Vice President
- A Fourth Vice President
- A Fifth Vice President
- A Secretary (Recording and Corresponding)
- A Treasurer
- A Keeper of the Archives⁸

SECTION 2 - Term of Office

Officers will be elected as provided in Article V, Section 2. The time of their swearing in and assumption of office, as well as their terms of office, shall be the same as stipulated for Directors, in Article II, Section 3.

SECTION 3 - Duties of the President

- a) The President shall preside at all meetings. He shall be responsible for the execution of all decisions of the Board and of the National Association Meetings. He shall be responsible for the enforcement of the By-Laws. As responsible executive, he shall exercise supervision over the functions of the Association, and shall represent the Association at all functions to which he may be invited.
- b) He shall take the initiative in referring appropriate matters to the Board, either at a meeting or by mail.
- c) He shall counsel and guide the Arrangements Committee of any National Association Meeting and the Festival Committee of the National Song Festival, and shall continually be informed of their progress.
- d) With the assistance of the other officers, concerning their particular functions, he shall cause

8 Amended May 22, 2006

a report of the state of the Association to be sent to each member group, not less frequently than once a year, between National Meetings.

- e) His is the deciding vote, in case of a tie.
- f) He shall appoint the various standing committees, and other committees as needed, with the approval of the Board.
- g) He shall recommend a successor to fill any vacancy in any office of the Association. This appointee shall fill the office and Directorship for the unexpired term, upon approval of the Board.
- h) A President may not hold this office for more than two (2) successive terms.
- i) He shall perform all such other duties as may be required of him by the Board.

SECTION 4 - Duties of the First Vice President

- a) The First Vice President shall take over the duties and rights of the President in his absence or incapacity.
- b) If the office of President should become vacant, the First Vice President shall hold the office of President for the remainder of the term.
- c) The First Vice President will chair the Membership Committee. He will maintain contacts with all member groups and will coordinate the activities of the Committee with the activities of the Third Vice President in regards to seeking contact with other properly qualified singing groups, for the purpose of membership in, or affiliation with our Association.

SECTION 5 - Duties of the Second Vice President, the Third Vice President, the Fourth Vice President, the Fifth Vice President

- a) The remaining Vice Presidents will assume, by agreement, the duties and responsibilities of any office, in the absence or incapacity of that officer.
- b) The Second Vice President shall have the responsibility of promoting the formation and coordinating the proper functions of the Districts within the Association.
- c) The Third Vice President shall have the responsibility of establishing and maintaining contacts with other Germanic Singing Associations, in North America, and be the Board's representative on any committee formed for the purpose of uniting these groups. He shall act within the constraints of Article I, Section 2(2), of these By-Laws. He shall keep the Board apprised of his activities. In addition, he will have the special responsibility of coordinating his efforts with the First Vice President and the Membership Committee.
- d) The Fourth Vice President shall be responsible for Men's Affairs. He will deal with, and

report to the Board on, all problems relating to male singers. He will be responsible for verifying male singers' years of service and notifying the President as to which male singers are eligible for their fifty (50) and sixty (60) year awards.

- e) The Fifth Vice President shall be responsible for Women's Affairs. He will deal with, and report to the Board on, all problems relating to female singers. He will be responsible for verifying female singer's years of service and notifying the President as to which female singers are eligible for their forty (40) and fifty (50) year awards.
- f) In addition, the Fourth and Fifth Vice Presidents shall have the special responsibility of assisting the Second Vice President on the Districts Committee and coordinating their specific duties with their counterparts in the Districts.

SECTION 6 - Duties of the Secretary (Corresponding and Recording)

- a) The Secretary shall issue all notices of National Association and Board Meetings and shall keep careful records and minutes thereof.
- b) He shall conduct all necessary correspondence.
- c) He shall keep a current, correct membership list of all member groups, and their Presidents, as well as National and District Officers.
- d) He shall require and compile a list of qualified delegates, to a National Association Meeting, as required by Article VII, Section 4(a)1 and 4(b)2, of these By-Laws.

