

By-laws

Association of American University Programs in France

(Association des Programmes Universitaires Américains en France)

Article 1: Organization

The present Association is established and governed by the general principles that apply to all contracts and obligations in accordance with the French law of July 1, 1901 and the decree of 16 August 1901, as well as the by-laws outlined below.

Article 2: Mission and Goals

This non-profit association aims to bring together U.S. higher education programs operating in France, to represent the shared interests of member institutions, and to address common concerns while respecting the autonomy and decision-making power of individual programs. Specific objectives include the following:

Acting as a clearinghouse of information for and about U.S. programs in France.

Creating and maintaining a data base of useful information for use by members.

Providing a forum and support network for directors and staff of these programs.

Fostering collaboration by pooling resources and encouraging joint projects among members as well as with French partner institutions.

Facilitating administrative procedures through information-sharing and, if necessary and appropriate, lobbying on behalf of member institutions with administrators in France and the U.S.

Acting as liaison between member institutions and French government officials with respect to issues affecting U.S. programs and students in France (e.g., visa and resident card procedures, higher education reforms, legislation affecting U.S. programs).

Representing members' shared interests, viewpoints and concerns through active participation in international conferences, committees and task forces focusing on education abroad issues.

Organizing annual meetings, occasional conferences and workshops on topics of interest to members.

Article 3: Duration

The Association is created for an indefinite period. The application and bylaws were approved by the Bureau des Associations of the Préfecture de Paris on February 20, 2008 in accordance with Article 5 of the 1901 law governing non-profit organizations in France.

Article 4: Official Name

The official name of the organization is: Association des Programmes Universitaires Américains en France (APUAF), or Association of American University Programs in France.

Article 5: Location

The association's official address is: c/o Franco-American Commission, 9 rue Chardin, 75016 Paris, France.

Article 6: Financial Resources

The association's budget corresponds to the academic calendar, from September 1 to August 31 of the following year.

The Association's operating funds come from the following sources:

Annual membership dues

Fees for occasional special conferences or workshops

Voluntary contributions by members

Contributions, grants, donations and gifts by third parties

Possible subsidies or grants from the State, Region, Département, or City (in France)

All other financing allowed by French law

Article 7: Membership

Section 1: Members

Membership in the Association is open to all formally organized college or university programs in France (or their sponsoring institutions) as well as third- party providers that collaborate closely with these institutions. All member institutions must have a recognized legal status in France.

Section 2: Dues

Annual membership dues are 300 euros per institutional member. Dues are subject to revision at the annual General Assembly. Dues must be paid by October 30 of each academic year for which the program or institution is a member.

In the event of occasional conferences, seminars or workshops organized by members of the Association, each participant shall pay the registration fee for the event.

Section 3: Representation

Each institutional member must designate a physical person authorized to act as its official representative at General Assembly meetings. Up to two official representatives may be appointed, but in the event of a vote, only one vote per institution is allowed. Official representatives must promptly notify the Association officers of any change of status, address or representation.

Each institutional member must notify the Secretary of the names of on-site staff, program address and contact information for inclusion in Association's data base.

Members agree to allow all published information about their programs (e.g., information available on web sites or in program catalogs) to be included in a data base for internal use by members and to review and update this information yearly.

Section 4: Loss of Membership

The Governing Board, by a two-thirds majority vote, shall have the power to revoke membership for the following reasons:

Violation of the by-laws

Failure to pay annual dues in a timely manner

Improper use of the Association's name or data base, i.e., for personal and / or commercial gain

Article 8: Confidentiality

The Association may engage in data collection or have access to documents and data bases containing confidential information about member institutions, programs and staff. Members are entitled to prohibit the communication or sharing of any and all information considered confidential. All members agree to respect this confidentiality rule.

In the event of polls or studies authorized by the Governing Board and conducted by Association officers, the findings will be shared with all members anonymously and only with participants' permission. Any member wishing to survey or question other Association members (or program directors) about specific topics must submit findings to the Association officers before communicating them anonymously to all members or to outside parties.

Article 9: Governance

Section 1: Governing Board

The Governing Board consists of seven members and three officers. Members of the Governing Board are elected to a 2-year term by Association members (or their designated representatives) at the annual General Assembly; this term may be renewed once. The officers are elected by members of the Governing Board to a 2-year term which may be renewed once. The Governing Board represents the general membership during its biannual meetings.

Section 2: Officers

The Governing Board elects the following officers from among its members:

President

Secretary

Treasurer

Article 10: Governing Board Meetings

The Governing Board meets at least twice a year. Special meetings may be convened at the request of the president or one-fourth of the Association members, with at least one month's notice by the Secretary. Decisions are reached by majority vote.

Any board member who is not present at three consecutive meetings will be asked to resign his or her position and will be promptly replaced.

Article 11: Regular General Assembly

All members of the Association will be invited and encouraged to participate in the annual General Assembly meetings. The General Assembly will convene each year, whenever possible at the same time as the annual meeting of France program directors and staff.

Notification: At least one month prior to the General Assembly, the Secretary will notify members in writing of the date, place and time of the meeting.

The meeting agenda will be included, as will a proxy form in order to allow members who cannot attend to be represented by another member at the meeting.

The President and members of the Governing Board (or their designated representatives) must attend the meeting and report on the Association's activities.

The Treasurer will report on finances and submit a detailed expense report for approval by the members present.

Only items specified on the meeting agenda may be addressed during the General Assembly. Members who wish to suggest changes or additional items for discussion by all members must submit their proposals within two weeks of receiving the agenda, i.e., two weeks before the scheduled meeting.

After all agenda items have been addressed, elections (by secret ballot) will be held to replace Governing Board members whose term is up or who are resigning.

Minutes of the General Assembly shall be recorded and sent to the officers. Any member may send a written request to the Secretary to obtain a copy.

Article 12: Extraordinary General Assembly

If deemed necessary, or at the request of at least one-half of the Association members, the President may convene an extraordinary general assembly, in keeping with Article 11 procedures.

Article 13: House Rules

A list of house rules and policies may be drawn up by the Governing Board or Association Officers but must be approved by two-thirds of members present at the General Assembly. The purpose of house rules is to specify procedures and responsibilities not covered in the by-laws, notably rules concerning the Association's internal administration (e.g., roles of Governing Board members and Officers). House rules may also include a code of conduct and a code of ethics (e.g., use of the data base, e-mail communication, and privacy issues.)

Article 14: Dissolution

The Association may be dissolved by a motion at a Regular or Extraordinary General Assembly by a two-thirds vote. Upon dissolution, the Association will distribute any remaining funds equally to all members who paid their annual dues during that year, in accordance with Article 9 of the 1901 law governing non-profit organizations in France.

French by-laws translated by Monique Fecteau & Loren Ringer.