

STANDING ORDERS OF THE CONCORDIA CLUB

The **Standing Orders** are used in conjunction with the **By-laws of the Concordia Club**, in the running of the Concordia Club.

The Board of Directors, the presidents of all groups and management should all have copies of the **Standing Orders** in their files. The groups should adhere to the Concordia Club.

The office staff, should be knowledgeable in the use of these **Standing Orders** of the **Concordia Club**, so that they may apply them in their daily business transactions of the club.

Changes to the **Standing Orders**, are worked out by the **By-law Committee** and then presented to the **Board of Directors** to be approved.

The General Membership will be made aware of any changes in the **Standing Orders**, as they occur, in our club bulletin.

4 MEMBERSHIP AND INITIATION FEES.

- f) When one spouse is eligible for **Senior membership**, both are deemed to be a senior member. A five (5) year uninterrupted membership is necessary to qualify for senior membership fees.
- h) Children of family memberships are members as long as they are students or apprentices, who study on a full time basis and reside with their parents. Refer to page 16 (last paragraph).

ADMINISTRATION FEES:

- * No initiation fee will be asked of former members, who wish to reapply for membership. **There is an administration fee for all new memberships.**
 - * This rule also applies to those persons, who are active members in a **CONCORDIA YOUTH GROUP** and those who were included in a family membership.
 - * If a person wishes to join a group as an active member, the application should be brought to the **Board of Directors** by the group directors.
- 4 - II - b) A **Company** may apply for a membership. Two (2) membership cards may be issued to the company and extra cards at a set fee.

Membership fees and initiation fees for Supporting Members, are established from time to time by the Board of Directors in co-operation with the management. The same goes for the privileges and responsibilities.

#5 MEETINGS:

Agendas for the meetings of the Extended Board of Directors, Annual and Semi Annual Meetings, shall be available in both **English and German** for all those present. Where it is deemed necessary this rule shall also apply to committee meetings.

Questions that are asked in English shall also be answered in English.

5 - a) The following written reports shall be available to the membership at the **Semi-annual meeting in August**.

- 1) A report by the **President**.
- 2) A report by the **Manager**.
- 3) A financial report covering the first six months of the year, by the **Treasurer**.
- 4) A report by the **internal club auditors** as to club finances including, those of

the groups. In addition to the foregoing, all committee reports and group

reports shall be available at the **Annual Membership Meeting in February**.

For the **Annual Meeting**, written **reports of all committees** shall be available.

All group reports are to be published in the **January Nachrichtenblatt (club bulletin)**

and the **Board of Directors** reports in the **February** Nachrichtenblatt.

5 - b - 1) It is practical to have an agenda for all meetings. The agenda is usually prepared by the

chairperson. The chairperson may send out the agenda together with an invitation to his **board members, group or committee members** or he/she may announce the agenda at

the beginning of the meetings.

The agenda should include the following:

- a) Reading of the minutes of the last meeting.
- b) Financial report (if applicable).
- c) Unfinished business.
- d) New items.
- e) Items for the well being of the club (group or committee). Members may air items, that were not announced in the agenda.

5 - b - 2) A recording secretary will record the minutes of all the meetings.

Minutes of the meeting should include:

- a) The date, the place and the time of the meeting.
- b) Who was present.
- c) The items that were discussed.
- d) The decisions that were made.

REMEMBER : Boards make decision and committees make recommendations to the boards. (9h)

5 - b - 3) The chairperson has to make sure that a quorum is present.

5 - b - 4) A member may make a motion for or against any subject raised and if seconded, will be discussed and voted on. Majority rules.

In case there is an amendment to the main motion, the chairperson should put the amendment to a vote first.

In case the amendment is accepted by the majority of those present, the original motion dies.

If the amendment is defeated, the original motion is then voted on.

It is possible, that both the amendment and the main motion are defeated.

The chairperson has the option of postponing a vote **before** any voting takes place.

#7 **ELECTIONS shall be handled in the following manner:**

Each paid member after registration, will receive the following:

One (1) Ballot to elect the board Members

One (1) Ballot to elect the President

Several coloured Ballots to vote on other subject matters.