SECTION 7 - Duties of the Treasurer

- a) The Treasurer shall deposit all monies belonging to the Association, with any Federal or State chartered banking institution, federal credit union, government or agency obligation, money market mutual fund, mutual fund, commercial paper or bond and fraternal benefit society that is approved by the Board. All account signature cards will bear the signature of the President, First Vice President, Secretary and the Treasurer. In the event of the incapacitation of the Treasurer, two (2) Signatures will be required for transfer or withdrawal of funds from any accounts of the Association.^{9,10}
- b) He shall make disbursements for all items for which he receives a receipt or voucher. In the case of requests for reimbursement, he will honor only those that conform to Article XI. Any questionable requests for disbursement will be referred to the Executive Committee, for approval.
- c) He shall receive all dues, etc., from the member groups.¹¹
- d) He shall be required to furnish bond with a bonding company in an amount specified by the

9 Amended May 17, 1997

10 Amended May 22, 2006

11 Amended May 22, 2006

Board, the premium of which is to be borne by the Association.¹²

- e) He shall keep accurate records of his receipts and disbursements and shall present a written financial statement at every Board Meeting. Prior to the expiration of his term of office or prior to a National Association Meeting, whichever should come first, he will submit a financial statement and all his records to an Auditing Committee, appointed by the President, pursuant to Article VI, Section 5(d).¹³

SECTION 9 - Duties of the Keeper of the Archives¹⁴

- a) The Keeper of the Archives shall have custody of all physical properties of the Association, and shall keep a careful record of them. He may not give out or lend such properties without proper instruction from the President. He shall furthermore, take all necessary steps to effect the return of such loaned Association properties.
- c) He shall retain, as part of his records, copies of programs and musical performances received by him from Member Groups and Districts.
- c) At the expiration of his term of office, or at a National Association Meeting, whichever comes first, he will give an oral report to the Delegates, summarizing the major events that have occurred, within the Association, and based upon material he has received, since the time of the last National Association Meeting.

ARTICLE IV Committees

SECTION 1 - Formation and General Rules

- a) Standing committees, and any other committee, shall be appointed by the President, with the approval of the Board, except as otherwise herein provided.
- b) Vacancies on all such committees shall be filled by appointment of the President, with the approval of the Board.
- c) Major or standing committees shall each include, either as chairman or committee member, one or more Directors. Each such committee shall consist of as many members as the President may designate. Such appointments may be for the term, until the next National Association Meeting, or less, at the President's discretion.
- d) The President, with the approval of the Board, shall provide each committee with a set of rules for its members, with respect to the specific activity for which each such committee may have responsibility, and with respect to the committee's own functions.

12 Amended May 22, 2006

13 Amended May 22, 2006

14 Amended May 22, 2006

- e) No committee shall have the right to obligate the Association in any way, or in any sum in excess of any specific amount established for its use by the Board.
- f) All committees shall report on their activities to the President, whenever requested.
- g) All standing committees must be appointed following the election of a Board of Directors and its officers. The President will have ninety (90) days to make these appointments and submit them to the Board for approval, if for some reason they cannot be made at the Board Meeting following the National Association Meeting.

SECTION 2 - Standing Committees

- a) The Standing Committees shall be as follows:
 - 1. Music Committee
 - 2. Districts Committee
 - 3. Membership Committee
 - 4. Kinder-Jugendchor Committee¹⁵
 - 5. **Musical Directors' Committee**
- b) The Music Committee shall consist of one (1) Musical Director from each District, the selection of which will be left up to the District. The purpose of this committee shall be to have advisory oversight of the musical selections to be performed at our National Song Festivals. The complete scores for all proposed musical selections must be submitted to the members of this committee at least eighteen (18) months prior to any National Song Festival by the Festival Committee or Director of the upcoming Festival City. Even though this Committee acts in an advisory capacity, it is hoped that the contribution of its members will influence the music selection for the Festival.¹⁶
- c) The Membership Committee shall consist of the First Vice President, as chairman, the third Vice President and three (3) members, chosen as far as possible, to provide wide geographical representation for the Association. It has the purpose of locating and developing contact with acceptable Germanic singing groups or associations, not yet members of the Association, for the purpose of becoming Association members. This committee has the responsibility of providing membership growth for the Association.
- d) The Districts Committee shall consist of the Second Vice President, as chairman, the Fourth Vice President, the Fifth Vice President and the official District Representatives. This committee has the purpose of aiding established Districts in their activities, and in assisting in the creation of responsible new Districts within the Association. It must remain in close touch with the responsible officers of all Districts, and must be prepared to act, in an advisory capacity, in District business matters, musical activities, etc.

