Association EuroMayenne

Updated Internal Rules following the Annual General Meeting on 17/10/2026

ARTICLE 1 – REGISTERED OFFICE & ADMINISTRATIVE ADDRESS

- The association's head office is located at Maison des Associations, 130 rue de la Visitation, 53100 MAYENNE.
- The administrative address shall be that of the President or one of the co-presidents and whenever it changes, all members and the relevant authorities shall be notified as soon as is practicable.
- Correspondence addresses may be used by the Treasurer and Secretary for the purposes of their duties.

ARTICLE 2 - MEMBERSHIP

2.1 Members who pay an annual subscription shall fall into one the following categories:

2.1.1. Individual membership
An individual member shall pay a single annual fee.
2.1.2 Family membership
A couple, or a monoparental family, together with their children under the age of 18 living at the same address, shall pay the Family Fee.
2.1.3 Junior membership
For those under the age of 25 on 1st September of their membership year.
2.1.4 Associative & Corporate membership
An organisation may subscribe and be represented by one individual person.

2.2 The Annual subscription

2.2.1 "The year" runs from 1st August until 31st July of the following year, corresponding to the Association's Financial Year, which date may be altered by decision of the Executive Committee, ratified at the next AGM.
2.2.2 No discount is available to those joining between 1st September and 1st March following.
2.2.3 Those joining (that is new members, not renewals) between 1st March and 30th June shall be entitled to a 50% discount;
and between 1st July and 31st August, the full fee will provide membership until 31st August of the year following.
2.2.4 The annual membership fee is due between 1st and 30th September every year.
2.2.5 No refunds can be made for any unexpired part of a year in the event of ceasing to be member for any reason.
2.2.6 The levels of Family, Individual, Junior and Associative/Corporate fees, and the discount for joining in the second half of a year, shall be set each year by the Executive Committee.
2.2.7 After a membership fee is registered, a certificate shall be sent to the individual member or to the family head in case of a family membership. This document shall be asked for any activity, particularly French courses.

2.3 Admission Refusal

The Executive Committee by means of a majority vote reserves the right to refuse membership to any applicant.

2.4 Voting Rights

2.4.1 Honorary Members shall have the same voting rights as Subscribing Members.
2.4.2 Individual Members shall have one vote. Monoparental family members have one vote.
2.4.3 Family Members shall have two votes.
2.4.4 Junior Members shall not have a vote until they reach the age of 18 at the time of the vote.
2.4.5 Associative/Corporate Members shall have one vote, to be cast by their previously nominated representative.

2.5 Admission of non-members

2.5.1 Prospective members may attend any one event prior to joining the Association in order to help them decide if they wish to join. If they have not joined by the time they wish to be present on any second occasion, they should bring with them a completed application form and the appropriate annual fee.
2.5.2 On the occasion of some events, members may bring non-member guests to any event subject to availability and with the agreement of the activity organiser. If a financial participation is requested, a higher contribution can be applied to non-members, according to activity type.
2.5.3 At events organised by EuroMayenne which are open to the general public, the above paragraphs will not apply.

ARTICLE 3 – MANAGEMENT OF THE ASSOCIATION'S PROPERTIES

3.1 An inventory shall be kept by the treasurer of all items owned by the Association, with a note of where they are normally kept. The treasurer shall be responsible for updating this inventory prior to every AGM.
3.2 Any item belonging to the Association may be borrowed by any member, who shall take all reasonable care of it and inform the treasurer of the borrowing date and the return date.
3.3 Any item bought by the Association shall remain the property of the Association until disposed of after the Executive Committee's agreement.
3.4 The association shall undertake to pay for the insurance and repairs of any property it deems sufficiently valuable.
3.5 When members have to incur expenses on behalf of the association, they shall be entitled to do so after agreement of the treasurer.

ARTICLE 4 - EXECUTIVE COMMITTEE

4.1 In the event of a vacancy arising during the financial year, the Executive Committee can co-opt one or more member temporarily.

4.1.1 If a temporary replacement wishes to become permanent, they must be approved at the next AGM. The term of office of the committee member thus elected will be that of the member they replace.
4.1.2 Co-opted members of the Executive Committee shall not have the right to vote at its meetings until their appointment has been approved at the next AGM.

4.2 The Association is empowered, through majority voting by the executive committee, to hire and fire employees under the prevailing French employment laws, and to engage contractors, negotiating terms as it sees fit.

