

1 **German Club Mission Statement and Bylaws: Adopted September 18, 2008**

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3 **Mission Statement:**

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5 On October 12th, 1999, a group of undergraduate German students organized themselves into a
6 band of interested, enthusiastic members of Der Deutsche Klub, or the German Club. The
7 German Club was registered as an official Student Organization on Oct. 21, 1999.

8
9 The Department of German Studies at the University of Wisconsin - Madison has long been
10 recognized as an influential center for research and scholarship at the Graduate level, and it is the
11 intention of the German Club to also foster that enthusiasm for German, Swiss, and Austrian
12 culture among all UW students.

13
14 An objective of the club, which invites not only German majors but any student interested in
15 social and scholastic projects which supplement an appreciation for German studies, will be to
16 establish a cultural enrichment program which will not only enhance the German major's study
17 of German culture and promote an appreciation for German cinematography, literature, art,
18 music or theater, politics or genealogy, but also generally intensify a campus-wide appreciation
19 for German cultural history.

20
21 The club will decide upon a list of activities not previously offered on campus, for example
22 specific film screenings, poetry or prose readings, and discussions in German, which would
23 greatly augment the understanding for many aspects of German life and strengthen an
24 appreciation for international discovery and international awareness.

25
26 Bearing in mind the rich German heritage of in the State of Wisconsin, and the University's
27 commitment to excellence in the field of German Studies, the German Club feels that it is of
28 utmost importance to organize activities, academic and otherwise, which can foster this
29 appreciation among students inter-departmentally.

30 --Originally drafted by Lisa Cerami. Amended April 3, 2008.

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German Club Bylaws:

German Club Body: (Amended November 6, 2008)

The German Club is comprised of an unlimited number of student members and one or more club advisors. The Executive Board of the German Club is comprised of six offices; President, Vice-President, Secretary, Treasurer, Media Coordinator, and Communications Director. If deemed necessary by a *two-thirds* majority vote of the Executive Board, up to two members may occupy a single office (other than President and Vice-President), as co-chairs on the Executive Board for up to two semesters. After two semesters, the Executive Board must review the necessity of this action. The President or Vice-President may hold either the office of Communications Director or Media Coordinator—in addition to their first position—for a period of up to two semesters if deemed necessary by a *three-quarters* majority vote of the Executive Board. After two semesters, the Executive Board must review the necessity of this action.

Membership Eligibility:

German Club is open to any University of Wisconsin – Madison student interested in German, Swiss, or Austrian culture. One does not need to be German, know German, or study German in order to qualify for official membership to the German Club. Undergraduate, graduate and special students are eligible to become official members of the club.

In order to become an official member of the German Club, applicants must fill out the German Club Application Form and submit it to one of the Executive Board Officers for approval. Application forms may be submitted in person or electronically. If a student has attended a meeting and indicated an interest in joining the club, but has not filled out an application form and submitted it to an officer, then this person is considered to be a “pending” member of the German Club (a non-official member).

Officer Eligibility:

Any official member of the German Club is also eligible to hold office on the executive board of the German Club. Members or officers on club probation may not run for office until their probationary status has been removed. Persons interested in holding office on the Executive

1 Board are expected to be able to dedicate time each week for the German Club in order to fulfill
2 responsibilities associated with their position.

3

4 **Club Advisor(s):**

5 When possible, the German Club shall have a faculty advisor who holds professorship in the
6 German Department at the University of Wisconsin – Madison. If this is not possible, a club
7 advisor may be sought in other relevant departments (history, international studies, etc.) In the
8 event that no faculty advisor can be found, an alumnus of the German Club may be invited to
9 serve as the advisor until a faculty advisor can be found. If the Executive Board feels it is
10 necessary or desired, an alumnus of the German Club may also serve alongside of a faculty
11 advisor. The role of club advisor (faculty or otherwise) is strictly advisory. The club advisor
12 shall serve as a mediator in events such as elections and may provide various types of support to
13 the club via the Executive Board. The club advisor(s) serve at the request of the Executive
14 Board or a consortium of club members (in the event of a *Special Election*). The German Club is
15 in no way bound to club advisor(s) and club advisor(s) are in no way bound to the German Club.

