

ASSOCIATION of AMERICAN UNIVERSITY PROGRAMS in FRANCE

HOUSE RULES (modified in October 2023)

I. VALUES

APUAF is committed to providing a positive collaborative environment among programs and their partners while respecting best industry practices and values such as:

- Commitment – members mobilize their time and expertise to promote the association. The success of the association is based on the members' voluntary investment.
- Diversity, equity, inclusion and accessibility – the association and its members are committed to advancing our profession in terms of "DEI and Accessibility". The Executive Council seeks to welcome members who represent parity, geographical diversity, programs of varying sizes, different professional positions, and who come from different legal structures (association, SARL, foundation, etc.)
- Sustainable development – the association prioritizes ecology in its choices and the organization of its activities, the selection of means of transport, service providers, and training.
- Exchanges and discussions - members undertake to promote a framework for exchanges in an atmosphere of mutual respect.

II. MEMBERS

All members, whoever they may be, undertake to follow the instructions and good practices while adhering to the values of the association. A member may be removed from the association for serious reasons. These are defined as follows:

- Deliberately or repeatedly harm the association, its image or its influence.
- Violate or fail to comply with the provisions of the association's statutes or internal regulations repeatedly and after at least one warning.
- Misuse association funds.
- Behave or make comments that are inappropriate and contrary to the values of the association.
- Not following data protection rules.

III. MEMBERSHIP FEES

A review of annual membership fees may be proposed by the Executive Council during the General Assemblies. It is subject to a validation vote by the members.

From the year 2023-2024, the annual contributions are set at:

- Active members: 375 euros

- Active members (program with fewer than 20 students per year): 187.50 euros
- Affiliate members: 250 euros
- Honorary members: 0 euros

IV. ROLES OF THE EXECUTIVE COUNCIL AND THE OFFICERS

The function of the Executive Council is:

- To actively participate in the proper functioning and development of the association.
- To listen to members and study all their suggestions.
- to submit ideas for projects and conferences to the president who will include them on the agenda of the General Assembly.
- To assume specific tasks in the general interest (for example: surveys, representation of the association to partners, organization of workshops or conferences, etc.) in consultation with the president.

The Executive Council is organized according to the guidelines set by the Officers and can determine the precise functions of each member of the Executive Council according to the needs of the association and the interests and skills of the members of the Executive Council.

In addition to the Officers, members of the Executive Council or members of the association may be offered positions as:

- coordination of events
- member management
- management of external communication
- committee management
- website management

The list of positions will be determined by the Executive Council and may vary, particularly in the event of a change of the Officers, renewal of one or more members of the Executive Council, the size of the Executive Council, or activities undertaken by the association. Any change will be notified to the members of the association by a simple general communication via email or during a General Assembly meeting.

The Officers represent three positions: President, Secretary and Treasurer. The roles of the Officers members are specified below:

President

- Represents the association before the courts and with third parties.
- Directs the administration of the association (signatures, representation of the association towards third parties).
- Organizes activities and defines priorities by soliciting member participation.
- Sets the frequency of Executive Council meetings and establishes the agenda.
- Chairs the General Assembly and Executive Council meetings.
- Keeps abreast of developments in the profession by actively participating in conferences and meetings for which their presence is financially supported by the association.
- Reserves the right to delegate the exercise of its responsibilities without abandoning them.
- The role of the president can evolve according to the needs of the association and its activities.

The Secretary, in consultation with the President

- Maintains association correspondence and takes care of archives and updating the database.
- Ensures that members meet the membership criteria and, if necessary, informs members of the terms and deadlines for renewing memberships.
- Addresses convocations and draws up minutes of assemblies and meetings.
- Maintains the regulatory register of the association.
- The role of the secretary can evolve according to the needs of the association and its activities.

Treasurer

- Makes payments, collects amounts owed to the association and collects the annual membership fees.
- Keeps the accounts.
- Prepares the report presented to the general meeting and reports on its mission.
- Ensures the filing of tax returns.
- Takes care of the management of current service contracts and conducts research in order to choose the best service providers for the association (web management, insurance, banking, etc.)
- The role of the treasurer can evolve according to the needs of the association and its activities.