15 Added May 17, 1997

16 Amended May 4, 1991

- e) The Kinder-Jugendchor Committee shall consist of one Board Member appointed by the President from the Directors-at-Large, the chairman of the Music Committee and an adult representative of each District or individual Kinder-Jugendchor.¹⁷
- f) **The Musical Directors' Committee shall consist of one Board Member appointed by the President from the Directors-at-Large, the Chairman of the Music Committee and three representatives of the Musical Directors.**

ARTICLE V

Elections

SECTION 1 - Directors

The twelve (12) Directors, whose election is required at each National Association Meeting, shall be elected as follows:¹⁸

- a)
 1. They shall be elected from the Delegates present at such meeting, unless the nominee cannot attend the National Association Meeting due to personal illness, family emergency or unseen circumstances but not including vacation or because of schedule conflicts with other activities.¹⁹
 2. The nominee must secure verbal approval of the District President and the District President must notify the National Secretary prior to the National Association Meeting. The nominee must follow-up with the District President in writing stating the reason for the inability to attend and confirming that the nominee will accept any position on the Board to which he is nominated and elected. The District President shall forward this correspondence to the National Secretary for inclusion in the files of the Board of Directors.²⁰
- b) Nominees must be nominated from the floor, and seconded by a delegate of a member group in the District from which they come, and will serve.
- c) No single member group may have more than one of its Delegates in nomination, **with the exception of a nominee for the representative from the Musical Directors. .**
- d) When no more names are placed in nomination, and providing that there are at least the minimum number of nominees placed in nomination from each District to fill its seat or seats on the Board, the President shall entertain a motion to close nominations.
- e) Thereupon, the Delegates shall vote on these names. In the event that there is no contest, in a District, and there are just sufficient nominees to fill the District's seat or seats on the

17 Added May 17, 1997
 18 Amended May 4, 1991
 19 Amended May 6, 2000
 20 Amended May 6, 2000

Board, the nominees may be elected by acclamation. In the event that a nominee is rejected, in a voice vote, nominations for Director(s) from that District, will be reopened. The new nominee or nominees will then be elected in accordance with this subsection. In the event that any District's seat or seats on, the Board are contested, a secret ballot vote shall be taken.

SECTION 2 - Officers

The nine (9) National Officers shall be elected from the group of twelve (12) newly elected Directors, at the Regular Board Meeting following the adjournment of the National Association Meeting.^{21,22}

a) The outgoing President shall appoint a temporary chairman, who shall call for nomination--for each office, successively. Each name must have one second. Each office must be voted upon, before the next is opened for nomination, in the following manner:

- | | |
|--------------------------|---|
| 1. President | 6. Fifth Vice President |
| 2. First Vice President | 7. Secretary |
| 3. Second Vice President | 8. Treasurer |
| 4. Third Vice President | 9. Keeper of the Archives ²³ |
| 5. Fourth Vice President | |

b) Ex-Presidents are not eligible for nomination as a National Officer.

c) In order that the National Officers represent a cross section of all the Districts in the Association, the Board must elect at least one (1) Director from each District as an officer.²⁴

SECTION 3 - Delegates to National Association Meetings

Delegates from individual Member Groups or recognized Districts, to National Association Meetings, are to be elected or appointed, by their own groups, according to their own By-Laws. The number so elected or appointed must conform to Article VI, sections 4(a)1 and 4(b)1.

ARTICLE VI

National Association Meeting

SECTION 1 - Purpose and Frequency

a) The purpose of the National Association Meeting is to conduct the business and elections of the Association.

21 Amended May 4, 1991

22 Amended May 22, 2006

23 Amended May 22, 2006

24 Amended May 4, 1991

- b) In order to not interfere with the activities of the National Song Festival, the National Association Meeting will be held one (1) year prior to the Song Festival. Notice of the time and place of the Meeting, together with an outline of the order of business and agenda, shall be furnished to all member groups, by the National Secretary, not later than two (2) weeks prior to the Meeting.