16

17 **Officer responsibilities:**

18 *President:*

19 • Primary responsibilities:

- 20 ○ Moderate board meetings and general meetings
- 21 ○ Organize meetings and set agenda items
- 22 ○ Moderate/organize Executive Board Elections, meeting, and hearing agendas
- 23 ○ Represent the German Club in departmental relations
- 24 ○ Represent the German Club in inter-organization relations
- 25 ○ Represent the German Club in the media and other public relations
- 26 ○ Provide administrative oversight of the Executive Board and assist officers with
- 27 their responsibilities when requested or necessary
- 28 ○ Event planning and responsibilities delegation

29 • Secondary responsibilities:

- 30 ○ Send out announcement e-mails and newsletters when necessary
- 31 ○ Officer Applicant Recruitment
- 32 ○ Assist the Treasurer with SSFC budget and grant proposals.

- 1 ○ Assist the Vice-President with his or her responsibilities when requested or
2 necessary

4 *Vice President:*

5 • Primary responsibilities:

- 6 ○ Fulfill President's responsibilities during absence of the Incumbent President
7 ○ In the absence of the Secretary, Treasurer, Media Coordinator, or
8 Communications Director, the Vice-President shall fulfill the responsibilities of
9 one of the missing members (other than voting). If more than one officer is
10 missing at a meeting, the order of priority is: Secretary, Treasurer,
11 Communications Director, and then Media Coordinator.
12 ○ Organize meetings and set agenda items
13 ○ Assist the President with his or her responsibilities when requested or necessary
14 ○ Organize volunteer recruitment efforts

15 • Secondary responsibilities

- 16 ○ Assist the Treasurer with SSFC budget and grant proposals.
17 ○ Represent the German Club in departmental relations
18 ○ Represent the German Club in inter-organization relations
19 ○ Provide administrative oversight of the Executive Board and assist officers with
20 their responsibilities when necessary

21 *Secretary:*

22 • Primary responsibilities:

- 23 ○ Take meeting minutes (both board and general meetings) and pass the minutes
24 and other relevant meeting information to the Communications Director and any
25 absent officers
26 ○ Manage membership, agenda, and judicial records
27 ○ Manage miscellaneous records including applications and previous club literature
28 ○ Assist in the drafting of formal proposals, applications and other documents
29 ○ Manage office supplies and materials
30 ○ Tally votes in club elections
31 ○ Place printing, graphic design, and other orders
32 ○ Manage advertising and promotional literature

- 1 ○ Manage reservations and bookings for events, meetings and other activities
- 2 ○ Manage mailbox, e-mail inbox and voicemail
- 3 • Secondary responsibilities:
- 4 ○ Maintain participation lists for club events and field-trips.
- 5 ○ Track participation and attendance at club meetings, events, and excursions.
- 6 ○ Assist the Media Coordinator with his or her responsibilities when requested or
- 7 necessary

8 *Treasurer:*

- 9 • Primary responsibilities:
- 10 ○ Manage all club financial records
- 11 ○ Manage bank account(s)
- 12 ○ Coordinate and manage fundraisers and fundraising activities
- 13 ○ Draft Student Services Finance Committee (SSFC) Operation Budget Grant
- 14 Proposals
- 15 ○ Draft SSFC Event Grant Proposals
- 16 ○ Draft SSFC Travel Grant Proposals
- 17 ○ Research and draft grant applications
- 18 • Secondary responsibilities:
- 19 ○ Serve as ASM funding delegate for required training and orientations
- 20 ○ Present finance reports to officers and members
- 21 ○ Organize budget planning meetings
- 22 ○ Assist the Secretary with his or her responsibilities when requested or necessary

23 *Media Coordinator:*

- 24 • Primary responsibilities:
- 25 ○ Organize Filmabend
- 26 ○ Maintain Media Library (Films, books & other media)
- 27 ○ Management of media & equipment rental
- 28 ○ Management of Netflix/Blockbuster account (tentative)
- 29 ○ Film fest organization
- 30 ○ Communication of Media rental and viewing opportunities for club members
- 31 • Secondary responsibilities:

