

ARGELIERS SANS FRONTIERES

November 2024

Internal Rules

Modification of the Internal Rules

The internal rules can be modified by the Committee

Annual General Meeting (AGM)

- The AGM is held at least once a year
- One month prior to the date agreed, members of the Association are invited, by email, by the secretary. The agenda appears on the invitation
- A quorum is not required
- The President, assisted by the members of the Committee, presides over the AGM, and informs the members of the current state of the Association and its activities. This report must be approved by the members
- The Treasurer gives a summary of his report and submits his annual accounts (balance sheet and income statement) for the approval of the AGM. The financial report must be approved by the members
- The only points to be covered at the AGM are those written down in the Agenda
- Decisions are taken by the majority of members' voices present on the day, or represented on the day, and up to date with their membership payment
- Only after all the points on the agenda are finished, renewal of Committee members may take place (every 3 years)
- All deliberations are done by a raised hand, apart from the election of the Committee members. This is done by secret ballot, if the number of candidates is superior to 11
- Decisions taken at the Annual General Meeting are binding on all members, including those absent or represented.

Management Committee

The Association is run by a Committee of **11 members maximum**, elected for **3 years** at the AGM. These members are eligible for re-election.

If a member resigns, the Committee can still function with a reduced number of members.

However, following the departure of a member, the Committee can provisionally provide a replacement up until the next AGM. He or she may then be renewed at the same time as the other administrators.

One month prior to the AGM, Committee members express their desire to remain on the Committee or not.

The Committee meets up at least once every six months, on the wish of the President, or on the wishes of **one third of its members**.

Decisions are taken by a majority of voices. In case of a split, the President's voice is decisive. **OR**, the President does not take part in the vote.

Any member, without exception, who has not been present at three consecutive meetings will be considered as resigning.

Board

The Committee elects the three Board members (President, Treasurer and Secretary).

If one or several members of the Board resigns, the Committee will hold an election to replace those members.

Members of the Association must be notified of these changes.

Membership

Membership is open to all inhabitants of Argeliers and surrounding villages.

Anyone wishing to become a member has to fill in a membership form.

Membership fee is fixed annually by the Committee for the period 1st September to 31st August. This fee may not be reimbursed.

Communication

Most of the time, and according to everyone's possibilities, communication with members is done by internet/ email.

The Statutes and Internal Rules are accessible on the Association's website, or can be provided on demand.

The list of members and their contact details remain private, and under no circumstances may they be forwarded outside of the Association.

Personal addresses and use of the Association have no affiliation with either politics, religion or commercial uses.

Activities and Groups

All activities are auto-financing, unless the Committee gives its approval for some other funding.

Insurance

The Association is insured for civil responsibility, damage to furnishings, assistance and legal protection

Finances

Two signatures are necessary for the bank account. One is necessary for signing cheques.

All expenses must be backed up with original invoices.

The Association is a non-profit organisation. However, in the case of surplus funds at the end of the year, and with the consent of the Committee, the Association may spend these funds on the following: buying equipment, funding an activity, or reducing membership fees.

The Board may seek funds such as asking for a subsidy from the Commune or Department, asking sponsors, or from other resources.

The Committee accepts no responsibility for an act which necessitates compensation