The official representation of the association can be mandated by the Executive Council to a designated third party. If applicable, the table below is used to formalize this appointment:

Last Name	First Name	Position/ Affiliation	Date of start of mandate	Date of foreseeable end of mandate	Purpose of mandate

V. PROGRAMMING

Each year, the Executive Council will offer a program of activities open to members. The dates of the events will be fixed sufficiently in advance to allow members to organize their availability. The themes of the activities and conferences will be chosen according to

- work carried out by the association's committees
- HR and administrative management topics
- the educational and academic content of our programs
- current issues

The Executive Council may also choose to offer training to members, or to undertake special events such as conferences or symposia in addition to regular activities (Town Halls, workshops, meetings, AGMs).

As a general rule, the Executive Council should propose between 6 and 10 activities per year, depending on the budgetary situation and the availability of members:

- 2 General Assemblies
- 1 annual meeting of directors
- 2-4 workshops
- 1-2 Town Halls
- 0-2 various activities

In order to facilitate the organization and running of activities, members are asked to:

- To volunteer to host an APUAF activity on their premises if possible, free of charge. APUAF covers the costs incurred for the activity (meals, materials, speaker compensation)
- To volunteer for organizing committees
- To respond in a timely manner to any request for information relating to event registrations

VI. EXECUTIVE COUNCIL TRAVEL EXPENSES

To fulfill their mandates, Executive Council members are required to participate in certain activities and meetings. The presence of Executive Council members is discussed with the president of the association.

The association can cover part of the costs associated with their travel during mandatory missions held outside their city/region.

The terms of reimbursement of travel expenses for Executive Council members on compulsory travel are:

- Coverage of transport costs: by favoring an ecological mode of transport, in 2nd class/standard round trip, up to 200 euros per person for any trip in metropolitan France.
- Coverage of accommodation costs: favoring economical but comfortable accommodation, accommodation in a single room up to 160 euros per person per night.
- Additional costs: meal costs are not covered by the association.
- Any other costs or any excess of the reimbursement ceilings above remains the responsibility of the Executive Council member, unless previously authorized by the Officers.

CA members who can be reimbursed by their institution for their travel expenses related to their Executive Council mandate are asked not to request reimbursement from the APUAF.

VII. COMMUNICATION: TERMS AND RULES

Website: www.apuaf.org

The website is the “showcase” of the association and includes two parts: a part accessible to the general public and a secure part, reserved for active and affiliated members.

Information available to the general public includes

- the history, objectives and statutes of the association
- the list of members
- membership conditions and forms
- various announcements of general interest (vacant positions, conferences, scholarships, new laws, etc.)

The secure part includes

- administrative documents (convocations, agendas, ballot papers, statutes, internal regulations, etc.)
- PowerPoint presentations or other documents distributed to members during general meetings, workshops and conferences.
- information on programs provided by members.
- the tools and resources developed by APUAF members for the interest of general membership.

Certain communications and information are reserved exclusively for members of the association, including

- The results of polls or surveys carried out within the programs
- Model protocols, letters, acts or forms provided by members for use by other members of the association
- Documents or information distributed during General Assembly meetings
- The results of votes and decisions taken by members of the Officers or the Executive Council
- Directories of service providers (doctors, lawyers, accountants)

Announcements

The publication of announcements on the website is reserved for active and affiliated members concerning vacancies within programs and cultural activities.

(conferences, symposia, festivals, etc.), offers or requests for premises or accommodation, and requests related to the operation of their study programs.

An announcement must under no circumstances be used for personal or commercial purposes, such as the display of CVs, unsolicited applications, commercial offers, etc.

Members are required to post their announcements via the website portal, respecting the rules of best practice in terms of equity and access to employment. Members are also responsible for removing the announcement once the position is filled, or when the announcement is no longer current.

In the absence of instructions or specific deadlines, the secretary and the president may withdraw any announcement after one month of publication.

Any information from a third party concerning, for example, administrative procedures or new laws, will be verified by the secretary and the president before publication on the website.

Internal communication

Any communication from a member to all members can be made via the mailing list: apuaf@googlegroups.com. The representative(s) of each member program may subscribe to the mailing list and ask the president or secretary that their collaborators have access to this same mailing list.