- 1 ○ Communications with German Department, WUD Film Committee,
- 2 Cinematheque regarding media opportunities & co-sponsorship of events
- 3 ○ Work with Communications Director to construct and maintain media library web
- 4 archive
- 5 ○ Assist the Communications Director with his or her responsibilities when
- 6 requested or necessary

7

8 *Communications Director:*

- 9 • Primary responsibilities:
 - 10 ○ Manage website updates
 - 11 ○ Constant communication with other officers to maintain updated site
 - 12 ○ Lead advertising and publicity efforts
 - 13 ○ Manage weekly newsletter and WiscList account
 - 14 ○ Maintenance of Facebook group page
 - 15 ○ Management of online Guestbook & Forum
 - 16 ○ Management of photo database (coordination of member-taken photographs)
 - 17 ○ Organize graphic design projects
- 18 • Secondary responsibilities:
 - 19 ○ Communication with DoIT in terms of technology updates
 - 20 ○ Photograph club events, meetings, and activities
 - 21 ○ Search for new web resources for club use (including content managing system
 - 22 for website—contact DoIT for possible upgrade)
 - 23 ○ Assist the Media Coordinator with his or her responsibilities when requested or
 - 24 necessary

26 **Elections & Voting**27 *Executive Board Voting Procedure (Added November 6, 2008)*

28 Executive Board votes may be cast verbally, by a show of hands, or on paper ballots. If only two
 29 options are available when a vote is called, a majority (more than 50%) of the Executive Board
 30 member votes must be cast in favor of a single option in order for that option to prevail. If a
 31 majority cannot be attained, or more than two options are available when a vote is called, the
 32 Single Transferable Vote System (as detailed below) must be used. A member of the Executive

1 Board may only abstain from voting if he or she feels it is unfair to participate in voting due to a
2 conflict of interest. If an officer wishes to reject all options available during a vote, he or she
3 may cast a “none of the above” vote. During a vote with two available options, the “none of the
4 above” option does not count as a third option and therefore does not warrant use of the Single
5 Transferable Vote System).

6

7 Each Officer on the Executive Board is entitled to one vote. Co-chairs of a single office are
8 entitled to one vote each. If a single person holds more than one office on the Executive Board,
9 that person is only entitled to one vote. Under no circumstances shall a single person on the
10 Executive Board be entitled to more than one vote, or be allowed to cast a vote for another
11 officer.

12

13 When voting on any issue, proposal, or action that requires a two-thirds or three-fourths majority
14 vote by the Executive Board (example: during the appointment of an interim officer), all
15 members of the Executive Board must be present in order to call for a vote on that issue,
16 proposal, or action. All members of the Executive Board must be present in order to call for a
17 vote on issues involving German Club finances, judicial actions, or changes to the bylaws.

18 Under normal circumstances, at least two-thirds of the officers on the Executive Board must be
19 present at an Executive Board meeting in order for any proposals, issues, or actions to be called
20 to a vote. Under extenuating circumstances, if an officer notifies the Executive Board prior to
21 their absence at a board meeting, he or she may request to vote by phone during the absence.

22 This request must be satisfied by the Executive Board if it is made under extenuating
23 circumstances, arranged prior to the officer's absence, and is feasible to do so. An officer's
24 request to vote by phone does not help to satisfy the two-thirds attendance requirement to call for
25 a vote at an Executive Board Meeting.

26

27

28 *Referendum Elections*

29 Except for the officer responsibilities section, amendments to the bylaws must be made through a
30 referendum (officer responsibilities may be voted on by the Executive Board alone by majority
31 vote during non-judicial officer meetings only). A *Referendum Election* may be called upon by
32 any member of the Executive Board or a group of official club members numbering one-eighth
33 of the club's size. A group of official club members may also petition the Executive Board to
34 call for a *Referendum Election*. An election may be held to decide upon a single referendum or

1 several referenda at any time when school is in session throughout the fall or spring semester
2 (excluding the final two weeks of the Semester). There must be a formal announcement of the
3 election via e-mail (and at a meeting if possible). The *Referendum Election* must then be held no
4 sooner than one week following the formal announcement of the election at a time and date that
5 ensures the highest number of members possible will be able to attend. The election
6 announcement must be posted on the website as well. A reminder e-mail must also be sent to all
7 official club members within 24 to 48 hours of the election. If time permits, a *Referendum*
8 *Election* should be held at the same time as an *Executive Board Election*.