SECTION 2 - Manner of Organizing

- a) At each National Association Meeting, the approximate date of the next succeeding National Meeting and the next such Meeting City shall be determined by vote of the Delegates present. If two or more cities contend for the Meeting, all such contending cities shall be voted upon, with the city receiving the greatest number of votes being designated as the next National Association Meeting City.
- b) Not less than eight (8) months prior to the next National Association Meeting, the president shall call a meeting of the Board and members of the host city's Arrangements Committee, for the purpose of reviewing and approving the Arrangements and facilities for the Meeting.
- c) With the National President as temporary chairman, the meeting shall then proceed with the task of confirming the Arrangements Committee, and electing all necessary officers thereof. Complete minutes are to be kept of these proceedings, by the Secretary of the Arrangements Committee.
- d) The Arrangements committee will set registration fees, subject to the approval of the Board, to cover some of the expenses incurred in the organizing the Meeting. Since there are no functions for which admission is charged, to offset the cost of the meeting, the National Treasury shall be responsible for all expenses of the meeting, over and above those covered by registration fees. The Arrangements Committee may apply for an advance of up to \$1,000.00, from the National Treasurer, for working capital. The reimbursement for expenses above and beyond the advance will be accomplished pursuant to the provisions of Article VI, section 3(h).
- e) In the event a designated Meeting City encounters insurmountable difficulties in the preparation for a National Association Meeting, the National President must take immediate steps leading to the transfer of the Meeting to another city by:
 - 1. Calling a Special Board Meeting, for that purpose.
 - 2. Presenting the problem, and an alternative solution, to the Board Members, by mail, for their vote.

SECTION 3 - Functions of the Arrangements Committee

- a) The duly elected officers of the Arrangements Committee shall enlarge the membership of the Committee by the addition of local singers and non-singers, as necessary, for the proper accomplishment of all factors essential to a successful National Association Meeting.
- b) The Committee will arrange for a meeting hall, of adequate size and suitable for the

Delegates to conduct the business and elections of the Association. Further, the Committee will arrange for a Kommerz or Ball, for the delegates, their spouses or companions and any local dignitaries or personages, that the Committee may deem appropriate. The Committee may also be asked to arrange meals or banquets, as directed by the Board.

- c) The Committee is empowered to set a registration fee, for Delegates, subject to the approval of the Board.
- d) The Committee is empowered to request an advance, not to exceed \$1,000.00, from the National Treasury, to financially assist in making all arrangements.
- e) The Committee shall endeavor to make suitable, and as reasonably priced as possible, hotel arrangements for the Delegates, and shall so advise all Member Groups.
- f) The Committee shall keep all Member Groups advised of its general progress, by mailing suitable bulletins, at frequent intervals, so as to stimulate maximum interest.
- g) The Committee shall cooperate with the National President, and keep him advised at least once each month.
- h) The Committee is obligated to provide a financial statement, of expenses and income of the Meeting, prepared; audited; and submitted to the National Treasurer, no later than three (3) months following adjournment of the Meeting. At the same time, the Committee shall return, to the National Treasurer, any unexpended funds that were advanced from the National Treasury; or request reimbursement for expenses, over and above income and advances.

SECTION 4 - Representation

- a) Districts
 - 1. Each Association District, holding at least one District Song Festival between National Song Festivals, is entitled to one (1) District Delegate to the National Association Meeting.
 - 2. Such representative qualifies by presenting his credentials, in writing, signed by the responsible District Officer, to The National Secretary, at least two (2) weeks prior to the National Association Meeting.
- b) Member Groups
 - 1. A Member Group is entitled to one (1) Delegate for each ten (10) active singers, or portion thereof, for whom annual dues have been paid to date.
 - 2. The only qualifications for such Delegates are:
 - a. They must be active singers of the Group they represent.
 - b. They must present their credentials, in writing, signed by a responsible officer of the Group, to the National Secretary, no later than two (2) weeks

prior to the National Association Meeting.

3. Groups, entitled to more than one (1) Delegate, may be represented by one (1) Delegate, and all votes, to which the Group is entitled, may be cast by such single Delegate, providing such authority has been given in writing, signed by a responsible officer of the Group, and has been registered with the National Secretary at least two (2) weeks prior to the National Association Meeting.
4. Delegates, from Member Groups whose dues payments are in arrears, shall not be recognized or allowed to participate in a National Association Meeting.

c) **Musical Directors**

1. Musical Directors are entitled to one (1) Delegate.

2. The only qualifications for said Delegate is:

a. They must be an active Musical Director of a member Group and be elected through a vote of the Musical Directors of the Bund, solicited by the Secretary of the National Association.

b. They must present their credentials, in writing, signed by a responsible officer of the National Association, to the National Secretary, no later than two (2) weeks prior to the National Association Meeting.

3. The Musical Director's Delegate, from Member Groups whose dues payments are in arrears, shall not be recognized or allowed to participate in a National Association Meeting.

