

European
Callers and Teachers
Association e.V.

Constitution





ECTA CONSTITUTION

Non-legalised translation of the legally binding German language original.

§ 1 Name, Seat, Financial year

1. The organisation carries the name European Callers and Teachers Association (referred to in the following as ECTA).
2. The organisation was founded on March 13th, 1993 and has its seat in DARMSTADT. The organisation is recorded in the "Vereinsregister" (Register of Clubs) and carries the name supplement "e.V."
3. The financial year commences on January 1st and ends on December 31st.

§ 2 Purpose, Goals, Terms of Reference

1. ECTA is an association where its members have the opportunity to meet and exchange ideas in order to improve dancer education by means of standardised programs and thereby to promote the enjoyment of Square Dance and related activities in Europe.
2. Goals of the association are:
 - a) to provide a forum for member participation
 - b) to develop education programs for callers and leaders
 - c) to accredit members in order to ensure quality leadership
 - d) to publish instructional and other material, relating to square dance and related dance programs which are designed to promote excellence amongst the membership

§ 3 Non Profit Status

1. ECTA e.V. has exclusively and specifically non-profit objectives as understood in the Tax Privileged Purposes section (*Steuerbegünstigte Zwecke*) of the German tax laws (*Abgabenordnung*). The Association operates altruistically; it does not primarily concern itself with business or for-profit activities. Association assets may only be utilised for purposes covered by this Constitution. Members are not entitled to receive payments from the funds of the Association.

Board and other posts are, as a matter of principle, conducted on a voluntary basis. Proven expenses of members working on a voluntary basis will be reimbursed. In addition, the Extended Board may decide on a lump sum expense reimbursement for each Board member and for other members working voluntarily, appropriate to the duties being performed. This tax free lump sum may not exceed the amount fixed in the German income tax laws § 3 Nr. 26a EstG.

2. No individual or organisation may receive benefits or contributions which are not in accordance with the purpose of the association, or receive unreasonably high remuneration and/or reimbursement of expenses from the association.
3. Public contributions and donations may be used only for the declared purposes of the association.
4. ECTA e.V. fully supports equal opportunity. The association will not take part in any activity where persons are discriminated against on the basis of race, colour, religion, sex or origin.



ECTA CONSTITUTION

Non-legalised translation of the legally binding German language original.

§ 4 Membership

1. Only individual persons may become members of ECTA e.V. The association consists of Active members, Trainee members, Subscriber members and Honorary members. Organisations consisting of individual persons may attain a status similar to membership.

ACTIVE MEMBERS

are persons who have demonstrated their teacher and leader abilities within their respective Council (section) and meet the minimum requirements as determined by the Extended Board. The assessment method will be continuously reviewed and adjusted to meet valid standards and norms.

TRAINEE MEMBERS

are persons who by training in a dance art promoted by ECTA desire to achieve their Active Member status, insofar that they are not already an Active Member in another Council.

SUBSCRIBER MEMBERS

are persons who are interested in the organisation's activities and desire to receive information and material distributed by ECTA. They are not entitled to vote.

HONORARY MEMBERS

are persons who have made an outstanding personal contribution or performed noteworthy acts in support of the activity. Honorary membership will be awarded by decision of the Extended Board as lifetime membership (in so far that the member is not removed from the membership roster or resigns after having received the award). In addition, the **ECTA Golden Achievement Award** (Cal Golden) may be awarded.

AFFILIATED ORGANISATIONS

are legal entities, associations, clubs or organisations who have been granted a non-voting, cost-free and otherwise obligation-free membership.

2. The Executive Board decides on applications for membership. An appeal against a decision can be made to the General Membership Meeting by an Active member on behalf of the rejected applicant. The appeal must be justified in detail in writing. The General Membership Meeting makes a final decision by secret ballot on the refused membership application.



ECTA CONSTITUTION

Non-legalised translation of the legally binding German language original.

§ 5 Termination of Membership

1. Membership is terminated by:
 - a) death of the member
 - b) written resignation by the member, effective for the following financial year (submitted at least 1 month before the end of the current financial year)
 - c) a delay in excess of three months in payment of the annual dues or other financial obligations to ECTA e.V. (also without a previous reminder) by decision of the Executive Board
 - d) expulsion from ECTA e.V. by removal from the membership list by decision of the Executive Board
2. In the event of expulsion, the member can request a review of the Board's decision by a Committee of Inquiry to be appointed by the Board. The Committee will consist of at least two Active members without Board positions, and maximum one member of the Extended Board as chairman. Rules and guidelines for the Committee of Inquiry will be established by the Extended Board.
3. Both the member concerned and the Board may lodge an appeal against the Committee of Inquiry decision to the General Membership Meeting. Following presentations by the Committee of Inquiry Chairman, the Board representative and the member concerned, the General Membership Meeting makes a final decision by secret vote without any previous discussion.
4. If the appealing member fails to appear before the General Membership Meeting without a timely and credible apology, the Board decision is final and legally binding without any presentations.
5. After confirmation of the legal termination of membership by the Committee of Inquiry, the Membership Meeting or the final Board decision, costs arising from the appeal can be charged to the terminated member. Re-entry of a terminated member is possible only after the expiration of at least one financial year.



