

Articles of Association

Scottish Country Dancers of Hamburg

Status: 11.7.2024

Preamble

The dance group was formed out of the Caledonian Society of Hamburg in the 1940s. Since then the tradition of Scottish Country Dancing has been continued. Since 1998 the group has been known as the Scottish Country Dancers of Hamburg. The dance group is affiliated to The Royal Scottish Country Dance Society (RSCDS, 12 Coates Crescent, Edinburgh, EH3 7AF, Great Britain). The dance group maintains relations with the umbrella organisation Hamburger Tanzsportverband (HATV e.V.).

Contents

1.) Name, place of office, financial year

- 1 The name of the dance group is 'Scottish Country Dancers of Hamburg', abbreviated to 'SCDH'. The dance group is not a registered association.
- 2 The dance group is based in Hamburg.
- 3 The financial year is the calendar year.

2.) Purpose, tasks

The association pursues exclusively and directly charitable purposes within the meaning of the section 'Tax-privileged purposes' of the German Tax Code. The association acts altruistically; it does not primarily pursue economic purposes.

- 1 The purpose of the dance group is to promote culture and sport.
- 2 The purpose is realised primarily through the following activities:
 - a. the promotion, maintenance and preservation of Scottish Country Dance and related dance forms as a cultural asset
 - b. the promotion of Scottish Country Dance as a means of maintaining health
 - c. the organisation of public classes and dance events and demonstrations of Scottish Country Dance
 - d. the training and promotion of multipliers
 - e. the granting of scholarships for the realisation of the above activities
 - f. the promotion of international contacts and international understanding
- 3 The funds of the dance group shall only be used for statutory purposes. No person shall be favoured by expenses that do not comply with the purpose of the dance group or by disproportionately high remuneration.

This document is for informational purposes only. The Satzung in German language shall govern all legal matters concerning the Scottish Country Dancers of Hamburg and shall take precedence over any translations in other languages.

- 4 If a member incurs above-average expenses in favour of the dance group, an appropriate reimbursement of expenses is possible. Further details are determined by the Orga Team (definition of Orga Team, see para. 5.) or 6).
- 5 The members of the Orga Team do not receive any remuneration or reimbursement of expenses for their activities.

3.) Obtaining of membership

- 1 Any natural person who supports the aims of the dance group as described in 2.) para. 1 and 2 of the statutes can become a full member upon written application. The admission of a minor requires the written consent of the legal representative. This consent shall constitute authorisation for the minor member to exercise his/her membership rights and obligations.
- 2 The Orga Team decides on the application for membership. A rejection of the application cannot be contested and no reasons for rejection have to be given.
- 3 Every member undertakes to promote the interests of the dance group and to refrain from any acts or omissions contrary to the reputation and purpose of the dance group.
- 4 Every member is obliged to pay a membership fee. Further details are regulated by the membership fee regulations.
- 5 The dance group may admit supporting and honorary members as associate members. Supporting members only rarely take part in classes or events organised by the dance group. Honorary members are exempt from membership fees for special services to the dance group. Further details are determined by the Orga Team.

4.) Termination of membership

- 1 Membership is terminated by death, resignation, exclusion or deletion from the membership list.
- 2 Resignation is effected by declaration in writing or text form, e.g. by e-mail, to the Orga Team. Resignation can only be declared with a notice period of four weeks to the end of the respective financial year.
- 3 If a member culpably and grossly violates the interests of the dance group, they may be expelled from the dance group by resolution of the Orga Team with a majority of two thirds of the votes cast. The member must be given the opportunity to make a written or oral statement before the decision is taken.
- 4 If a member remains in arrears with the payment of their membership fee despite two reminders in text form, the Orga Team may remove them from the membership list.

5.) Bodies of the dance group

- 1 The bodies of the dance group are the General Assembly and the Orga Team.
- 2 The term Orga Team is deliberately informal and corresponds to the board of the association.

This document is for informational purposes only. The Satzung in German language shall govern all legal matters concerning the Scottish Country Dancers of Hamburg and shall take precedence over any translations in other languages.

