

CONVENIENCE TRANSLATION – only the German version is legally binding.

**STATUTES OF
THE ENGLISH TEACHERS' ASSOCIATION BERLIN-BRANDENBURG e.V.
(Status: December 2022)**

§ 1 Purpose of the association

The purpose of the association is the representation of non-material and material interests of full-time and part-time English language teachers in Berlin and Brandenburg. The Association should promote and support the exchange of views and experiences between teachers. For these purposes, events to exchange information and to obtain further training will be held. The association is not designed to make a profit.

§ 2 Name and domicile of the Association

The Association is called 'English Language Teachers' Association of Berlin-Brandenburg'. The name in German is 'Verein der Lehrenden der englischen Sprache Berlin-Brandenburg'. The association's domicile is Berlin.

§ 3 Membership

Any natural and legal person who teaches the English language full-time or part-time can become a member.

In order to become a member an application addressed to the board is necessary. Admission is decided by the board.

Membership ends with:

- a letter of cancellation addressed to the board and received four weeks prior to the end of the current financial year. (December, 1st)
- expulsion from the association owing to a decision reached by the Board
- the death of the member

Membership registration can be submitted per fax or by email.

A member can be expelled if he/she is in arrears with their membership fee for more than two months in spite of reminders, or for good cause. Before expulsion for good cause the member in question is to be informed in writing. The grounds for the decision leading to expulsion are to be made in writing and delivered to the member. An appeal can be made to the Board within a month of notification. The appeal is decided by simple majority vote at the general meeting. Should no appeal be forthcoming within the specified time limit, the member submits to the Board decision.

The rights of a member remain in abeyance as long as he/she is in arrears with his/her membership payment or as soon as he/she is expelled by the board. The obligation to pay the annual subscription for the current year remains unaffected.

§ 4 Subscription, Financial year

Subscriptions are annual subscriptions and are due on 31st January of the year in question. The general meeting decides the amount of the subscription. The financial year is from 1st January to 31st December.

§ 5 Executive body

The executive bodies of the association are:

1. The board
2. The general meeting

§ 6 Rights and duties of the Board

The Board's function is the management and representation of the association in public, the implementation of decisions made by the association and the administration of the finances. The board convenes and conducts the general meeting.

In accordance with § 26 BGB the board is comprised of

1. Chair
2. Vice Chair
3. Treasurer
4. Recording Secretary

and, as an extended board, three further persons who are elected by those members present at the general meeting.

Board meetings may be held in person, online via videoconferencing, or a hybrid mix of both. The board has a quorum if the chair or the vice chair and three further board members are present. In the event of an equal division of votes, the motion is rejected. The board is elected at the general meeting for the period of one year. It remains in office until a new election has taken place. Should a member of the board leave during their office, the board, by means of a majority vote, elects a replacement for the remainder of the period of office. The association is legally represented by two acting board members. Any authorization of documents etc. must be signed by any two of the acting board members. This representation ensues from the above order.

The board, its deputies and assistants do not have any entitlement to remuneration for their work.

§ 7 General meeting

The general meeting has, in particular, the following functions:

1. the approval of a budget for the coming financial year,
2. the acceptance of the board's statement of account and the board's dismissal
3. the election of the board
4. the election of two auditors who may not be members of the board. They are elected for the period of one year and are accountable to the general meeting. The auditors cannot be re-elected immediately.
5. suggestions for the annual plan and, if necessary, a resolution about this
6. determining the amount of the annual membership fee

7. the approval of statute changes
8. the disbandment of the association under § 8

The general meeting is to be convened by the board at least once a year. Should 25% of the members so wish, a members meeting is to be convened. The general meeting may be held in person, online via videoconferencing, or a hybrid mix of both.

The general meeting has a quorum when it has been convened in proper form. The members are to be informed in writing, or by email, not later than fourteen days before the date of the meeting by the board. It has a quorum regardless of how many members are present. Decisions made are by majority vote unless stipulated otherwise. In the event of an equal division of votes, the motion is rejected.

Changes to the statutes require a majority vote of 2/3 of the members present. The tax department needs to be informed of statute changes that refer to the purpose of the association.

A record of the decisions made during the general meeting is necessary. This has to be signed by the chair, or vice-chair, and the recording secretary. The minutes are to be sent out with the official invitation; at the members meeting they are approved or rejected by simple majority.

§ 8 Disbandment of the association

The disbandment of the association can only be decided on in an extraordinary general meeting which has been called one month in advance with the sole purpose of winding up the association. A majority vote of ¾ of the members present is required.

Should the association be disbanded, the assets are to be transferred to the Deutsche Aids Hilfe.