9

10 *Executive Board Elections*

11 Executive Board Elections are held every semester when necessary. It is necessary to hold an
12 election when an office on the Executive Board is vacant or when an official member of the
13 German Club chooses to challenge one of the incumbent officers. An official member may only
14 challenge an incumbent officer if they feel that they are better qualified for the position than the
15 incumbent officer.

16

17 Elections shall be held within the 30 days after the beginning of the semester following the
18 *Student Organization Fair* and a *German Club Kickoff* meeting at a time and date that ensures
19 the highest number of members possible will be able to attend. A meeting (which may be a
20 kickoff meeting) must first be held to announce the date of the election and explain the terms of
21 the election. The election must also be announced on the club website and via e-mail. The
22 election shall then be held no sooner than one week following the announcement of the election.
23 A reminder e-mail must also be sent to all official club members within 24-48 hours of the
24 election. If an officer graduates, resigns, is on probation, or is removed from the Executive
25 Board midway through the semester, an election must be held within the 30 days following the
26 beginning of the next fall or spring semester. In this case, an interim officer may be appointed
27 mid-semester if necessary.

28

29 *Interim Officers*

30 If an officer position becomes vacant during a time in which an officer is acutely needed to fill
31 the position, an interim officer may be appointed by a two-thirds majority vote of the Executive
32 Board. The appointed person shall be qualified for the position and be dedicated to fulfilling all
33 responsibilities required by the position. This interim officer may temporarily hold office only

1 until the beginning of the next semester and may not continue their interim officer status. If the
2 interim officer wishes to continue to hold their position, they must run for office in the election
3 directly following their interim term of office. The Executive Board may not operate with both
4 an interim President and an interim Vice President. Should the President and Vice President of
5 the German Club both leave office within the same semester, a special election must be held
6 promptly.

7

8 *Special Election*

9 In the event that the President and Vice President of the German Club both leave office mid-
10 semester, within the same semester, a special election must be held promptly thereafter at a time
11 and date that ensures the highest number of members possible will be able to attend. This
12 election may be organized by the remaining officers with oversight from the faculty advisor, or
13 by a consortium of club members (if there are no remaining officers available) with oversight
14 from the faculty advisor. A meeting must be held to announce the date of the special election.
15 The election announcement must be posted on the website and sent via e-mail to all official
16 members. The election shall be held at least one week following the announcement of the
17 election. A reminder e-mail must also be sent to all official club members within 24 to 48 hours
18 of the election. The election rules, voting method, and procedure in the special election remain
19 the same as in a standard election.

20

21 *Term Limits*

22 There are no term limits for any Executive Board offices, so long as the officer maintains
23 membership eligibility and is able to effectively fulfill their duties as per their office demands.
24 However, if a member of the Executive Board retains club probationary status for longer than
25 two semesters, he or she must step down.

26

27 *Candidate Statements & Campaigning*

28 Campaigning shall be defined as the act of deliberately or passively attempting to influence the
29 outcome of a club election. Campaigning is allowed so long as it does not consume any German
30 Club resources or time. Campaigning shall not take place during any German Club meetings,
31 events, excursions, or activities. Campaigning may only be allowed during a club meeting if it
32 had been announced prior to the meeting that meeting time would be allocated specifically for
33 campaigning. All relevant parties shall be given a chance to campaign during this specifically

1 allocated campaigning time. Campaigns shall not be malicious toward any club member or
2 candidate, fabricate false information in support of or against any other candidate or preference,
3 or spread falsehoods of any kind. Campaigning may commence no sooner than the
4 announcement of the election meeting and must conclude before the start of the election meeting.
5