6.) Orga team

- 1 The Orga Team consists of at least 3, but no more than 6 people. Each position in the organising team has equal rights, no role is above another. The majority principle applies.
 - a. Secretary: internal and external main contact person of the group, collects and distributes information. She/he establishes and maintains contacts throughout the world of Scottish Country Dance.
 - b. Member Service: contact person for member service and expert for the small print: member data maintenance, hygiene concepts, conditions of participation for events, data protection.
 - c. Finance: The treasurer ensures that contributions are paid into the treasury and invoices are paid. He/she is responsible for financial planning and evaluation. An annual expenditure and budget plan is drawn up in consultation with the Orga Team.
 - d. Coordinator: administers the internal communication on Spond, Jitsi as well as the secure cloud service where the group's data is stored and processed. In addition, the coordinator manages the schedule of class instructors.
 - e. Administrator manages the website and Facebook page. He/she also ensures that the group can be reached on the official e-mail channels.
 - f. The Orga Team can be supplemented to fill additional roles up to the maximum number.
- 2 The members of the Orga Team are authorised to represent the group individually. Legal transactions with a value of more than 100 euros require the majority approval of the Orga Team. The members of the dance group are informed of legal transactions with a value of 1,000 euros or more.
- 3 The original Orga Team was formed following the handover of responsibilities from the previous group management on August 8th, 2020.
- 4 Offers of cooperation from prospective Orga Team members are received by the Orga Team and made known to the dance group. Offers of cooperation are evaluated by the Orga Team and explored for successors or new positions. The majority of the Orga Team can accept offers of cooperation from prospective new Orga Team members prematurely, e.g. in the case of the appointment of a successor if an Orga Team member resigns during their term of office. Confirmation of the new Orga Team member shall take place at the next Annual General Meeting in accordance with point 5 below.
- 5 The Orga Team is elected for a period of two years by the General Assembly. Each member of the Orga Team can be confirmed by the General Assembly at the Annual General Meeting after two years. Each member of the Orga Team can be replaced by a new election. New positions can also be elected by the General Assembly up to the maximum number as per point 1. Prospective new members for the Orga Team shall submit an offer of cooperation to the Orga Team at least two weeks before the Annual General Meeting in order to stand for election at the Annual General Meeting.

This document is for informational purposes only. The Satzung in German language shall govern all legal matters concerning the Scottish Country Dancers of Hamburg and shall take precedence over any translations in other languages.

- 6 A member of the Orga Team is appointed once he or she has been elected and has accepted the election. A member of the organising team remains in office until a successor is appointed in accordance with the Articles of Association in the event of an ordinary handover, provided there is no premature resignation in accordance with point 8 below.
- 7 Only full members of the dance group with a minimum age of 18 years can be accepted as Orga Team members. Upon termination of membership in the dance group, the duties of an Orga Team member also end.
- 8 Resignation from the Orga Team is possible at any time without declaring reasons. The tasks are temporarily taken over by other Orga Team members and, if necessary, transferred to either new or existing Orga Team members.
- 9 The Orga Team is responsible for all matters relating to the dance group, unless they are assigned to another body of the dance group by the Articles of Association. It has the following tasks in particular:
 - a. the management of day-to-day business
 - b. preparing and convening the Annual General Meeting
 - c. implementing the resolutions of the General Assembly
 - d. managing the assets of the dance group
 - e. passing resolutions on the admission of members
 - f. delivering an annual report
- 10 The Orga Team may adopt rules of procedure and distribute tasks among its members or appoint committees for implementation or preparation.
- 11 Each member of the Orga Team is authorised to sign donation receipts. Donations can only be accepted if the non-profit status of the dance group has been certified by means of a notice of exemption by the applicable tax authority. The donations go towards the dance group's charitable purpose. Donations in cash or in kind are made without consideration on the part of the dance group. A donation is based on the principle of voluntariness.

7.) Meetings of the Orga Team

- 1 The Orga Team makes decisions in meetings convened by the coordinator. If the coordinator is unable to attend, the meetings can be convened by another organising team member. The notice period of one week should be observed. Orga Team meetings should generally take place once a month. The invitation should be accompanied by an agenda that can be co-written by all Orga Team members. It is permissible to hold Orga Team meetings via internet video telephony.
- 2 The organising team is quorate if more than half of its members are present. Resolutions are passed by a majority of the votes cast. In the event of a tie (dead lock), the decision can be postponed or referred to the members for a majority vote (Annual General Meeting or Spond).
- 3 The organising team can pass resolutions in writing by circulation procedure if all organising team members agree to the subject of the resolution. The circulation procedure can be used if there is no (further) need for discussion, but a formal resolution is required without the members of the Orga Team coming together.

This document is for informational purposes only. The Satzung in German language shall govern all legal matters concerning the Scottish Country Dancers of Hamburg and shall take precedence over any translations in other languages.

8.) General Assembly

- 1 All members are entitled to participate in the Annual General Meeting. Every full member and every honorary member is entitled to vote.
- 2 The General Assembly is responsible for the following matters in particular:
 - a. Confirmation (every two years) or re-election of the Orga Team members, dismissal in the event of serious offences
 - b. Confirmation or re-election of the cash auditor(s) (every two years), dismissal in the event of serious offences
- 3 Receiving the presentation of the plans for the current and coming financial year
 - a. Accepting the annual report and granting discharge of the Orga Team
 - b. Accepting the audit report of the cash auditor(s)
 - c. Confirmation or amendment of the amount and due date of the membership fee
 - d. Resolution on the expulsion of members
 - e. Resolution on amendments to the Articles of Association
 - f. Resolution on the dissolution of the dance group
- 4 The Annual General Meeting is held at least once per financial year. This can also take place in combination with another event, e.g. the Christmas party. The meeting is convened by invitation from the Orga Team with two weeks' notice. The invitation should include an agenda as well as the items/proposed drafts up for resolution. The invitation shall be sent in text form, e.g. via Spond or e-mail.
- 5 An extraordinary meeting of the General Assembly shall be convened by the Orga Team if the interests of the dance group so require or if at least one fifth of the members so request in text form, stating the purpose and reasons.

