

**Statutes of the Hamburg English Language Teaching Association - HELTA****§ 1****Name and Location**

The association is named

Hamburg English Language Teaching Association - HELTA

and is based in Hamburg, where it is also legally registered. It is entered in the association register. The fiscal year is the calendar year.

§ 2**Purpose**

The purpose of the association is to promote education, specifically effective teaching of English as a foreign language. The purpose of the statutes is particularly realized through the exchange of opinions and experiences among English teachers in Hamburg, as well as through conferences, seminars, and training programs, by publishing news and in other ways.

Furthermore, the association aims to maintain an information source and a meeting point for the benefit of its members. In carrying out such activities, it shall attempt to collaborate with other associations of teachers of modern foreign languages and with other groups involved in the teaching of English as a foreign language.

§ 3**Non-Profit Status**

The association exclusively and directly pursues non-profit purposes within the meaning of the "Tax-Privileged Purposes" section of the Fiscal Code. The association operates selflessly; it does not primarily pursue its own economic purposes.

Funds of the association may only be used for statutory purposes. Members do not receive any benefits from the funds of the association. No person shall be favored by expenses that are foreign to the purpose of the association or by disproportionately high remunerations.

§ 4**Membership**

All individuals, regardless of gender, nationality, race, or creed, can acquire membership, provided that they satisfy the board regarding their practical experience or professional interest in the field of teaching English as a foreign language in relation to the purpose of the association.



Associate membership may be acquired by those who do not qualify for full membership but wish to enjoy the benefits of the association. These members pay half of the full membership fee.

Institutional membership is available to institutions with an interest in the teaching of English as a foreign language. The latter have neither the right to vote nor the right to be elected as a board member.

Membership is acquired when the board has accepted the corresponding written application for admission. The result of the board's decision is communicated in writing to the applicant. The board is not obliged to disclose any reasons for rejection to the applicant. However, the applicant has the option to appeal to the general meeting, which can deviate from the decision of the board with a three-quarters majority of the votes represented.

Membership ends upon the death of the member; by resignation of the member, which must be declared in writing to the board with a six-month notice period effective at the end of a fiscal year; by expulsion.

Membership entitles the member to:

1. Participate in the general meeting and exercise the rights conferred to the general meeting;
2. Receive publications of the association;
3. Participate in events of the association.

§5

Expulsion of a Member

The expulsion of a member can be declared by a resolution of the board if:

- The member damages the reputation or interests of the association;
- Despite two reminders, the member has not settled their dues beyond the end of the fiscal year;
- Another important reason exists.

The decision on the expulsion must be communicated to the member in writing. An appeal against the expulsion is permissible within a period of one month to the general meeting.

§6

Contributions

The annual contribution decided by the general meeting is due at the beginning of the fiscal year; it should amount to at least EUR 40.00.* Regular contributions are only

*The membership fee is EUR 40.00 as of the date of this posting. Please note that this amount may be subject to future changes.



permissible to the extent necessary to cover the association's expenses. The association is financed through contributions, donations, and entrance fees for certain events.

§7

Bodies

The bodies of the association are:

- The Board
- The General Meeting

§8

Board

Composition of the Board:

The Board shall consist of at least three members.

In a standard leadership structure, the Board will be comprised of the Chairperson, the Vice-Chairperson, and the Treasurer.

In the case of dual leadership, the Board consists of two co-equal Chairpersons and the Treasurer.

Election of Co-Chairpersons:

If individuals are running for the positions of Co-Chairpersons, they will be voted on as a pair. This ensures that the Co-Chairpersons are elected based on their combined ability to work together effectively.

Authority to Represent:

The Chairperson and the Vice-Chairperson are board members in the sense of § 26 BGB and are each authorized to represent the association independently. Internally, the Vice-Chairperson is to exercise this power of representation only when the Chairperson is prevented from doing so.

When appointing a dual leadership consisting of two co-chairpersons, both co-chairpersons are each independently authorized to represent [the association] in accordance with §26 BGB.

Although they have individual authority, it is recommended that the Co-Chairpersons coordinate their actions and decisions to ensure consistency and alignment with the goals and policies of the association.

Board Decisions:

The Board makes its decisions by a simple majority.

**Voluntary Work:**

The work of the Board members is voluntary; they do not receive remuneration for their activity.

§ 9**General Meeting (MV)**

The general meeting has, among other things, the following tasks:

- Election of the executive board;
- Decision-making on amendments to the statutes and dissolution of the association;
- Approval of the budget plan and determination of the membership fee;
- Decision on the appeal of a member against their exclusion (§5).

§ 10**Convening the General Meeting**

The ordinary general meeting is convened annually by the board. The board determines whether the meeting will be held in person, as a hybrid, or as a virtual meeting.

Members must be invited in writing with the agenda and the form of the meeting (in-person, hybrid, virtual) at least one month before the start of the meeting (day of convocation).

An extraordinary general meeting can be convened by the board and may also take place in one of the mentioned formats. The board is obliged to do so if at least 20 of the members demand it in writing, stating reasons. In this case, the aforementioned invitation period is reduced to at least one week.

§11**Decision-Making****Leadership of the Member Assembly:**

The Chairperson presides over the Member Assembly. In the absence of the Chairperson, this task is taken over by the Vice-Chairperson.

In the case of dual leadership, the Member Assembly can be led jointly by both Co-Chairpersons or by one of the two.

If both the Chairperson and the Vice-Chairperson are prevented from attending, the Chairperson is to appoint another representative. In the case of dual leadership, the representative is to be determined jointly by both Co-Chairpersons.

Voting and Representation:

Each member has one vote in the assembly. Representation is only allowed with written authorization.

**Agenda:**

The Member Assembly may decide to supplement the agenda with additional items. All items submitted to the Board two weeks in advance will be included in the agenda.

Decision-Making:

All decisions of the Member Assembly are made by a simple majority of the votes represented in the assembly, as far as allowed by law and the statutes.

In the event of a tie, the Chairperson's vote decides. In the case of dual leadership, a tie will require a joint decision by both Co-Chairpersons. If no agreement can be reached between the two Co-Chairpersons, the decision will be made by drawing lots.

In the election of the Board, a tie is decided by drawing lots.

Recording:

A record of the decisions made in the Member Assembly is to be kept. The record is to be signed by the Chairperson and the Recording Secretary. In the case of dual leadership, the record can be signed by one of the two Co-Chairpersons along with the Recording Secretary.

§ 12**Amendments to the Statutes**

A resolution to amend the statutes requires a three-quarters majority of the votes cast.

§ 13**Dissolution**

The association may be dissolved by a resolution of the general meeting. A three-quarters majority of the members present is required for the resolution. A general meeting must be convened in writing at least one month in advance.

The general meeting is quorate if at least two-thirds of the members are present. If the meeting is not quorate, a second meeting must be convened within four weeks. This meeting can decide on the dissolution regardless of the number of members present, with a three-quarters majority of the votes cast.

Upon dissolution of the association or if tax-privileged purposes cease to apply, the assets of the association shall be transferred to the

Bundesverband Alphabetisierung und Grundbildung e.V.,

which must use them directly and exclusively for charitable, benevolent, or religious purposes.

The general meeting appoints two liquidators to carry out the dissolution.

HELTA



Hamburg English Language Teaching Association

For all other matters, the provisions of §§ 48 et seq. of the German Civil Code (BGB) apply.

Hamburg, 13 July 2024