- c) Only qualified Delegates and National Board Members are entitled to be present at a National Association Meeting. The Board may, however, invite dignitaries and local political officials, as long as it recognizes that this Meeting cannot be used as a forum for political, ethnic or religious causes.
- d) Only qualified Delegates and Directors of the Association shall be entitled to a vote. Per Article III, Section 2(e), in the event of a tie, the President's vote shall be the deciding vote.

SECTION 5 - Format of the Meeting

- a) Quorum - A quorum, for the purpose of conducting business, is established if properly qualified delegates from not less than twenty (20) Members Groups are present at the National Association Meeting.
- b) The Order of Business of the National Association Meeting shall be:
 1. Roll Call of the Delegates.
 2. Determination of a Quorum.

3. Reading of the Minutes of the last National Association Meeting.
 4. Reading of the Financial Report and confirmation of the financial records by the Auditing Committee.
 5. Reports of the Officers.
 6. Reports of Committees.
 7. Report of the previous Festival President.
 8. Proposals for changes in the Constitution
 - a. Reading of the proposed changes.
 - b. Discussion on the proposed changes.
 - c. Vote on the proposed changes.
 9. Unfinished Business.
 10. New Business.
 11. Selection of the next National Association Meeting City.
 12. Selection of the next National Festival City.
 13. Election of the new Board of Directors.
 14. Adjournment of the National Association Meeting.
- c) Procedures - Parliamentary procedure, as given in Robert's Rules of Order, shall prevail at all Meetings, unless otherwise specified in these By-Laws. Following are the general rules established by these By-Laws:
1. No Delegate is permitted to speak more than two (2) times on the same subject. Remarks are to be kept short and to the point.
 2. Motions are to be acted upon in the order in which they are recognized by the Chair.
 3. A simple majority is sufficient for the adoption of motions, unless otherwise specified.
 4. A motion may be recalled, if upon a recall vote, two-thirds of the Delegates present do so vote.
 5. If a Delegate disturbs the orderliness of the Meeting, he shall be expelled by the Chair, after three (3) separate calls for order.

6. Speakers, properly recognized by the Chair, may not be interrupted, unless a point of order is proposed by one of the Delegates. In such case, the Chair must decide the point of order before the speaker may continue.
- d) Examination of Financial Records - An Auditing Committee, consisting of three (3) known Singers in good standing in an active Member Group, or Delegates, District Officers and/or Past Presidents; shall be appointed by the President each year, in anticipation of a forthcoming National Association Meeting. The records of the Treasurer shall be made available to this Committee, at a convenient time immediately prior to the National Association Meeting, for the purpose of verifying their correctness. Following the presentation of the Financial Report, at the National Association Meeting, this Committee shall report its findings and submit a written report to the National Secretary at the conclusion of their examination.^{25,26}

ARTICLE VII

National Song Festivals

SECTION 1 - Purpose and Frequency

In order to carry out the stated purposes of the Association, National Song Festivals are to be held at appropriate time intervals of three (3) to five (5) years.

SECTION 2 - Manner of Organizing

- a) At each National Association Meeting, the approximate date of the next succeeding National Song Festival and the next such Festival City shall be determined by vote of the Delegates present. If two or more cities contend for the Festival, all such contending cities shall be voted upon, with the city receiving the greatest number of votes being designated as the next Festival City.
- b) Not less than eighteen (18) months prior to the date of the next Song Festival, the President shall arrange to call a meeting, in the selected Festival City, of the Board, the members of the host city's Festival Committee, the designated Festival Director, as well as any prominent and willing individuals and officers of local Member Groups thought appropriate by the Festival Committee, for the purpose of reviewing and approving the arrangements and facilities for the Song Festival.
- c) With the National President as temporary chairman, the meeting shall proceed with the task of confirming the Festival Committee, and electing all necessary officers thereof. Complete Minutes are to be kept of these proceedings, by the Secretary of the Festival Committee, and a copy thereof must be submitted to the National Secretary.
- d) Immediately upon becoming incorporated, for the purpose of producing a National Song Festival, such local Festival Committee is then authorized to apply to the National Treasury for a loan, not to exceed \$5,000.00, to be used as working capital. Any such amount,

25 Amended May 17, 1997

26 Amended May 22, 2006

borrowed by the local Festival Committee, must be repaid to the National Treasury within six (6) months following the Song Festival.