6 At an election meeting all candidates shall be granted a maximum of five minutes to make a
7 statement before ballots are distributed. This statement may include the candidates reasoning for
8 running for the particular office, information on their relevant experience, and any other
9 information pertinent to the candidate. If a candidate is challenging an incumbent officer, he or
10 she must declare why they feel they are a better candidate for the position. Candidate statements
11 may be submitted as soon as elections are announced if candidates wish for their statements to be
12 included with absentee ballots. Written candidate statements to be included with absentee ballots
13 must be received no later than one day prior to the election meeting.
14

15 *Voting Method – Single Transferable Vote System (Amended November 6, 2008)*

16 Votes shall be cast by secret ballot using the Single Transferable Vote system. Only official
17 members of the club who are not on probation are eligible to vote in *Executive Board Elections*
18 and *Referendum Elections*. Each person may cast up to two votes per set of options up for vote
19 in the election. The two votes must be cast by indicating a first preference and a second
20 preference for a set of options. Two votes may not be cast for a single option. Once the votes
21 have been cast, the first preference votes must be tallied up, and there must be a majority (more
22 than 50%) preference for a particular option. If there is no option with more than 50% of the
23 first preference votes, then the option with the least amount of first-preference votes is
24 eliminated and the persons who cast their first-preference votes for the eliminated option have
25 their second-preference votes counted with the other remaining first-preference votes. This
26 process continues until there is a majority (more than 50%) of first-preference votes for a single
27 option. If there are only one or two options available in an election, then only one vote may be
28 cast per set of options. A majority (more than 50%) of votes preferring a single option is all that
29 is required to win. As a standard rule, if only one option is available and that option fails to
30 receive a majority of the votes, then that option must be rejected.
31

32 *Voting Procedure (Amended November 6, 2008)*

1 Before ballots are distributed to the electorate for voting, all voting options, all of the relevant
2 voting rules, and the ballots themselves must be clearly declared and explained in a neutral
3 fashion in English. If a *Special Election* or an *Executive Board* election is part of the election, the
4 candidates must be given up to five minutes per candidate to make their statement. The
5 electorate must be given an adequate opportunity to ask questions to all candidates and regarding
6 election procedure and rules prior to the distribution of the ballots. Once the ballots have been
7 distributed, all forms of campaigning must stop.

8

9 Votes may be cast either on prepared ballots, on blank sheets of paper provided by the German
10 Club, or via e-mail using an absentee ballot document provided by the German Club. Only one
11 ballot per person shall be issued per election. No member shall be allowed to cast a vote for
12 another member. Persons able but unwilling to attend the election meeting forfeit their right to
13 vote. Requests for an absentee ballot must be accompanied by an explanation of why the person
14 is unable to attend the election meeting. Requests for an absentee ballot must be received prior
15 to the election meeting. Absentee ballots shall be distributed no sooner than one day before the
16 election meeting. Paper or e-mail absentee ballots may be requested. Absentee ballots sent via e-
17 mail must be sent to the official club e-mail address no later than four days after the election
18 meeting. Paper absentee ballots must be turned in to the secretary no later than four days after
19 the election meeting. Absentee ballots must retain the same exact format as those provided at the
20 election meeting.

21

22 If prepared ballots are provided, they must clearly indicate all options, with options listed in
23 random or alphabetical order. It must also be clearly indicated on prepared ballots that write-in
24 votes are also allowed for each set of options. Space on the ballot must be provided for write-in
25 votes. Any explanations printed on the ballot must be neutral and made clear in English.

26

27 If blank sheets of paper are provided as ballots, they must be stamped with an official German
28 Club stamp in order to be valid. Ballots without a stamp (invalid ballots) shall not be accepted.
29 The options must be clearly printed in large plain font in English at the front of the room so that
30 all options are available for club members to see when they indicate their preferences on the
31 ballot. If necessary, blind, deaf, or other handicapped members may be assisted by the club
32 advisor or, if the advisor is not present, a club member shall be selected at random to assist the

1 handicapped member. The assisting person may not attempt to manipulate or influence the
2 handicapped member's vote in any way.