DISTRIBUTION LIST

Members or collaborators registered on the mailing list undertake to respect the following instructions:

When submitting a message to other subscribers, be sure to indicate the subject very precisely in the “subject” field. Here are some examples: Job offer, Housing offer, Teacher recruitment, Cultural activity, interesting website/resource, etc.

At the beginning of your e-mail, specify the reply address for follow up.

Before communicating via the “Google mailing list”, members are asked to find out about the terms of use of Google Groups.

APUAF cannot be held responsible for the opinions expressed in messages distributed through the mailing list.

Members encountering difficulties when using the list or wishing to ask questions to the Executive Council should write to info@apuaf.org.

ETIQUETTE

Here are some guidelines to follow when interacting on the Google mailing list or any other online platform:

- When replying to a message, make a clear response: In this short message, be sure to include enough response material so that everyone understands what you are referring to. A clear and succinct message will generate more debate.
- Stay on topic: Your answer must be consistent with the initial topic.

Do not try to start a conversation parallel to the one initially started. If you have other ideas you want to share, simply suggest a new topic on a new page.

- Try to fuel the conversation: A good way to do this is to ask new questions relating to the initial topic. You can also ask for more specific and specific reactions to the issue under discussion. All of this helps move the conversation forward.
- Do not respond in a way that adds little to the conversation: This includes responses such as: “I agree.” If you agree with an idea, try to add elements to justify it.
- If you have a conflict with someone, let them know via email in private: Avoid “inflaming” the situation. This happens when an Internet user attacks another Internet user's idea in a personal way. This kind of behavior has no place in exchanges. Be courteous to other participants.
- Remember that this is a friendly conversation between colleagues: Do not criticize other people's questions and answers. The initial goal of the discussion is to create an exchange of information and ideas between different people.
- Avoid promoting products and services on networks (see statutes of the Association).

Members undertake not to transmit information to non-members of the association. Any such request from a third party must be addressed to the Officers which may authorize the transmission of certain information to a non-member on a case-by-case basis.

VIII. ELECTIONS OF MEMBERS OF THE EXECUTIVE COUNCIL AND OF THE OFFICERS

Any member wishing to apply for the Executive Council will respect the procedure and the following steps:

- Make sure you have checked with your employer that your application is validated internally before submitting it.
- Send your candidacy to the Secretary and the President via the email address info@apuaf.org no later than five weeks before the date of the election). Check the accuracy of the information included in their biography.

Election procedures

- Electronic voting is preferred, but in the event of technical impossibility, secret ballot voting can be implemented. A single voting method is used for each election.
- The list and biographies of the candidates, the number of positions to be filled and the precise instructions are sent to the members with the invitation to the General Assembly.
- Collecting the ballot electronically must make it possible to identify the member program and its voting representative to check against the voting list, while guaranteeing secrecy during the vote cast.
- The ballot papers are counted by an external person specially mandated for this, following electronic voting or by secret ballot, and the results are announced at the general meeting.
- The verification and proclamation of the results are entrusted to two members of the Executive Council volunteers if possible, under the aegis of the president or another Officer currently in office or outgoing, and one or more observer(s) designated by the Executive Council, in order to guarantee its smooth running and accuracy. Any designated observer has the mission of guaranteeing the confidentiality of the vote and, in particular, the anonymity of the ballots once the voters have been identified and the voting list completed.
- The Executive Council meets immediately to elect the Officers.

Election of Officers

- The new Executive Council meets in a separate room.
- A person from the Executive Council is designated to coordinate this phase of the election. In the absence of the president (if their mandate has ended), the secretary, the treasurer or a member whose mandate is already in progress assumes this responsibility.
- Each Executive Council member will express their wish to occupy a specific Officer position by explaining their motivation.
- Each Executive Council member will then have the opportunity to nominate another Executive Council member for one of the three positions, if there are candidates missing.
- A member of the Executive Council will be responsible for rating the nominees for each position. A single person nominated is enough to validate the election to the position.
- By show of hands, or through an email exchange, each member of the Executive Council will vote for each Officer position.

- The person who coordinates the election of the Officers will announce the results.