- e) In the event a designated Festival City encounters insurmountable difficulties in the preparation of a National Song Festival, the National President must take immediate steps leading to the transfer of the Festival to another city by:
 - 1. Calling a Special Board Meeting for that purpose, or
 - 2. Presenting the problem and an alternative solution to the Board Members, by mail, for their decisive vote.

SECTION 3 - Functions of the Festival Committee ²⁷

- a) The duly elected officers of the Festival Committee shall enlarge the membership of the Committee by the addition of as many local singers and non-singers, as necessary, for the proper accomplishment of all factors essential to a successful Song Festival.
- b) The Committee is responsible for all expenses incurred in the normal preparation for the Festival; including the Festival Hall or Halls, for the concerts and the Kommers or Ball; a suitable Festival Orchestra; Concert Directors; Concert Soloists; and such other details as it deems necessary.
- c) The Committee shall, at once after its formation, in cooperation with and approval of the National Music Committee, determine the songs that will be sung by the Mass Choruses (Female, Male and Mixed). The selected songs are then to be published, in suitable booklet form, and must be made available to all Member Groups, one full year before the date of the Festival.
- d) The Committee shall cause to be published a Song Festival Souvenir Book, with programs of the Concerts, and containing the history of the Association.
- e) The Committee shall have the right to invite Member Groups, Germanic Singing Societies affiliated with other associations or visiting foreign Germanic Singing Groups, of proper caliber, to perform as a guest chorus, at one or both of the Concerts associated with the Song Festival.
- f) The Committee shall arrange for free admission to the Concerts for the Musical Directors of all Member Groups.
- g) The Committee shall arrange for free admission to all activities and concerts for all Members of the Board.
- h) The Committee shall endeavor to make suitable, and as reasonably priced as possible, hotel arrangements for visiting singers, and shall so advise all Member Groups.

27 Amended May 17, 1997

- i) The Committee shall keep all Member Groups advised of its progress, by mailing bulletins at frequent intervals, so as to stimulate maximum interest.
- j) The Committee shall closely cooperate with the National President, and must keep him advised not less than once each month.
- k) The Committee is obligated to have the Financial Statement, of the Festival, audited, with a copy of such report to be sent to the National Secretary and the National Treasurer. The Festival President shall be required to give an oral report at the next National Association Meeting, per Article VI, Section 5(b)7, of these By-Laws.
- l) The Committee is obligated to return to the National Treasurer, any funds that were advanced to it from the National Treasury, within six (6) months following the end of the Festival.
- m) The Committee is obligated to send to the National Treasurer not less than twenty-five percent (25%) of the net profit, resulting from all Song Festival income it receives. The balance of any such profit must be devoted to worthy civic, cultural or charitable causes.

SECTION 4 - Order of Events

- a) The National Song Festival shall follow this order of events:
 - 1. First Day
 - a. Arrival of Singers
 - b. Welcoming Concert
 - 2. Second Day
 - a. Morning free for fraternization
 - b. General Rehearsal in the afternoon
 - c. Mass concert
 - d. Ball or Kommers.

SECTION 5 - Participants

- a) Only singers of Member Groups, invited guest choruses and visiting members of groups affiliated with the Deutscher Chorverband upon payment of the proper registration fees or admissions, are allowed to participate in the National Song Festival.²⁸
- b) Singers from Member Groups whose dues payment are in arrears, shall not be allowed to participate in the National Song Festival.
- c) Only Members of the Board of Directors, District Presidents, Presidents of all Member Groups, officers and Members of the Festival Committee, The Festival Director, such dignitaries as selected by the Festival Committee (with approval of the Board).²⁹

28 Amended May 22, 2006

29 Amended April 30, 1994

ARTICLE VIII
Board Meetings

SECTION 1 - Regular Board Meetings

A Regular Board Meeting shall take place immediately following the adjournment of each National Association Meeting and in the morning of the second day of each National Song Festival.

SECTION 2 - Special Board Meetings

- a) Special Board Meetings may be called by the President, on thirty (30) days notice, whenever, in his opinion, events of sufficient importance require it.
- b) A Special Board Meeting must be called by the President, if requested in writing by not less than five (5) Board Members.
- c) In place of Special Board Meetings, the Board may agree to consider and vote upon important matters by mail, electronic mail or telephone conference call. Actions adopted by this procedure shall have the full effect of a Board decision, provided the results are certified by the Secretary.³⁰
- d) When it is either impossible or impractical to convene a Special Board Meeting, urgent and necessary business matters pertaining to the Association can be handled by the Executive Committee, appointed pursuant to Article II, Section 2(g), of these By-Laws.
- e) All actions of the Special Board meetings, Board action by mail, or Executive Committee action shall be reported to the Member Groups, in writing, not less than once each year, by, the Secretary.