When the Annual Membership meeting has reached the item, **elections of officers** on the agenda, the chairperson will ask the membership for nominations, for the purpose of forming an **election committee**.

A **nominated member** must be seconded by a person other than the nominator. After thirteen (13) nominated members have given their consent to be on this committee, the nomination is closed. The newly formed **election committee** picks a **chairperson** who is familiar with the by-laws and the standing orders of the Concordia Club.

The committee chairperson announces the names of those **Board Members**, who will remain on the **Board of Directors** for another year and how many vacancies must be filled.

Persons who are willing to let their name stand for election to the position of **Club President** must submit a written form by the closing of nominations, thirty-six (36) days prior to the annual membership meeting at 11:55 AM, of the day nominations close. (2007)

In the event that there is only one person nominated for the position of President and this person for reasons beyond his/her control is unable to stand for election on the date of the annual meeting, then and only then can a person be nominated at the annual membership meeting for election to the position of President to be voted upon at the annual membership meeting.

Personen die sich zur Wahl als Klub-Präsident zur Verfügung stellen, müssen bis zum Nominationsende, das heisst: sechsenddreissig (36) Tage vor der Jahreshauptversammlung um 11:55 Uhr schriftlich mittels formular gemeldet sein. (2007)

Sollte nur eine Person zu der Position des Klub-Präsidenten nominiert sein und diese Person ist unfähig für Gründe über welche Er/Sie keine Kontrolle hat, sich zur Wahl bei der Jahreshauptversammlung zu stellen, dann und nur dann können Kandidaten für die Position des Klub-Präsidenten bei der Jahreshauptversammlung nominiert werden. Die Wahl wird dann laut Satzungen durchgeführt.

The committee chairperson introduces the candidates to the membership. The committee chairperson makes the members aware, of the rules. Ballots that contain names other than those printed on the ballots or those who are marked or scribbled on will be declared

void by the committee. Those ballots that contain fewer names than there are vacancies **will be valid.**

The members will fill out their ballots and deposit them in the ballot boxes. The election committee will take the ballot boxes into a separate room and count the ballots.

The chairperson distributes counting forms to the members of the committee. He/She divides the committee into four groups, of three persons. One of the three persons reads the ballots out loud while the other two mark the counting forms. The chairperson then collects the results from all four groups and adds up the ballots in the presence of the committee. If there is a discrepancy, the process **must be repeated.** The chairperson keeps the ballots. The committee returns to the membership meeting, where the committee chairperson announces the results.

The committee chairperson, then asks for nominations for the Presidency. Only

members of the already elected board are eligible for nomination. The nominated member must be asked for his/her consent. In case of only **one nomination** the nominee is elected by acclamation. In case several members accept the nomination, an election has to take place. The committee chairperson announces, that all ballots containing more than one name will be void. The candidate, that receives the most votes will be the new **president**.

The chairperson announces the results and asks for permission to destroy the ballots. A motion to that effect has to be made and seconded. The members decide by a show of hands. Simple majority decides.

The election committee resigns.

The newly elected president takes over.

Members of the newly elected board, must be sworn in at the **Presidents Ball**.

The election of group boards are to be handled in a similar manner.

No employee of the Concordia Club shall attend a board meeting or an extended board meeting without an explicit invitation from the board.

(as per Board, March 4/04)

ADVANCE POLLS:

An advanced poll will be available for those members that **can't** be present at the membership meeting and should take place approximately ten days before the membership meeting.

The date and time of the advanced poll is set by the **nominations committee** and shall be published in the Clubs bulletin. A ballot box will be set up at the office at that time. Two trustees, that have been appointed by the nominations committee shall be present. They are to make a list of all members, that cast a vote.

The ballots shall be of different colour than those that are used at the membership meeting.

The ballot box shall be of such design, that it can only be used, when the trustees are present. The sealed ballot box will be opened by the election committee at the membership meeting.

The list of those members, that voted at the advanced polls shall be compared with the list of members present at the membership meeting, to avoid double balloting.