3

4 Once votes have been cast, ballots shall be placed folded or face-down in a box or bag at the
5 front of the room. Only after all ballots have been handed in shall the votes be tallied by the
6 Secretary with oversight from the President, Vice President, and club advisor (if available). A
7 final tally of all votes from the election shall be announced no later than four days following the
8 election meeting. A final tally may be announced the day of the election meeting if there is no
9 possible way that absentee ballots could affect the outcomes of the election in any way. An
10 election may be contested by any official member of the club by contacting a member of the
11 Executive Board and then by filing a complaint through the student organization office.

12

13 **Code of Conduct**

14 *Guests and Enforcement*

15 Members are responsible for their guests' compliance with this policy. Members should also
16 assist each other in ensuring that the club code of conduct is consistently being followed
17 properly. Failure of any member to abide by the code of conduct may be punishable by
18 suspension or expulsion from membership or removal from any office within the Executive
19 Board via impeachment.

20

21 *Hazing*

22 No member of the German Club shall conduct or engage in hazing activities. Hazing activities
23 are defined as: "Any action taken or situation created intentionally, whether on or off campus, to
24 produce mental or physical discomfort, embarrassment, harassment or ridicule." Such activities
25 include, but are not limited to: the use of alcohol; paddling in any form; creation of excessive
26 fatigue; physical or psychological shocks; morally degrading or humiliating games and activities;
27 kidnapping and blindfolding; the wearing of public apparel which is conspicuous and not
28 normally in good taste; and late meeting sessions which interfere with scholastic activities.

29

30 *Abuse*

31 The German Club will not tolerate or condone any form of abusive behavior on the part of its
32 members, whether physical, mental, or emotional. This includes any actions that are demeaning
33 to women or men, including but not limited to date rape, gang rape, verbal harassment,

1 discriminatory slurs, unwelcome sexual advances or comments, harassment of any kind, or any
2 jokes, remarks or conduct that creates a hostile environment. Promotion of cultural stereotypes
3 will also not be tolerated. These stereotypes include, but are not limited to: goose-stepping, Nazi-
4 style saluting, racial commentary or jokes, and fat people wearing lederhosen while binge
5 drinking. These stereotypes may be declared and discussed by members of the German Club in
6 an academic setting where they can be appropriately addressed.

7

8 *Weapons*

9 For the safety of its members and guests, no member or guest may carry a weapon or firearms of
10 any kind while conducting club business, and/or acting on behalf of, or attending any event in the
11 name of the club. Personal protection items such as pepper spray, alarms, or whistles may be
12 carried but may not be used on any club member or guest unless that member feels their safety is
13 threatened.

14

15 *Miscellaneous*

16 The German Club Code of Conduct is not limited to the policies outlined in the club bylaws.
17 Wherever applicable, State, Federal, and Local laws as well as University policy supersede the
18 German Club Code of Conduct.

19

20

21 **Judicial Code**

22 *Warrants for Probationary Status, Impeachment, and Expulsion: Non-Officers*

23 Official members may be put on probationary status if they are found to have violated German
24 Club Bylaws or University policy. This probationary status is subject to review after 60 days.
25 Further violations of German Club Bylaws or University policy when members are on probation
26 may subject members to an expulsion hearing.

27

28 Members may also be subject to an immediate expulsion hearing, without the 60 day probation
29 period, following multiple violations or a serious violation of German Club Bylaws or University
30 policy. Serious violation shall be defined as knowingly violating German Club Bylaws or
31 University policy.

32

33 Members of the Executive Board shall be put on probationary status if they are found to have

1 violated German Club Bylaws, University policy, or if they fail to attend three scheduled all-club
2 or Executive Board meetings (without prior communication to the other officers) in a single
3 semester. This probationary status is subject to review after 60 days. When officers are on
4 probation, they shall be subject to an impeachment hearing after missing two additional
5 scheduled club meetings or Executive Board meetings in a single semester or for other violations
6 of German Club Bylaws or University policy.

7

8 Executive Board members may also be subject to an immediate impeachment hearing, without
9 the 60 day probation period, and/or an expulsion hearing following a serious infringement of
10 German Club Bylaws or University policy. Serious infringement shall be defined as knowingly
11 violating German Club Bylaws or University policy.