ECTA CONSTITUTION

Non-legalised translation of the legally binding German language original.

§ 6 Member Responsibilities

1. All members, excluding Honorary Members and non-paying Affiliate Organisations, are required to pay contributions as determined by the General Membership Meeting.

The following contribution categories can be applied:

- Youth dues
- Member dues
- enrolment fees
- one time contributions

The General Membership Meeting decides the amount and form of each of these payments. Youth and member dues must be paid, unsolicited, on the first day of the respective business year.

In the event that payment is not made by the specified date, the Treasurer is entitled to levy an additional charge in accordance with normal business practice up to a maximum of 25% of the original amount due.

2. The Membership Meeting can require all members - excluding members of the Extended Board, Honorary members and Affiliated Organisations - to perform personal work duties or to pay a reasonable fee instead of the execution of these duties. It is not permitted to assign such work duties only to selected members or groups.
3. Members agree to abide by the Code of Ethics as approved by the Membership Meeting.
4. Members will not be paid for actively participating in events completely or partially organised by ECTA. Proven expenses can be refunded by decision of the Executive Board.

§ 7 Governing Bodies

1. The governing bodies of the organisation are:
 - the General Membership Meeting
 - the Executive Board
 - the Extended Board
 - the Council Meetings
 - the Regional Groups

§ 8 The General Membership Meeting

1. At least one General Membership Meeting must be held during each financial year. The scheduled date together with the meeting location are to be announced in the ECTA News or by another suitable method as early as possible, but at least 60 days in advance.
Motions for the agenda which have to be decided by a vote at the Membership Meeting must be submitted to the President with written justification at least 40 days in advance. This also applies to election nominations and self-nominations for regular or extraordinary elections for functions within the Executive Board.
2. Motions submitted late can be allowed onto the agenda by recommendation of the Executive Board and approval by the Membership Meeting, as long as they are not changes to the constitution or changes to Member Responsibilities (§ 6). Nominations and self-nominations may be made until the voting has started.
3. Latest 20 days before the General Membership Meeting all members must receive a written invitation to the meeting together with the agenda. Proposed amendments to the constitution or changes to member rights and responsibilities must be attached in writing in the intended version with short explanations.
4. A General Membership Meeting must be called if requested in writing by at least 1/3 of the members. If this request is aimed at removing an elected Board member from their position in accordance with § 27, par.2 BGB (German law), no other agenda points requiring a vote are permitted. In this case the invitation period is maximum 14 days, but minimum 7 days.
5. The General membership meeting is responsible for:
 - Election of the members of the Executive Board,
 - Removal of Board members according to § 27, par.2 BGB (German law),
 - Election of the auditors,
 - Receipt of the reports from the Executive Board,
 - Receipt of the auditors' report,
 - Discharge of the Board,
 - Changes to the constitution,
 - Determination of the members' responsibilities (§ 6),
 - Appeals from rejected membership applicants,
 - Appeals from expelled members
 - Codes of Ethics.
6. Insofar that the Membership Meeting does not elect a chairman, it will chaired by the President or by a person determined by him. The chairman determines who takes the minutes.
7. Every Active, Training and Honorary member in attendance at the General Meeting has one vote in elections and ballots, which is not transferable. For a change to the constitution a 2/3 majority of attending members is required. In all other cases a simple majority is sufficient.
8. Except where a secret vote is stipulated in the constitution, the chairman determines the voting procedure.
9. The minutes must to be signed by the person taking the minutes and the chairman.



ECTA CONSTITUTION

Non-legalised translation of the legally binding German language original.

§ 9 The Executive Board

1. It consists of four persons who are elected by the General Membership Meeting, each for a term of office of two financial years.
 - President
 - Vice President
 - Treasurer
 - Secretary
2. Elections for the President and the Secretary will be held regularly in the odd calendar years (term of office an even and an odd financial year). The elections for the Vice President and the Treasurer will be held regularly in the even calendar years (term of office an odd and an even financial year). If there are two or more candidates for an Executive Board position, a secret vote is required. Re-election to the same or another position is possible at any time.
3. In the event of early resignation, removal, or death, a new Executive Board member may be elected for a longer term of office, until the next regular election date.
4. A member who has left the Executive Board can apply for discharge at the earliest after one year, at a then following General Membership Meeting.
5. Each of the four members of the Executive Board is individually authorised to represent the association in accordance with § 26 BGB. Each Board member carries individual liability in accordance with § 31a BGB (German Civil Code).
6. The Executive Board runs the organisation's business in accordance with legal regulations, this constitution and the Rules & Regulations which it establishes. It has a quorum when at least three members are present.



ECTA CONSTITUTION

Non-legalised translation of the legally binding German language original.