ARTICLE 5 - OFFICERS

5.1 The roles of the officers are:

5.1.1 The role of the Presidency is to represent the association in any legal proceedings and in all public activities; to convene and chair any Ordinary or Extraordinary General Meeting in accordance with the defined agenda; to contribute to the day-to-day running of the association. The President or the Co-Presidents are the Association's legal representatives and represent it in legal and civil matters.

5.1.2 In the event of a single presidency, the Vice-President'(s') role is to deputise for the President whenever the President is unable to attend ; to accept duties delegated to him/her/them by the President and generally help in the running of the Association.

5.1.3 The Secretary's role is to take minutes of the Executive Committee and Officers' meetings. The secretary helps to draft the annual activity report and presents it at the AGM.

5.1.4. The Treasurer's role is:

5.1.4.1 to maintain an accurate record of all receipts and expenses,

5.1.4.2 to present a financial report & a budget to the Executive Committee as required, and to the membership at the AGM,

5.1.4.3 to sign jointly with the Presidency on behalf of the Association at its banking institution,

5.1.4.4 to be the main contact with the Association's bank or any other financial institution,

5.1.4.5 to manage employment contracts and salaries of the Association's possible employee(s).

5.1.5 The Membership Secretary's role is to update the membership list and check that membership fees have been received.

5.2 At the request of the Presidency or any other of their members, the officers can meet, if needed, to discuss specific points.

For their meetings, the Officers may appoint the presence of expert advisors.

At the end of every Officers meeting, minutes are drafted by the secretary or possibly by a meeting secretary who is either volunteering or appointed by the chairperson of the meeting.

ARTICLE 6 – EXECUTIVE COMMITTEE MEETINGS

6.1a Executive Committee Meetings may be convened and deliberate by means of digital technology.

6.1b A quorum shall be 5 persons physically present, whatever is the total number of those serving on the Executive Committee at the time of the meeting.

6.2 If a quorum is not reached, the meeting shall be re-convened with the same agenda for a second time within the following 10 days. If there is no quorum on this later occasion, the meeting may proceed as if a quorum were present.

6.3 Any Executive Committee member not having attended three consecutive meetings without valid apologies will be considered as having resigned.

6.4 Any decisions voted on by email shall be recorded in the minutes of the next meeting of the Executive Committee.

ARTICLE 7 – ANNUAL GENERAL MEETING (AGM)

7.1a Annual General Meetings may be convened and deliberate by means of digital technology. If necessary, the Executive Committee may decide to organise a postal vote.

7.1b A quorum for an AGM shall be 30 persons having paid their membership fees physically present or represented. An attendance sheet is drafted and it must be signed by all attendants having paid their membership fees. If the number of members present is under the quorum, the Ordinary General Meeting cannot deliberate and has to be reconvened within one month. If there is no quorum at this second meeting, the meeting may proceed as if a quorum were present.

7.2 The President or one of the co-presidents will chair the Ordinary General Meeting and present the President's report (as appropriate). He will be assisted by members of the Executive Committee in the running of the meeting. In the event of a single presidency, the vice-president(s) will assume this role in the President's absence.
7.3 The secretary will present the annual report.
7.4 The treasurer will present the Financial Report and the Budget for the forthcoming year (if necessary).
7.5 The President's report (as appropriate), the Annual report, the Financial Report and the Budget for the forthcoming year (if necessary) shall be put to the vote for approval.
7.6 The meeting will then proceed, according to the agenda, to elect by secret ballot as many as are needed to fill any vacancies in the Executive Committee.
7.7 Voting for Executive Committee Members:

7.7.1 At the beginning of the AGM every member having paid their membership fee will be entitled to vote and shall receive a voting paper. The proxies will be checked by the Secretary. Those who have been asked to vote on the behalf of another/other member(s) shall exchange their correctly completed proxy paper(s) for the same number of voting papers ; in accordance with the Statutes, every member may not hold more than 3 proxies. The total number of voters shall be the total number of voting papers issued.

7.7.2 The voting papers will be pre-printed with the alphabetical list of candidates standing for election, and with the number of vacancies in the Executive Committee.

7.7.3 If the number of candidates is equal to or less than the number of vacancies, a vote by show of hands is proceeded. If one or more member objects to this type of voting, the chairperson of the meeting shall put the matter to the vote by secret ballot. With a majority vote the candidate(s) will be duly elected.

7.7.4 The votes shall be counted (by non-candidate members) and the candidates who have received the most votes shall be duly elected. If two or more candidates receive the same number of votes and there are not enough vacancies for them both (all) to fill, there will be a second vote by secret ballot to decide between these candidates. The one who receives the majority of votes is duly elected. If there is again equality, a draw shall be organised.