12

13 *Judicial Hearings & Procedure*

14 Any member of the Executive Board may at any time call for a Judicial Hearing due to a
15 violation of club bylaws or University policy. Any official member may petition the Executive
16 Board for a Judicial Hearing at any time. This petition must be honored by the Executive Board
17 if there is evidence of a genuine violation of German Club Bylaws or University policy. A
18 Judicial Hearing may also be called for by any person on probation following their 60 day
19 probationary period. Judicial Hearing requests must be fulfilled within two weeks of the request
20 (except during the last two weeks of the fall and spring semesters).

21

22 If a violation is in the form of a breach of University policy, the offender may be referred to the
23 proper University authorities by one or more members of the Executive Board in addition to a
24 Judicial Hearing conducted by the club.

25

26 Judicial Hearings must be conducted by the entire Executive Board [unless the offender(s) are
27 members of the Executive Board]. If it is desired by the Executive Board, the club advisor may
28 be asked to moderate the Judicial Hearings. Any official members of the German Club are
29 welcome to observe the hearings [unless a victim involved in the violation requests a private
30 hearing. The offender may not request a private hearing.] During the Judicial Hearings all
31 involved parties and witnesses shall be granted equal time to present their account of the
32 violation. If a key witness is unable to attend the hearing, by majority vote, the Executive Board

1 may move to postpone the hearing to a later date. The judicial process for a single case may not
2 take longer than 30 days (unless extended by a two-thirds majority vote of the Executive Board).

3
4 The Executive Board shall then use their best judgment to determine whether the violation is
5 worthy of probationary status, impeachment (when applicable), or expulsion. This is determined
6 by voting. If the Executive Board feels that the violation is worth of disciplinary action, they
7 must discuss and vote (in closed session) on what appropriate disciplinary action should be
8 taken. A motion made by an Executive Board member for probationary status as a disciplinary
9 action warrants a two-thirds majority. A motion made by an Executive Board member for
10 impeachment or expulsion warrants a three-fourths majority. A motion made by an Executive
11 Board member that the violation is not worthy of disciplinary action warrants a three-fourths
12 majority. The charges may then be dismissed or the offender may be granted a warning.
13 Warnings may only be issued one time per member throughout their entire membership in the
14 club. A motion made by an Executive Board member for reinstatement of a former member who
15 had been expelled warrants a three-fourths majority.

16
17 *Terms of Probationary Status, Impeachment, and Expulsion*

18 Any member on probation during an election cycle may not vote in any part of that election.
19 Any member on probation during an election cycle may not run for office. An election cycle
20 shall be defined as the time from which an election is announced to the time of the election
21 meeting. If an incumbent member of the Executive Board is challenged in an election during a
22 time in which they are on probation, they may not attempt to defend their incumbency. The
23 incumbent may, however, retain their position if the challenger fails to receive a majority of the
24 vote in the election.

25
26 If a member of the Executive Board is impeached, then he or she is removed from office
27 effective immediately and is demoted to the position of a normal, official club member. The
28 member also achieves a new probationary status that may be reviewed 60 days after the date of
29 impeachment.

30
31 Expulsion from the club is effective immediately. Expelled persons shall no longer be allowed
32 to attend any club meetings, events, excursions, or activities. Their name shall be removed from
33 the German Club membership list and their contact information removed from any newsletter

1 lists. After a period of 365 days, the expelled member may request a Judicial Hearing to
2 determine if their membership may be re-instated. The Executive Board is in no way required to
3 honor this request.

4

5 **Club Transparency**

6 The Executive Board shall conduct business as transparently as possible. Any official member is
7 welcome to attend Executive Board meetings or Judicial Hearings (except in the case of a private
8 Judicial Hearing requested by a victim of a bylaw violation and private sessions in which the
9 Executive Board comes to a verdict for a Judicial Hearing.) Any public records must be
10 presented to official club members on request. Private records include member profiles, media
11 rental records, and records of private donations made to the club.

12

13 **Meeting Procedure**

14 Meeting procedures for officer and general meetings may be conducted in an informal,
15 democratic fashion. If anyone contests the procedure of a meeting, the meeting procedure may
16 then be conducted according to Robert's Rules of Order (visit <http://www.robertsrules.org/> for
17 clarification).