



Alliance Française

Alliance Française de Launceston Inc

Constitution (English Version)

1. Name

The Alliance Française de Launceston shall be a non-profit-making association, constituted to conform to the objects of the Alliance Française founded in Paris in 1883.

2. Objects

- 2.1 The objects of the Association shall be to promote the French language in the city of Launceston; to bring together all those who wish to contribute to the development of the knowledge and nature of French language and thought; and more broadly, to contribute to better mutual understanding between Australia and France through the development of linguistic and cultural exchanges.
- 2.2 It shall be free of any political, religious or racial affiliation.
- 2.3 It shall have no fixed term of existence.
- 2.4 It shall be based in Launceston, Tasmania.
- 2.5 The Association shall be officially constituted only upon approval of these statutes by the Alliance Française de Paris.

3. Membership

- 3.1 All persons, including students, who have a genuine interest in the objects and related activities of the Association shall be eligible for membership in one of four categories.
- 3.2 *Foundation Member:*
A person who has attended the Inaugural Meeting of the Association and fully paid the annual subscription within 30 days of the Inaugural Meeting.
- 3.3 *Life Member:*
A person who has been nominated by a member, seconded by at least five members, submitted to and approved by at least 75% of the members present at an Annual General Meeting. Life Members shall not be required to pay any subscription but shall be entitled to all the privileges of membership.
- 3.4 *Honorary Member:*
The Executive Committee may elect as Honorary Members such persons as it thinks fit, either by reason of their French or French-speaking origin or particular links with French culture they may nurture. Honorary Members shall not be required to pay any subscription. They shall be entitled to all the privileges of membership, but have no voting rights.
- 3.5 *Ordinary Member:*
Upon nomination by a financial member, a person who has completed an application form and submitted it to the Secretary with the appropriate subscription shall become a member of the Association, shall be entitled to all the benefits and privileges of membership and be bound by these

statutes.

4. Entitlements

- 4.1 Members shall be entitled to:
- (i) attend all General, Special and Annual General meetings of the Association;
 - (ii) participate in all discussions and, except for Honorary Members, vote at any General, Special or Annual General Meeting;
 - (iii) be eligible to hold office.
- 4.2 Members of the Association shall not be entitled to any payment or allowance for any office which they may hold or which has been entrusted to them.

5. Annual Subscription

- 5.1 The annual membership subscriptions (students, individual and family) shall be determined at the Annual General Meeting and shall be payable on the first day of March each year.
- 5.2 If any member fails for six months to pay his or her annual subscription, he or she shall cease to be a member.

6. Expulsion of Members

- 6.1 The Association reserves the right to expel a member, subsequent to a resolution of the Executive Committee and ratification by at least 75 % of members attending the next Annual General Meeting.
- 6.2 Expulsion is definitive.

7. Executive Committee

- 7.1 The affairs of the Association shall (except as otherwise provided in these statutes) be managed by an Executive Committee, which shall consist of four office-bearers (President, Vice-President, Secretary and Treasurer) and three other members.
- 7.2 *Duties of the President*
The President shall
- (i) be the chief executive officer of the Association and shall manage its affairs in accordance with the interests and direction of the members;
 - (ii) act as chairperson at all Annual, General, Special and Executive meetings, unless for any reason he or she vacates the chair or is absent, in which case the chair will be taken by the Vice-President or in his or her absence, by a member elected by the other members present. The President may resume the chair at any time;
 - (iii) have, in addition to his or her personal vote, one casting vote at any meeting.
- 7.3 *Duties of the Vice-President*
The Vice-President shall
- (i) be responsible to the President for any duties delegated to him or her by the President or members of the Executive Committee;
 - (ii) when present at a meeting, act as chairperson if the President is unavailable or has vacated the position at any time.
- 7.4 *Duties of the Secretary*
7.4.1 The Secretary shall
- (i) record the minutes of all meetings, which shall be signed by him or herself and the President upon approval of the next meeting;
 - (ii) conduct the correspondence;
 - (iii) carry out any other secretarial duties as directed by the President or members of the Executive Committee;
 - (iv) issue notices of meeting for General, Special or Annual General meetings;
 - (v) maintain a record of any motions or resolutions which may be interpreted as policy.