7.7.5 If after the election there are still less than 12 members on the Executive Committee, because there were insufficient candidates standing, then the vacancies remaining may be filled by the elected Executive Committee members by co-opting whoever they wish.

7.8 Only matters on the agenda may be voted on at the AGM.
7.9 Any decisions taken will be by majority vote including proxies, with the Presidency having the casting vote.

ARTICLE 8 - EXTRAORDINARY GENERAL MEETINGS (EGM)

8.1a The business of an EGM shall be to vote on one (or occasionally more) proposal, of which details shall be given to all members at least 15 days before the meeting.
8.1b Extraordinary General Meetings may be convened and deliberate by means of digital technology. If necessary, the Executive Committee may decide to organise a postal vote.
8.2 The President or one of the Co-Presidents will chair the meeting. In the event of a single presidency, he vice-president(s) will assume this role in the President's absence.
8.3 Any decisions taken will be by majority vote including proxies, with the Presidency having the casting vote.
8.4 A quorum for an EGM shall be 30 persons having paid their membership fees physically present or represented. If there is no quorum, the Extraordinary General Meeting cannot deliberate and has to be reconvened within one month. If there is no quorum at this second meeting, the meeting may proceed as if a quorum were present.

ARTICLE 9 - SUB-COMMITTEES - SECTIONS

The management of certain aspects of the association may be undertaken by sub-committees.

9.1 The chairperson of each sub-committee shall send a report to the Presidency prior to every Executive Committee meeting.

9.2 The Sub-Committees and their responsibilities are:

9.2.1 Languages: conversation workshops, language lessons, linguistic support and school interventions.

9.2.2 Events: all aspects of any special events organised by the association.

9.2.3 Activities : organising monthly activities and trying to ensure that events do not clash.

9.2.4 Communications: within and outside the association using the website and non-internet means.

9.3 The Executive Committee may vote to modify the number of the sub-committees, their leaders, their compositions and their budgets.

ARTICLE 10 - SPECIAL INTEREST GROUPS

Every special interest group will be under the umbrella of the Activities Committee.

Every special interest group shall be headed by an organiser who shall:

10.1 co-ordinate dates of meetings with the chairperson of the Activities Committee.

10.2 send a report to the chairperson of the Activities Committee prior to every Executive Committee meeting.

10.3 co-ordinate all financial aspects of the group under the Treasurer's responsibility.

10.4 Send an inventory of all the Association's properties used by his/her group to the treasurer prior to every AGM.

10.5 make all the group's activities open to all members of the Association.

10.6 send an annual activity report to the Officers before every AGM.

ARTICLE 11 – OUTINGS AND ACTIVITIES

11.1 For outings subsidised by the Association, the Treasurer must be informed in advance of the various amounts to be paid, so as to provision our bank current account accordingly.

11.2 If an outing involves a payment to be made by the association (notably deposits for Tourist Offices), the organiser will send a copy of the contract to the treasurer and the person responsible for the Activities Committee.

11.3 When dealing with tourist offices, a deadline will be mentioned in our annual outings programme taking into account their own terms and conditions.

11.4 Fees for outings above 10 € should preferably be transferred to the Association's bank account or paid by cheque.

11.5 As soon as an outing is fully booked, the organiser will send a copy of the list of participants to the treasurer and the person responsible for the Activities Committee. The treasurer informs the organiser of any payment received.

11.6 Should the organiser receive registration fees in cash, he/she will keep them and make a corresponding credit transfer to the association's account.

11.7 If participants notify the organiser that they are obligated to cancel their participation at the last minute due to force majeure, they may possibly be reimbursed by the Treasurer, but not in all other cases.

11.8 When an outing has been completed, the organiser will send the invoices as soon as possible to the Treasurer.

ARTICLE 12 – FRENCH COURSES

See Appendix on pages 7 & 8 of this document.

ARTICLE 13 – COMMUNICATIONS

13.1 The normal means of communication between the Executive Committee or its officers, and the members shall be by means of email.
13.2 For those members without an email address, communication shall be by post or telephone as appropriate.
13.3 Members shall be responsible for ensuring that the Association has been notified of their up-to-date contact details.
13.4 The association shall maintain information about its activities on its website and on certain social networks.
13.5 To those members without email access, a brief monthly notice will be sent by post.
13.6 All internal documents of the association shall be drafted in French and English.

ARTICLE 14 – FACEBOOK & MEDIA

See Appendix on page 9 of this document.

ARTICLE 15 – CHANGES TO THE INTERNAL RULES

Any modifications to the association's internal rules shall be decided by the Executive Committee and communicated to members.

