

By-laws of the non-profit registered association „Lexicon silvestre“ e.V.



1. Name and location of the association

- 1.1 The association is called in German "Förderverein 'Lexicon silvestre' e.V."
- 1.2 The association is located in Eberswalde and is recorded in the register of associations.

2. Purpose of the association

- 2.1 The purpose of the association is the advancement of the work on the „Lexicon silvestre“. This is a data base dealing with forestry terminology. The data base results from the international cooperation of foresters and other experts. The equal status of all languages is an essential prerequisite of this collective work.
- 2.2 The association promotes all activities which contribute to international cooperation.
- 2.3 The association acts in a selfless manner. It does not primarily pursue its own financial interests.
- 2.4 The funds of the association may only be used for the purposes stated in the by-laws. The members receive no allowances from the funds of the association.
- 2.5 Nobody may be favoured by payments which do not serve the purpose of the association or which are excessively high.

3. Activities of the association

The activities of the associations are governed by the [rules of internal procedure](#) based on the by-laws. The rules of internal procedure are effective in addition to the by-laws and to arrangements made by individual contracts. The rules of internal procedure are agreed upon by the annual general meeting.

4. Membership

- 4.1 Natural persons who accept the by-laws can become members of the association. There is no entitlement to affiliation.
- 4.2 Membership starts upon approval by the management board of the application for affiliation.
- 4.3 Membership ends when the member cancels his membership, dies or is excluded by the management board. The member excluded can enter an objection against exclusion (by applying for an additional item on the agenda) at the annual general meeting. The annual general meeting decides in a final manner about the incident.
- 4.4 Every member has a vote when attending the annual general meeting and can file a motion. This gives him the right and the possibility to get involved in shaping the development of the association and in reaching its goals.
- 4.5 Persons who render outstanding services to the association can be declared honorary members by the annual general assembly. They have the same rights as regular members except for the contribution rules.

5. Funds

- 5.1 The funds of the association come from the contributions of the members and donations.
- 5.2 The amount and due-date of the contributions are governed by the rules of internal procedure.

6. Entities of the association

- 6.1 The entities of the association are:
 - the annual general meeting
 - the management board.
- 6.2. The management board can appoint committees of experts to support the work of the association.



7. Annual General Meeting

- 7.1 The annual general meeting is generally conducted by the chairman of the management board or by a representative whom he named.
- 7.2 Application to the annual general meeting
Applications must reach the annual general meeting at the latest before setting up Agenda
- 7.3 The final Agenda is decided upon by the annual general meeting.
- 7.4 After each annual general meeting and after each meeting of the management board the minutes of the decisions are to be prepared and be approved by a simple majority. The minutes are prepared by a keeper of the minutes, and signed by himself and by one of the members of the management board.
- 7.5 Some of the tasks of the annual general meeting are:
- Election and Voting out of the management board,
 - Election of the annual accounts auditor
 - Receipt of the annual report of the management board
 - Approval of the acts of the management board
 - Resolution on a possible modification of the rules of internal procedure
 - Resolution on the modification of the by-laws,
 - Resolution on the dissolution of the association.
- 7.6 The annual general meeting must be called
- at any time necessary to meet the interests of the association, at least once per year and whenever necessary for the sake of the association,
 - if at least 20 % of the members request it in written form, in this case the management board must convene the annual general meeting within 14 days. The general annual meeting must then take place within the following 9 weeks.
- 7.7 The annual general meeting is called by the management board in a written form within the minimum time of 4 weeks and together with the Agenda. The deadline begins with the day following the dispatching date of the invitation letter. Communications of the association are considered as received when they have reached the address the most recently given to the association.
- 7.8 Each annual general meeting convened according to the rules has a quorum.
- 7.9 The members attending the annual general meeting vote by raising one's hand. When voting, decisions are taken by the simple majority. Voting out of the management board, modifications of the by-laws, and the dissolution of the association can only be decided upon by a 2/3 majority of the valid votes. The annual general meeting appoints an electoral commissioner who supervises the election of the management board.

8. Management Board

- 8.1 The management board consists of 3 persons (Chairman, Deputy Chairman, Treasurer). In each case at least two members of the management board are authorised to represent it.
- 8.2 The management board is elected by the annual general meeting for four years.
- 8.3 The management board can be voted out during its term of appointment only if a new management board is elected.
- 8.4 If a member of the management board resigns prematurely the remaining management board elects a temporary substitute member. The appointment must be confirmed by the next annual general meeting.
- 8.5 The cancellation of a membership puts an end to the function of a member of the management board.

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9. Accountability

- 9.1 The management board must prepare the report about the activities of the association and its finances up to March 31 of each year for the past financial year.
- 9.2 The verification of the annual financial statement is done by the accounts auditor appointed by the annual general meeting.

10. Dissolution of the association

- 10.1 The association can be dissolved by the decision of the annual general meeting.
- 10.2 In case of a dissolution of the association or the loss of the tax-privileged status the funds of the association go to the Association „Eberswalder Förderverein für Lehre und Forschung e.V.“, which has to use them directly and exclusively for charitable, benevolent or church-related purposes.
- 10.3 If the annual general meeting does not take another decision the management board is liquidator.

These by-laws were confirmed by the annual general meeting on October 09, 2009.

Eberswalde, 09.10.2009

Translation from German into English by Liliane Meier