

# INTERNAL REGULATIONS

These regulations are drawn up to clarify the Statutes of the Association Franco Anglaise, registered at Maison des Associations, 61bis Rue Paul Doumer, 17200 Royan and 4 rue des Roses Trémières, 17600 Saujon

## Membership

### Subscription :

The subscription is aligned with the financial year (In France 1 January – 31 December).

- Honorary Members do not pay any subscription.
- Ordinary Members pay either an individual or family annual subscription. A family subscription covers 2 adults plus up to 6 children aged under 16 years.

The amount of the subscription is to be set each year by the Committee and approved by the Membership at the Annual General Meeting (AGM).

Subscriptions are due on 1 January each year and should be paid by 31 March at the latest, unless special arrangements have been made with the Committee.

Members who have not paid their subscriptions within the three months grace period will be considered as having resigned.

Subscriptions, once paid, are not reimbursable under any circumstances.

There is a Joining Fee for each new member joining the Association. This is a 'one-off' fee and is not payable within subscription renewal.

For members joining the Association during the course of the year, subscriptions are calculated, pro rata, in 4 monthly parts. Members joining in December will pay a normal annual fee which will then cover their membership throughout December and the following year. (ie 13 months membership)

### Admission of New Members:

In accordance with Article 5 of the Statutes, people wishing to join the Association must complete an application form. For minors under 16 years of age, the form must be signed by the child's legal guardian

A copy of the Statutes and the current Internal Regulations will be sent to each new member.

## Operation of the Association

### Composition of Committee:

The committee of 12 members is elected for two years. After the first year of operation, half of the first committee must seek re-election and if there are not sufficient volunteers then names for re-election will be drawn by lot. Normally, candidates for the committee should have been members for at least one year. In exceptional circumstances, the committee may invite someone who has been a member for less than one year to stand.

At the first committee meeting after the AGM, the members of the committee will decide amongst themselves the officers and posts to be held. These will consist of a President, two Vice-Presidents, a Treasurer and Assistant Treasurer and a Secretary and an Assistant Secretary (where possible there should be one French and one English postholder).

The Founding Members of the Association (3) are Honorary Members. The Honorary President will have the right to attend Committee meetings in an Executive (non-voting) capacity.

#### **Committee meetings:**

In accordance with Article 10 of the Statutes, a quorum of 2/3 of the Committee must be present in order to validate any decision taken by those present.

#### **Association Activities:**

Activity leaders are free to choose where their activity takes place. In case of a change of meeting place (except in unforeseen circumstances), they are required to inform the committee before the publication of the monthly programme.

Activity leaders may ask for contributions to defray any expenses incurred. They can fix these themselves, depending on the materials used/supplied. A record must be kept on the appropriate sheet and sent every 3 months to the Treasurer. Members will be advised in the monthly programme that there is a contribution payable for the activity.

Some activities may be open to both members and non-members of the AFA. Where this is the case, an increased contribution may be payable by the non-member, whilst in all cases priority will be given to members.

Some activities or outings require a reservation fee and an advance of Association funds. Before signing up for these activities, members will be required to pay a deposit. This deposit will be retained by the Association if the member subsequently cancels, in order to cover the costs incurred.

All activities are open to all members (unless there are medical, safety or numbers restrictions in force)

A proposed new activity must be submitted to the Committee and accepted before being organised.

#### **Social Events :**

Social events such as social evenings and games nights are open to all. In concert with the rules above, if places are limited, priority will be given to members, whilst an increased entry fee may be payable by visitors.

- Any modification to the organisation of social events must have the prior approval of the Committee.

#### **Miscellaneous Rules:**

##### **Modification of Internal Regulations:**

The Internal Regulations have been drawn up by the Committee, conforming to Article 13 of the Statutes and ratified by the Members at an AGM. New internal regulations will be sent to all the members by post or email and posted on the Association Website within one month of the ratification being made.

Royan, 24<sup>th</sup> September 2011

President

Secretary