§ 10 The Extended Board

1. The Extended Board consists of the four Executive Board members, the Coordinators elected by the Councils which exist at the time of the General Membership Meeting, as well as the following unpaid positions nominated by the Executive Board and confirmed by a vote of the Membership Meeting:
 - Business Manager
 - Equipment Manager
 - Webmaster
 - Editor
 - ECTA Education Program Manager (EEP Manager)
2. The Extended Board meetings are summoned by the President or by another member of the Executive Board in the order shown in § 9. It has a quorum when at least six members are present of whom at least two must belong to the Executive Board.
3. The Council Coordinators may send a suitable replacement to Extended Board meetings who will have the right to speak, but no voting rights, and who will rapidly report back to the Council on Board decisions.
4. Decisions are reached by a simple majority. Minutes must be taken of all decisions.
5. The Extended Board makes final decisions on:
 - The annual schedule of events,
 - Organisation of events (events according to § 6, par. 4),
 - Training and examination procedures,
 - Prerequisites for Active membership (based on proposals from the Councils),
 - Appointment of Honorary members,
 - Awarding the Golden Achievement Award,
 - Financial planning for the following financial year,
 - Formation and dissolving of Councils,
 - Recognition of regional groups,
 - Specification of regional development programs,
 - Reimbursement procedures for expenses.



ECTA CONSTITUTION

Non-legalised translation of the legally binding German language original.

§ 11 The Council Meeting

1. The Active and Honorary members of the Councils established by the Extended Board form the Council Meeting. Non-Active members and Active members of other Councils are entitled to be present and, at the discretion of the Coordinator, have the right to speak, but have neither active nor passive voting rights. Members of the Extended Board have full rights of participation, but active and passive voting rights only as an Active Council member.
2. The Council Meeting elects an Active member as Coordinator for the Council on the Extended Board for a two year term of office (unrestricted re-election is possible) and establishes Rules & Regulations for itself.
3. The Council Meeting decides on all matters relating to its dance programs and gives recommendations for conveying them to the dancers. It considers technical issues relating to education and training programs, as well as requirements for Active membership and makes recommendations to the Extended Board for decision.

§ 12 Regional Groups

1. In order to achieve the basic purpose and aims of ECTA e.V., ECTA members may form regional groups and apply to the Extended Board for their recognition. The main purpose of their activities is to promote and cultivate the exchange of ideas, the regionally orientated furtherance and support of music and dance, particularly those dance forms promoted by ECTA e.V., mutual assistance and practical education and training.
2. Upon recognition by ECTA e.V., the members of the regional group elect a speaker as contact to the ECTA Board.
3. So long as the group supports ECTA members and adheres to the principles in paragraph 1 of this section, it may apply for financial, material and personnel support from ECTA e.V.
4. Details are decided and established by the Extended Board in regional development plans.

§ 13 Language

1. The official language of the organisation is English. For all official events, meetings and written correspondence the primary language will be English. Other languages may be used if proper understanding is not adversely affected.
2. For correspondence with local authorities, their official language will be used or a translation prepared. If correspondence is sent in more than one language, all versions must be retained in the files.
3. In case of doubt due to translation, the English text of these documents shall be the official version, with the exception of this constitution.



ECTA CONSTITUTION

Non-legalised translation of the legally binding German language original.

§14 Data Protection

1. When a new member joins, the association registers the member's address, age and bank account. This information is stored in an IT system belonging to the association. Each member is assigned a membership number. The personal data is protected against third party access by suitable technical and organisational measures.
2. Additional information concerning members and non-members is only internally processed by the association if it supports the objectives of the association (e.g. storage of telephone numbers and fax numbers of individual members) and there is no known reason to believe that the respective person has valid grounds for the information not to be processed.
3. Every ECTA member receives a Membership List of all members once a year. This list includes first name, family name, membership status, as well as address, e-mail address and telephone numbers. This list is for private use only. It may not be copied, electronically scanned or otherwise made available to non-members or to commercial enterprises in any way. Every member can at any time lodge an objection with the Board to prevent the publication of his/her data.
4. When a member leaves the organisation his/her data will be deleted from the Member List. In accordance with the tax regulations, personal data of the departing member will be archived by the Board for a period of up to ten (10) years following the end of the business year in which the member leaves.

§ 15 Dissolution

1. Motions to dissolve the association must be submitted by a minimum of 1/3 of the Active membership or by the Executive Board. The Board must advise all members about the motion in writing. A General Membership Meeting must be summoned within a period of 15 to 30 days after despatch.
2. To dissolve the association, this General Membership Meeting must approve with a 3/4 majority of the members present.
3. Upon dissolution of the Association or following the loss of tax privileged (charitable) status, the Association assets will be transferred to a charitable or other tax privileged organisation, as defined under German law, to be utilised exclusively for purposes of promoting non competitive dance sport.

Approved at the General Membership Meeting 2002
Changed in §3.1 and §14.3 by the General Membership Meeting 30.08.2003
Changed in §10.1 by the General Membership Meeting 25.06.2006 (EEP Manager added)
Changes in §§3.1, 6.1, 6.4, 9.5, 14, 15 by General Membership Meeting 27.06.2010