

SHV Election Information and Officers' Duties

According our the SHV Bylaws

ARTICLE 6 OFFICERS

Sec. 1. The officers of the Verein shall be a President, Vice- President, Recording Secretary, Financial Secretary, Treasurer, Sergeant-At-Arms and three Trustees. The officers shall constitute the Executive Board.

Sec. 2. The term of office for all elected officers shall be one year, except Trustees shall be elected for three-year terms on a staggered basis.

The President and Vice-President can be elected only for two consecutive years.

Sec. 3. To be eligible for election, a member must have been in good standing at least 12 months prior to nomination.

Sec. 4. The nomination and election of officers shall take place at the general meeting following the reading and acceptance of officer's reports. Election shall be by simple majority vote.

Sec. 5. The installation of officers shall be immediately after election and be conducted by a past President or officer.

Sec. 6. Officers shall be free from paying dues and shall be compensated for their duties on the basis of a schedule established by the Verein.

Sec. 7. Officers are responsible for books, reports and other property of the Verein pertaining to their office and shall deliver them in up to date condition to their successors.

Sec. 8. An officer unable to attend a meeting shall make arrangements for another officer to perform the duties. If an officer is absent unexcused for three consecutive meetings, the office shall be declared vacant and a new officer shall be appointed by the President for the unexpired term.

ARTICLE 7 DUTIES OF OFFICERS

Sec. 1. President:

The President shall:

- (a) preside at all meetings,
- (b) preserve order, decorum and enforce the constitution of the Verein,
- (c) decide all questions of order, subject to an appeal to the Verein,
- (d) have the deciding vote in case of a tie,
- (e) appoint all committees and delegates as may be necessary, unless otherwise ordered.
- (f) perform such other duties as are required by the office and or established in the Bylaws.

Sec. 2. Vice President:

The Vice President shall:

- (a) assist the President in the discharge of the official duties,
- (b) fill the office in case absence, death, removal or resignation of the President until such time as a President is elected,
- (c) perform such other duties as directed by the Verein and or established in the Bylaws.

Sec. 3. Recording Secretary:

The Recording Secretary shall:

- (a) keep the correct minutes of each meeting,
- (b) read and preserve all documents and correspondence,
- (c) issue all summons for special meetings, Verein's activities and funerals and conduct all official correspondence,
- (d) issue and sign drafts for all approved disbursements to the Treasurer and keep financial institutions informed of the names of Trustees and Officers authorized to sign checks and withdrawals,
- (e) perform such other duties as directed by the Verein.

Sec. 4. Financial Secretary:

The financial Secretary shall:

- (a) receive all monies paid to the Verein,
- (b) make entry of same in a cash book,
- (c) read all receipts and disbursement at the end of each meeting ,
- (d) turn over the monies received to the Treasurer for receipt,
- (e) bill members for their dues and assessments as required by the constitution,
- (f) maintain an exact account of dues, assessment and benefits for each member in a ledger,
- (g) keep an up-to-date address file of the membership,
- (h) perform such other duties as directed by the Verein and or established in the Bylaws.

Sec. 5. Treasurer:

A) The Treasurer shall:

- (a) deposit all monies in the name of the Verein within the same week it is received in such bank(s) as may be designated by the Verein,
- (b) make no disbursement without the sanction of the Verein,
- (c) keep itemized records of each account in legal approved ledgers and make a report of all transactions at each monthly meeting, subject to recording in the minutes,
- (d) submit books and vouchers for inspection at any time when called upon,
- (e) perform such other duties as the Verein may require.

Sec. 6. Trustees:

The Trustees shall:

- (a) have the supervision of all funds and properties of the Verein, subject to such instruction as they may receive from the Verein,
- (b) see that the Treasurer deposits all monies received in such financial institutions as the Verein designates,
- (c) see that the Recording Secretary notifies the financial institutions of the names of officers duly authorized to sign checks and warrants for withdrawal on the accounts and that all Disbursements are made by check.
- (d) investigate and secure the Verein's monies in the most favorable and safe investments and submit a quarterly report on the financial standing.

(Trustees Continued)

B) The Senior Trustee and the Trustee second in line shall be vested the authority to withdraw funds

C) The Trustee third in line shall serve as alternate.

Important documents of the Verein shall be kept in a Bank Safe Deposit Box.

Sec. 7. Sergeant-At-Arms:

The Sergeant-At-Arms shall:

- (a) assist in preserving order at meetings as directed by the President,
- (b) be responsible for the proper setup at meetings and serves as "doorkeeper",

- (c) store and maintain all physical property of the Verein and submit an annual inventory report at the general meeting,
- (d) perform such other duties as may be directed by the Verein.