ARTICLE 16 – PRIMACY OF INTERNAL RULES & APPENDICES IN FRENCH LANGUAGE

In case of discrepancy over the meaning, the internal rules & their appendices in French language shall take precedence over the English translation.

Done at Mayenne, on 20th September 2025, the Co-Presidents :

Nicole DEVEL-LAIGLE Georges PLESSIS Peter WOODS

APPENDIX TO INTERNAL RULES ON 20/09/2025
FRENCH COURSES

With regard to the important accounting effect of French courses on the Association's finances, it is important that the following rules should be respected:

Role of the Languages Committee Chairperson

The Languages Committee Chairperson will be responsible for ensuring the good organisation of French courses, conversation workshops, school interventions or any other language activities within the Association.

At any time of the year, he may call a Languages committee meeting with the chairpeople of conversation workshops , school interventions and the French course coordinator. He may also invite any of the Copresidents, Treasurer & Deputy-Treasurer, as well as the French teacher.

He/She shall present the report of the Languages committee at every Executive committee meeting.

At the end of the school year, he must hold a Languages committee meeting in order to review the past year and plan for the coming year.

Role of the French Course Coordinator

The French Course Coordinator will be appointed by the Executive Committee to act as an intermediary between the French teacher, the lessons' participants and the association's Executive committee members. He is also responsible for managing the organisation of the French couses with the French teacher.

He/She shall answer enquiries on French lessons by telephone or email and will have the authority to offer a free taster lesson to prospective students. He/She must agree to have his/her details made available on the association's website and any occasional literature promoting the French classes.

After two weeks of lessons in each term, he will send the list of participants to the Executive Committee members.

He will use his best endeavours to ensure that all registration forms and payments are made before the first lesson of the term, in liaison with the Treasurer.

During the school year, at the end of every half-term, he/she will receive the attendance lists from the teacher and will keep a digital record of French class students and their attendance. He will share this document with the Executive Committee members.

The French course coordinator will deal with the participants' requests and, if need be, he/she will forward them to the Languages Committee Chairperson. He/she also has to inform the latter, should a problem arise during French courses.

The French course coordinator should liaise with the EuroMayenne webmaster to keep the relevant information contained within the website up to date and relevant. He/she should be involved, while liaising with the Languages committee, in promoting the French lessons organised by the association.

One month before the end of the school year, he/she must set up a proposed calendar of lessons for the coming year (bearing in mind school holiday dates & any public holidays), have these dates agreed with the French teacher and forward them to the President (or to one of the Co-Presidents), who will check availability and book the venue. He/she will also agree with the teacher on equipment needs (white board)/DVD reader, etc.).

Role of the French Teacher

The French teacher will liaise with the Mairie for collecting the key. He will open/close the French class venue and ensure that the equipment is in a good condition.
He will keep a register and, at the end of each half-term of the school year, send the attendance list to the French Course coordinator.

Role of the Treasurer

The Treasurer is responsible for the payment of the French teacher's wages and for the receipt of the participants' registration fees for the French courses organised by the association.

Role of French Course participants

The participants will sign up for a minimum period of one term.

For that purpose, the course coordinator will send each participant a copy of the registration form together with a reminder of the term starting date, prior to the start of each term.

They shall send their completed registration forms to the French course coordinator and make the payment by bank transfer, before the first lesson of each term.

APPENDIX TO INTERNAL RULES ON 20/09/2025
FACEBOOK & MEDIA

The Association EuroMayenne Facebook Page is open to all, including the public, to allow everyone to see and become involved in the activities of the Association. They can access this Page without being a member and can make suggestions and comments that they feel may assist in the smooth running and enjoyment of the Association.

In the case of the creation of Private Facebook sub-groups which are open to Fully paid-up members of the Association only, it is necessary to answer two questions in order to access any of these groups:

1) Is your EuroMayenne membership single or family?
2) If your Facebook profile name is different from membership name, state membership name, if not answer "same".

After answering the above questions, you must “Agree to the site rules”.

The EuroMayenne rules for ALL of these groups are the same:

1) Group open for members of Association EuroMayenne only.
2) Be kind and courteous.
3) Respect Privacy.
4) Strictly no advertising or political debates.
5) No spam, chain messages or irrelevant links.
6) Do not infringe copyright, publish your own comments / photos only.
7) Finally, the admin team reserves the right to remove inappropriate posts if deemed unsuitable.

Should a post be removed, the originator will be informed as to the reason for its removal.

The administrators of these groups will remind members that they will be removed in November if they have not renewed their membership, and they will need then to re-apply should they wish to continue.