SECTION 3 - Quorum of Board Meetings

Five (5) Board Members shall constitute a Quorum for all Board Meetings.

SECTION 4 - Order of Business

The Order of Business for all Board Meetings shall be:

1. Roll Call
2. Reading of the Minutes of the last Board Meeting
3. Reading and distribution of the Treasurer's Report
4. Unfinished Business
5. New Business
6. Adjournment

SECTION 5 - Rules of Order

- a) Unless otherwise specified herein, motions at Board Meetings shall be adopted by a majority.

30 Amended May 22, 2006

- b) Unless otherwise specified herein, parliamentary procedure at Board Meetings shall follow Robert's Rules of Order.

ARTICLE IX

District Organizations

SECTION 1 - Purpose

- a) In order to bring about more frequent social contacts between Member Groups and to serve the general purposes of the Association, Association Member Groups are encouraged to band together in local Districts, where this is geographically logical.
- b) All Association Member Groups, within a given District Area, should logically belong to the same District Organization. No Member Group may be compelled to join or refused admission to any District Organization.

SECTION 2 - Qualifications

- a) Membership in a given District Organization is open to all regularly qualified Member Groups.
- b) Membership is also open to such local singing groups having similar aims and purposes as the Association, but only if such groups qualify for Association membership, and signify their intention to become Association Members within one (1) year of the date of admission. Failure to comply with the requirement of Association membership, within the given period, shall result in expulsion from membership in the District Organization.

SECTION 3 - Functions

- a) To fulfill their purpose, Districts shall endeavor to hold District Song Festivals at frequent intervals, but not less than one (1) between National Song Festivals.
- b) District Song Festivals shall not be held in the same year as a National Song Festival.

SECTION 4 - Governing Body

- a) A recognized District must have a Constitution and By-Laws consistent with the Constitution and By-Laws of the Association.
 - 1. The District will be chartered and operated as a Non-Profit Organization.
 - 2. The District will not discriminate on the basis of race, creed, national origin or sex, as long as the purpose of the Organization is upheld and furthered.
- b) The Constitution must provide for responsible officers and representation of Member Groups through authorized delegates.
- c) It must provide for a meeting of those delegates at least once each year.

SECTION 5 - District Representation

- a) Each Association District complying with the provisions of Article VI, Section 4a1, is

entitled to one (1) District Delegate to the National Association Meeting.

- b) Such District Representative has the special responsibility of promoting harmonious cooperation between his District and the National Districts Committee. It is his responsibility to see that the Districts Committee receives a report, at the end of each fiscal year, of the activities of the District, and that the Keeper of the Archives receives copies of programs of all District concerts and jubilee concerts of Member Groups.

ARTICLE X

The Association Flags

SECTION 1 - Custody

The Association Flags are presented to the Festival Committee at the Welcoming Concert of the National Song Festival, by representatives of the Festival Committee of the previous National Song Festival. They remain in the custody of the current Committee until similarly passed on at the next National Song Festival.

SECTION 2 - Safekeeping

The flags must be safely kept at all times, and the National Keeper of the Archives must be kept advised of their location.

SECTION 3 - Insurance

The Board of Directors must arrange and pay for suitable insurance against loss by fire or theft, etc.

SECTION 4 - Special Uses

The Board may direct that the Association Flags be temporarily sent to other locations, for important occasions.

ARTICLE XI

Reimbursement

SECTION 1 - Stipendiums

Only the Secretary and Treasurer may receive Stipendiums for their services in behalf of the Association. The amount of such Stipendiums shall be determined by the Board. Unless changed in accordance with these By-Laws, the amounts of the Stipendiums shall be:

1. Secretary - \$30.00 per month, payable quarterly.
2. Treasurer - \$10.00 per month, payable quarterly.³¹

SECTION 2 - Expenses

- a) Board Members, when representing the Association on official business, shall be reimbursed for their normal expenses (i.e. fares, lodging, etc.). Unless changed in accordance with these By-Laws, reimbursement for expenses shall be for the amount shown on receipts, and in the

31 Amended May 22, 2006

case of travel by private automobile, based on actual distance traveled at a rate currently allowable by the IRS. The President will make the determination as to which Board Members will represent the Association. Attendance at National Song Festivals, National Association Meetings and Regular and Special Board Meetings shall be construed as official business.³²

- b) The cost of all equipment, supplies, postage and telephone calls made or Purchased on behalf of and/or for the benefit of the Association, shall be reimbursed to the purchaser.

