

CONSTITUTION  
ASSOCIATION FRANÇAIS LANGUE ETRANGERE DE HONG KONG ET MACAO  
also known as  
The Association of Teachers of French in Hong Kong and Macau

1. NAME: the name of the Association shall be:

Association Français Langue Etrangère de Hong Kong et Macao (AFLE) or The Association of Teachers of French in Hong Kong and Macau.

2. ADDRESS: the address of the Association shall be:

25/F, Admiralty Centre, Tower II, Harcourt Road, Central, Hong Kong  
or any other place as may be decided upon by the Committee.

3. OBJECTS: the objects of the Association shall be:

- a) To promote an interest in the development of improved teaching methods;
- b) To support and promote initiatives aimed at keeping the professionals in this subject in touch with recent research in French as a Second Language (FSL) and second language acquisition;
- c) To promote close cooperation between FSL teachers for the general welfare of the students;
- d) To provide opportunities for discussion on educational matters;
- e) To provide for the profession an independent forum capable of responding coherently and efficiently to local governmental and institutional issues;
- f) To make available for consultation and borrowing FSL studying/teaching materials and works of reference and to circulate relevant information;
- g) To promote Francophone cultures and Francophone cultural events to FSL students and teachers;
- h) To provide, or assist in providing, additional help and extra-curricular activities for FSL students;
- i) To provide opportunities for FSL students and teachers to use the French language outside the classroom, particularly its spoken form(s);
- j) To conduct a thorough and regular review of the FSL situation in Hong Kong and Macau (and the region): teaching staff, programmes, assessment, and student public and teaching institutions;
- k) To offer to Members a certain number of benefits (preferential prices for books, invitations, access to documentation, etc.)

4. MEMBERSHIP:

a) Full membership shall be open to all FSL teachers. Application other than these will be submitted to the Committee for consideration. No formal proposal for ordinary membership shall be necessary. Such Full Members shall have all the rights and privileges of membership, including the right to vote at General Meetings, upon payment of the membership fee.

- b) Intern membership shall be open to all FSL interns employed in a locally registered educational organisation. Such Intern Members shall have all the rights and privileges of membership, except the right to vote at General Meetings, upon payment of the membership fee.
- c) Honorary membership may be extended to persons other than specified in a) above, at the invitation of the Committee. Such Honorary Members shall have all the rights and privileges of membership, except the right to vote at General Meetings, upon payment of the membership fee.
- d) Institutional membership shall be open to all locally registered educational organisations (whether schools, tuition centres or private companies). Such Institutional Members shall have the right to take part in all student-centered activities organised by the Association, such as the French Speech Festival, drama or poetry workshops, etc., and professional development exercises organised for staffs who meet the eligibility requirement set out in 4a. These Institutional Members will not have the right to sit or vote in General Meetings.
- e) Ex-officio membership may be extended to persons other than specified in a) above, at the invitation of the Committee. Such Ex-officio Members shall have all the rights and privileges of membership, including the right to vote at General Meetings, upon payment of the membership fee.

## 5. ELECTION AND MANAGEMENT:

- a) The general affairs and management of the Association shall be in the hands of the Committee, which shall consist of a minimum of seven members and a maximum of fourteen. Committee members shall be elected at the Annual General Meeting, at which any fully paid-up member may nominate a candidate. Voting will be by a show of hands. The right to vote at the Annual General Meeting will be limited to fully paid-up and ex-officio members.
- b) The candidates receiving the highest number of votes at the Annual General Meeting shall become Committee members.
- c) The Committee shall elect its own officers, who shall be the officers of the Association; namely President, Vice-president, Secretary and Treasurer, from this Committee, at a meeting convened by the current President within three weeks of its election at the Annual General Meeting. After the election of the new officers, out-going office bearers shall hand over their duties within two weeks.
- d) After the officers have been elected, advice shall be given to all members, in writing, of officers' names, professional addresses, email addresses and contact numbers.
- e) The Committee shall have the power to co-opt members as substitutes in the case of any vacancies occurring during the course of the year.
- f) The Committee shall be empowered to co-opt Sub-Committee or individual members of the Association to conduct particular activities. Membership of such Sub-Committees shall not be limited to members of the Committee.
- g) Meetings of the Committee shall normally be held quarterly. Any member of the Committee missing three consecutive meetings without good reason shall, ipso-facto, vacate his/her seat on the Committee.
- h) The financial year of the Association shall commence on the 16<sup>th</sup> day of August in every year, and terminate on the 15<sup>th</sup> day of August in the following year.
- i) The Treasurer shall receive all subscriptions and all other monies accruing to the Association, his/her receipts shall be the only sufficient discharge, and s/he shall pay into a bank to be named by the Committee, all monies received by him/her. All payments duly authorised by the Committee on behalf of the Association shall be paid by the Treasurer.