7.4.2 In the event of the absence of the Secretary at any meeting, an acting secretary shall be appointed from members present.

7.5 *Duties of the Treasurer*

7.5.1 The Treasurer shall

- (i) keep the Association's books, vouchers and financial records;
- (ii) receive all moneys and pay all accounts passed by either the Executive Committee at a committee meeting or the members at a General Meeting;
- (iii) prepare a financial report for presentation at any meeting if it is required;
- (iv) prepare a duly audited financial report for presentation at the Annual General Meeting;
- (v) conduct the Association's bank accounts.

7.5.2 The Association's cheques and withdrawals shall be signed by any two of the following office-bearers: President, Vice-President, Secretary and Treasurer.

7.6 *Vacancies*

The Executive Committee may fill any vacancy on the Executive Committee from the general membership.

7.7 *Sub-committees*

The Executive Committee may from time to time appoint and dissolve such sub-committees as it deems necessary or expedient from its own number, with or without other members.

8. Meetings

8.1 The Executive Committee shall meet at least once a quarter to examine the accounts and conduct the affairs of the Association.

8.2 The Annual General Meeting of the Association shall be held in the month of March each year at a date and time to be fixed by the Executive Committee.

The agenda shall be as follows:

- (i) Apologies
- (ii) Selection of returning officer and two scrutineers
- (iii) Minutes of previous Annual General Meeting
- (iv) President's report on the year's activities
- (v) Treasurer's financial report
- (vi) Election of office-bearers and Executive Committee members
- (vii) Appointment of auditor
- (viii) Motions on notice from previous General Meeting
- (ix) Any other business.

8.3 General Meetings shall be held when deemed necessary by the Executive Committee or as resolved at another General Meeting.

8.3 A Special Meeting may be called by the Secretary if required. The agenda for such a meeting shall be limited strictly to the subject of that meeting.

9. Quorum

9.1 For the Annual General, General and Special meetings a quorum shall be 15% of membership.

9.2 If there is no quorum for the Annual General Meeting the next General Meeting with a quorum shall be deemed to be the Annual General Meeting.

9.3 For Executive Committee meetings a quorum shall be four members of the Executive Committee.

10. Financial Year

The financial year shall run from the first day of March until the last day of February.

11. Auditor

The auditor of the Association shall audit the accounts for presentation at the Annual General Meeting.

12. Trustees and Property

- 12.1 The President, Secretary and Treasurer shall be the trustees of the property of the Association.
- 12.2 All moneys of the Association, except an amount for petty cash, shall be banked as soon as practicable with the Association's bankers.
- 12.3 No moneys shall be withdrawn from the Association's bank accounts except by cheque.
- 12.4 Moneys not required for immediate needs may be invested.

13. Dissolution

- 13.1 Every member of the Association and every person who, within the period of twelve months immediately preceding the commencement of the dissolution, was a member of the Association, is liable to contribute to the assets of the Association and for the costs, charges and expenses of the dissolution and for the adjustment of the rights of the contributories among themselves such sum, not exceeding ten dollars as may be required, but a former member is not liable to contribute in respect of any debt or liability of the Association contracted after he or she ceased to be a member.
- 13.2 All outstanding assets shall be vested in the Fédération des Alliances Françaises en Australie Inc.

14. Constitutional Amendments

- 14.1 These statutes may be added to, repealed or amended by resolution at any General Meeting, notice of which has been given at a previous General Meeting.
- 14.2 Amendments may not be adopted until approval has been granted by the Alliance Française de Paris.

15. Interpretation of Statutes

Any doubts arising as to the application or meaning of any of these statutes shall be decided and ruled by the President, together with the Vice-President, who shall, when discussing the ruling, take into account the intent of the clause and the welfare of the Association.