9.) Resolutions of the General Assembly

- 1 The quorum for the General Assembly shall be the members present and entitled to vote, provided it has been duly convened.
- 2 The General Assembly shall be chaired by an Orga Team member. If no Orga Team member is present, the General Assembly shall appoint a chairperson.
- 3 Resolutions of the General Assembly are passed by a show of hands with a simple majority. A tied vote means rejection. A secret ballot is held upon request. Abstentions and invalid votes do not count.
- 4 Amendments to the Articles of Association by the Orga Team are presented and voted on by the General Assembly.
- 5 Changes to the composition of the Orga Team are presented and decided by the General Assembly.
- 6 In elections, the person who has received more than half of the valid votes cast is elected. If no one has received more than half of the valid votes cast, a run-off election shall be held between the two candidates who have received the most votes. In the event of an equal number of votes, the lot to be drawn by the chairperson of the meeting shall decide.
- 7 The announcements/presentation and decisions of the General Assembly shall be recorded in minutes within 14 days of the meeting of the General Assembly.

This document is for informational purposes only. The Satzung in German language shall govern all legal matters concerning the Scottish Country Dancers of Hamburg and shall take precedence over any translations in other languages.

- 8 The minutes shall be made available to all members digitally, e.g. on Spond.

10.) Cash audit

- 1 The cash audit shall be carried out by one or two members of the dance group, referred to herein as the cash auditor(s).
- 2 At the end of each financial year, the cash auditor(s) shall check the arithmetical accuracy of the financial management and the correct use of funds in accordance with the Articles of Association.
- 3 The auditor(s) shall give their report at the next Annual General Meeting.

11.) Contribution regulations

- 1 The Articles of Association include a separate membership fee regulations document. This provides governance for membership fees and account management of the association's treasury.
- 2 Changes to the membership fee regulations can only be made by resolution of the General Assembly.
- 3 If there is a justified need, the Orga Team can amend the membership fee regulations. Decisions on amendments by the Orga Team must be submitted for approval to the next Annual General Meeting at the latest.
- 4 The membership fee regulations become valid at the time of the resolution. They shall remain valid until an amendment is adopted by the General Assembly.

12.) Data protection

- 1 Members' personal data (individual details about personal and factual circumstances) are collected and processed using data processing systems exclusively for the fulfilment of the purposes and tasks permitted under these Articles of Association - mainly for membership administration. This includes the following data in particular:
 - a. name and address,
 - b. on an voluntary basis date of birth (e.g. to receive the junior discount on fees)
 - c. telephone number(s) and e-mail address(es),
 - d. RSCDS membership and certificate status,
 - e. function(s) in the dance group,
 - f. bank account details.
- 2 Through their membership and the associated acceptance of these Articles of Association, members consent to the collection, processing, storage, modification, transmission and use of their personal data. The dance group is only permitted to use data beyond the fulfilment of its statutory tasks and purposes if it is obliged to do so by law. Data will not be sold.
- 3 If the dance group has taken out or is taking out insurance policies from which it and/or its members may receive benefits, and insofar as this is necessary for the establishment, implementation or termination of the corresponding contracts, the

This document is for informational purposes only. The Satzung in German language shall govern all legal matters concerning the Scottish Country Dancers of Hamburg and shall take precedence over any translations in other languages.

dance group shall transmit the personal data of its members required for this purpose to the responsible insurance company. The dance group shall take all reasonable measures to ensure that the recipient uses the data exclusively in accordance with the purpose of the transfer.

- 4 Membership lists shall only be issued to members as a file or in printed form on a need to know basis according to their function or special task in the dance group. If a member can credibly demonstrate that they need the membership list to protect their statutory rights (e.g. minority rights), they will be provided with a printed copy of the list or extracts from it in return for a written assurance that the personal data will not be used for other purposes.
- 5 The organising team may provide members with a list of those members who have consented in advance in text form to their data being included in this list. This consent can be revoked at any time by notifying the Orga Team in text form.
- 6 Every member has the right, within the framework of the statutory provisions, to information about the personal data stored about them, its recipients, the purpose of the storage and the correction, deletion or blocking of their data.

13.) Dissolution of the dance group

- 1 The dissolution of the association can be decided at a meeting of the General Assembly convened specifically for this purpose with a majority of three quarters of the valid votes cast. Abstentions shall not be taken into account.
- 2 In the event of the dissolution of the dance group, the assets shall be transferred to

Scottish Dancing Central Germany e.V.
Association register number VR 2546
Hanau Registry Court

which must use it directly and exclusively for charitable purposes.

14.) Validity of the Articles of Association

- 1 The above Articles of Association were adopted at a meeting of the General Assembly on 11 July 2024 and come into force from the date of the members' resolution.

Hamburg, 11 July 2024

This document is for informational purposes only. The Satzung in German language shall govern all legal matters concerning the Scottish Country Dancers of Hamburg and shall take precedence over any translations in other languages.