j) The Committee shall have sole control of all monies belonging to the Association, and every Sub-Committee must obtain the sanction of the Committee for any expenditure of the Association's funds.

k) The Committee shall cause true accounts to be kept of all monies received and expended, of the assets, reserves and liabilities of the Association. The accounts shall be made up and closed on the 15<sup>th</sup> day of August each year, and a balance sheet shall be prepared by the Treasurer and audited by an Honorary Auditor, appointed annually by the Committee.

l) A copy of the balance sheet and audited accounts shall be presented to the Annual General Meeting having been circulated to members of the Association beforehand.

m) Any debts of the Association shall be borne by the Committee during whose term of office the debts are incurred. The maximum should not exceed ten dollars.

#### 6. DISSOLUTION:

Any decision to dissolve the Association shall be made by the Annual General Meeting or by an Extraordinary General Meeting, with the agreement of over half of all the members of the Association. Any remaining assets of the Association shall be divided amongst all paid-up members in equal proportions.

#### 7. USE OF FUNDS:

Funds of the Association shall only be used to meet its current expenditure, for the purposes stipulated in Article 3 of this Constitution, and shall not be used in any other ways.

#### 8. ANNUAL GENERAL MEETING:

a) The Annual General Meeting shall be held in the month of October and shall be convened by the President.

b) Members shall be notified of the meeting at least fourteen days in advance in writing and details of the Agenda shall be enclosed with such notification.

c) An invitation shall be issued to all members to attend the Annual General Meeting.

d) The quorum of the Annual General Meeting shall be formed by twenty members of the Association, including office bearers. If the quorum cannot be formed within thirty minutes of the scheduled meeting time at the first convocation, the President shall adjourn the meeting which shall be held again within fourteen days. For the second convocation the members shall be notified at least seven days in advance in writing. At the second convocation any number of members shall constitute a quorum.

e) Items for inclusion in the Agenda of the Annual General Meeting shall be given in writing to the Secretary as early as possible and no later than three weeks before the Annual General Meeting.

f) The implementation of any policies decided by the Annual General Meeting of the Association shall be delegated to the Committee.

g) The direction of the Association shall be vested in the Annual General Meeting and any amendment to this Constitution must be approved by such a meeting.

#### 9. EXTRAORDINARY GENERAL MEETING:

a) The Committee may convene an Extraordinary General Meeting of members at not less than fourteen days notice, stating the specific subject or subjects, to which discussion will be strictly confined.

b) The Secretary shall call an Extraordinary General Meeting, on receipt of a written request to the President, from not less than twenty members of the Association stating the subject or subjects for discussion. Fourteen days notice of such a meeting shall be given in writing to members.

#### 10. COMMITTEE MEETINGS:

Committee meetings shall be held not less than once per quarter during term time and when the committee feels it necessary during vacations. The quorum for committee meetings shall consist of not less than three members. Only the Committee members or their substitutes shall be permitted to vote on motions.

If both the President and vice-President are absent from a committee meeting, the members present shall elect amongst themselves an interim Chairperson to preside over the meeting.

#### 11. VOTING:

- a) Motions at all meetings shall be carried by majority vote, except as set out in Article 7 of this Constitution.
- b) If a tie occurs in voting, the President shall have the right to put in his/her casting vote for a decision.
- c) The right to vote at Annual General Meetings and Extraordinary General Meetings shall be as set out in Article 5 (a) of this Constitution.

12. Any member of the Association may, at any time, bring up in writing to the secretary any matter which s/he considers to be within the province of the Association. Such matters shall be brought to the attention of the Committee at its next meeting.