#7 - f) **AUDITORS:**

The elected auditors have the right to check the books of the Club. They must compare the decisions of the Board of Directors, regarding larger expenditures against the receipts. Since the books of the Club are also checked by a chartered accountant, not all daily receipts and expenditures have to be checked. Financial board decisions, such as raises, should be compared with board decisions. Representations of Board Members should also be checked.

As a committee, the auditors may ask to see the books at any time of the year. However, the books have to be checked before each membership meeting and a written report must be tabled at each membership meeting. If at all possible, such reports should be presented to the Board of Directors **ten (10) days** prior to the membership meeting.

The office should make the bookkeeper or manager available at the time of the audit. It is practical to have a treasurer present at that time, in order to assist the auditors. Differences of opinions can often be settled on the spot.

The Group Books, are to be audited fully by checking all bills, expenditures and receipts.

10 COMPLAINTS, SUSPENSIONS, EXPULSIONS - Addition

In addition to item 10 of the Concordia By-laws, which deals with complaints, suspensions and expulsions the Board of Directors have appointed an ombudsman for mediation of misunderstandings and differences of opinion between members. An ombudsman is totally independent. His functions are to try to find solutions to the misunderstandings or differences of opinions, that would be satisfactory to all parties involved. The ombudsman reports to the Board of directors, who will make a final decision on the subject matter.

18 STANDING ORDERS.

18a) Honours (Ehrungen)

To abide by section 18a in our Constitution, the members for 5, 15, 25 and 35 years of belonging to the Club shall be recognized in the Bulletin and obtain their corresponding pin from the office. These pins are not to be part of the "Stiftungsfest".

Ehrungen für 5, 15, und 35-jährige Mitgliedschaft sollen im Nachrichtenblatt anerkannt werden. Die Anstecknadeln werden vom Clubbüro ausgegeben. Diese Ehrennadeln sollen nicht Teil des Stiftungsfests werden.

18 - b) The bestowal of an **Honourary Membership** is a great honour in a members life. Only those members that have shown outstanding interest and activity, should be

considered for this honour. Long years of membership should count, but by itself are not enough to bestow honorary membership to a member.

The following system is designed to assist in determining eligibility. Extreme care should be taken by the membership committee, when using this system.

#18 - c) For the purpose of pin presentation active membership starts in the year membership is either paid by or for the individual.

POINT SYSTEM

For each year of active club membership.....	1
For each year of active membership in a group.....	1
For each year of membership on a group board, additional.....	1
For each year as a group president, additional	1
For each year of work on a committee of the Club, without being a member of the Board of Directors.....	1
For each year as a chairperson of a Club committee.....	1
For each year as a member of the Clubs Board of Directors.....	1
For each year as the Clubs President, additional	2
For each year as a delegate to such umbrella organizations as Arbeitsgemeinschaft, Oktoberfest Inc., D.K.S.B., B.D.K.K., T.C.A., D.K.K., etc.	1
for special assistance to the Club or extraordinary activities such as:	
Miss Concordia.....	1
Financing the swimming pool.....	1
Prepaid membership when the Club needed it - 1973.....	1
Participant in the World Olympics.....	1
Honourary member of a German City.....	1
Further assistance or activities recognised by the Club.....	1
Representing the Club at the Seniorenhaus Concordia.....	1

Those members that have accumulated the highest number of points should be considered.

Concordia Club

Financial Accounting Policy

Management of Concordia Club may purchase from time to time, in the open market equity securities and bonds of other unrelated entities for long-term investment purposes.

This policy provides that all such purchases of listed equity securities shall:

- i. be automatically and irrevocable designated as held for trading financial assets upon their initial recognition as financial assets of Concordia Club; and
- ii. not be reclassified from the held for trading category while such financial asset is owned by Concordia Club

In accordance with this policy, other financial assets of Concordia Club may not be designated into the held for trading category, unless, upon initial recognition, a separately documented election is made on an instrument-by-instrument basis to designate such financial assets as held for trading.

This policy shall be effective from January 1st, 2007 and will continue in perpetuity until such time as this policy is formally revoked.

Signed January 1st 2007
by President U. Werner Schlueter