

## **Statutes of**

Adopted by General Assembly on .....

### **Article 1 – Designation**

With the statutes, the members have founded an Association, regulated by the Law of 01 July 1901 and the decree of 16 August 1901, entitled .....

### **Article 2 – Purpose**

This Association is for administrative purposes and English-speaking library and encourages cultural and social exchanges between French and foreigners, integration, culture, leisure sharing, support, information and networking with other Associations

### **Article 3 – Head Office & Duration**

The head office is situated at .....at Porte du Puycharraud, 10 Rue du Portail, 23300 La Souterraine. It may be transferred to another place by decision of the Bureau; the ratification of an Annual General Meeting (AGM) would be required. Its duration is unlimited.

### **Article 4 – Members**

To join the association one must pay an annual subscription.

The Association is composed of active members who participate in all statutory activities of the Association.

The membership is terminated:

by resignation

by death

by the Bureau for non payment of dues or for serious reasons. In the latter case a registered letter must firstly be sent asking the member to appear before the Bureau to provide an explanation.

### **Article 5 – Resources**

The resources of the Association include:

- the amount of entrance fees and contributions made by members
- subsidies from Europe, the state, other territorial groups (regions, departments, communities of communes and communes) and their public institutions
- provision of activities by the Association in pursuit of it's social purpose
- sponsorships, patrons and all financial partnerships generated in a way not prohibited by law.

## **Article 6 – Liability**

The Association complies only with the contracted commitments entered into in its name, with no member of the Bureau or Association being personally liable.

## **Article 7 – Bureau**

The Association is managed by a Bureau consisting of 3 to 11 members. They are elected by the AGM for a term of three years. They are renewed every three years. Retiring members may be reappointed. In the event of a vacancy, the Bureau can provide temporary replacement of its members for the remainder of the term of office.

All functions are voluntary.

The Bureau is composed of a President and, if applicable one Vice-President, or two Co-Presidents, a Secretary and, if applicable, an Assistant Secretary, a Treasurer and, if necessary, an Assistant Treasurer.

The Bureau shall meet at least twice a year, convened by the President or at the request of one third of its members to deliberate on all matters concerning the Association. No quorum is required. Decisions are made by majority vote and the President has the casting vote if there is a tie.

## **Article 8 – Powers & Duties**

The President chairs the meetings of the Bureau and the AGM, and directs the work and discussions. All communications must be addressed to the President. He is authorized to sign documents on behalf of the Association and act on its behalf, and particularly to effect all financial operations in the same way as the Treasurer.

The Vice President assists the President and replaces him if he is absent.

The Secretary will take minutes of the meetings of the Bureau and of the AGM. He is responsible for notifications and, in general for all correspondence. He is authorised to sign all administrative papers.

The Treasurer is responsible for all matters relating to the financial management of Association funds, which are under the control of the President. He is responsible for accounting of revenues and expenses, and presents a yearly financial statement for the approval at the AGM.

## **Article 9 – Annual General Meeting (AGM)**

The AGM consists of all members of the Association in whatever capacity they are affiliated. It meets once a year, a notification will be sent at least fifteen days in advance by the Secretary. The Agenda is included on the notification. Only questions on the Agenda may be dealt with during this meeting.

The President, assisted by the Bureau, chairs the meeting and presents the annual report of the Association. The Treasurer gives the financial report and submits accounts for the approval of the members.

At the end of the Agenda the process of renewing the members of the bureau and the election of the Auditors is carried out.

Decisions are made by majority vote of members present, the President having the casting vote in case of a tie. Voting by proxy is allowed; one member present is allowed only one proxy.

## **Article 10 - Extraordinary General Meeting (EGM)**

If necessary or at the request of half the registered members, the president may convene an EGM following the procedure in Article 9. Decisions are made by a majority vote.

## **Article 11 – Auditing of Accounts**

Accounts held by the Treasurer are audited annually by two auditors. They are elected for one year by the AGM. They may be reappointed. They must not perform any function within the Bureau. They must present a written report of their audit to the AGM.

## **Article 12 – In House Rules**

In house rules may be established by the Bureau, which are then approved by the AGM. Potential rules are intended to fix various points not covered by the current statutes.

## **Article 13 – Amendment of Statutes**

The statutes can only be amended by an EGM specially convened for this purpose, by a majority of enrolled members present.

Documents of the proposed amendments and the notification must be sent to all members at least one month before the EGM.

## Article 14 – Dissolution

The dissolution of the Association can only be declared at an EGM specially convened for this purpose and by a majority of two thirds of enrolled members present. If this majority is not obtained a second meeting would take place fifteen days later and this decision would be valid regardless of the numbers of members present or represented.

In case of a dissolution one or more liquidators are appointed by the EGM and assets, if any, are donated, in accordance with Article 9 of the Law of 01 July 1901 and the decree of 16 August 1901, to an Association pursuing the same goal.

Dissolution must be declared to the Prefecture of the Department.

Made at La Souterraine.....

President

Secretary

Treasurer