SECTION 3 - Payment

- a) Requests for payment of reimbursement will be submitted to the Treasurer, at the end of each calendar quarter. Except for Stipendiums, all expense reimbursement requests will be accompanied by receipts for verification. Board Members may be reimbursed immediately, at any official Association function, for expenses engendered by attendance, provided all other criteria of this Section are met.
- b) No requests for reimbursement more than ninety (90) days in arrears, or not accompanied by receipts, as specified above, will be honored without approval of the Board.

ARTICLE XII

Business Language

The official business languages of the Association shall be both English and German. Either may be used interchangeably, to suit the convenience of the user. In the event of an inability to understand, on the part of any Member or Group, a translation, either way, should be available. All business records of the Association shall be kept in, or translated into, English, for accounting, legal or tax purposes.

ARTICLE XIII

Amendments and Changes to the Constitution and By-Laws

SECTION 1 - Authority

Any changes in or amendments to the Constitution and its By-Laws may only be made by a vote of the Delegates at a National Association Meeting.

SECTION 2 - Procedure

- a) Any Member Group may submit a petition to amend or change the Constitution and/or its By-Laws, to the National Secretary, by registered mail, not less than ninety (90) days prior to the date of a National Association Meeting. The Secretary must then circulate copies of such petition to all Member Groups, not less than thirty (30) days prior to the National Association Meeting. All such petitions must be voted upon by the Delegates at a National Association Meeting.
- b) All changes or amendments to the Constitution and/or By-Laws of the Association must be

32 Amended May 22, 2006

approved by at least two-thirds (2/3) of the delegates in attendance at a National Association Meeting.

- c) If approved, all amendments and changes to the Constitution and/or its By-Laws become effective at once.

ARTICLE XIV

Dissolution of the Association

SECTION 1 - Authority

A proposal for dissolution may only be voted upon by the Delegates at a National Association Meeting. Should this proposal for dissolution be engendered by a terminal decline in Member Groups, the quorum provisions of these By-Laws shall be waived.

SECTION 2 - Procedure

- a) Any Member Group may submit a petition for dissolution of the Association, to the National Secretary, by registered mail, not less than ninety (90) days prior to a National Association Meeting. The Secretary must then circulate copies of such petition to all Member Groups, not less than sixty (60) days prior to the National Association Meeting. Any such petition must be voted upon by the Delegates at the National Association Meeting.
- b) Any proposal for dissolution must be approved by at least four-fifths (4/5) of the Delegates in attendance at the National Association Meeting.
- c) The same Delegates must then dispose of all Association properties, to the remaining Member Groups, in good standing, on an equal basis.

Approved and enacted by the
Delegates to the First Saengertag,
in Evansville, Indiana, on
April 30, 1988
Carl F. Graf, President
Frank H. Pascher, Treasurer

As amended by the
Delegates to the Second Saengertag,
in Pittsburgh, Pennsylvania on
May 4, 1991
Rudy Seidel, President
Frank H. Pascher, Secretary

As amended by the
Delegates to the Third Saengertag,
in Toledo, Ohio on
April 30, 1994

Rudy Seidel, President
Elmer J. Menhart, Secretary

As amended by the
Delegates to the Fourth Saengertag,
in St. Louis, Missouri on
May 17, 1997
Rudolf Dick, President
Elmer J. Menhart, Secretary

As amended by the
Delegates to the Fifth Saengertag,
in Peoria, Illinois on
May 6, 2000
Timothy Pecsénye, President
Elmer J. Menhart, Secretary

No amendments by the
Delegates to the Sixth Saengertag,
in San Antonio, Texas on
May 17, 2003
Timothy Pecsénye, President
Elmer J. Menhart, Secretary

As amended by the
Delegates to the Seventh Saengertag,
in Cincinnati, Ohio, Illinois on
May 22, 2006
Elmer J. Menhart, President
Lois Lynch, Secretary

As amended by the
Delegates to the Eighth Saengertag,
in Pittsburgh, Pennsylvania on
May 9, 2009
Blondine Klimach, President
Lois Lynch, Secretary