

## ADEFFI CONSTITUTION

1. The title of the organisation is Association d'études françaises et francophones en Irlande (ADEFFI) – Association for French and Francophone Studies in Ireland – An Cumann le Léann na Fraincise in Éirinn.
2. The objects for which the Association has been established are:
  - i. To promote research in the area of French and Francophone culture and society in Ireland.
  - ii. To promote the study of French and Francophone culture and society in Ireland.
  - iii. To promote the teaching of French and Francophone culture and society in Ireland.
  - iv. To disseminate information on activities pertaining to the research, study and teaching of French and Francophone culture and society by print and electronic means.
  - v. To maintain a register of researchers active in Ireland in the area of French and Francophone culture and society.
  - vi. To foster contacts with other associations and groups involved in the promotion of the research, study or teaching of French and Francophone culture and society.
3. The Association d'études françaises et francophones d'Irlande is a non-political, non-profit making organisation and it shall not engage in any political or commercial activity.
4. An organisation, institution or person can become a member of the Association. Applications for membership should be addressed to the Secretary. Each member pays an annual subscription to the Association to cover running costs. The subscription will be determined at the Annual General Meeting of the Association.
5. The Administrative Year of the Association is the calendar year. The Annual General Meeting shall be held towards the end of each year. Subscriptions fall due on January 1st.
6. At each Annual General Meeting of the Association the members shall elect an Executive Committee as follows: President, Vice-President, Secretary, Treasurer, Postgraduate Students Representative, Communications Officer and Editor in chief of the *Irish Journal of French Studies*. This committee shall be empowered to co-opt not more than two further members during the course of its term of office. Any vacancy occurring during the committee's term of office shall be filled by co-option. A minimum of five members of the Executive Committee shall constitute a quorum for all purposes. The duties of the officers and election procedures for the Executive Committee are denoted in Schedule A of the Constitution.

Aside from the Editor in chief, the editorial board of the *Irish Journal of French Studies*, will include three members, elected for a period of three years, with the possibility that, upon approval of the members of the Annual General Meeting of the Association, their mandate may be extended for a further year. Furthermore, the editorial board will have the possibility of coopting additional members to assist in its editorial work. The fees of such additional members will not be taken in charge by the Association.

7. The Secretary's and Treasurer's Reports shall be delivered at the Annual General Meeting.

8. The activities of the Association shall be financed principally by membership subscriptions, and by gifts or grants provided there are no conditions attached to such gifts or grants which would be incompatible with the independence of the Association.

9. A majority of two-thirds of those present and voting at a General Meeting is required to decide questions of a Constitutional or Procedural nature. A simple majority is sufficient otherwise. In the case of a tie the President or nominee has a casting vote.

10. The Constitution may be amended by a majority of two-thirds of members present and voting at an Annual General Meeting or an Extraordinary General meeting convoked with at least fourteen days notice.

11. An extraordinary general meeting shall be called by the Executive Committee if a majority of the Executive Committee so decides or at the request of not less than one quarter of the members of the Association.

12. Any member of the Association may request the Executive Committee to place a subject on the agenda of a general meeting.

13. 15 members personally present shall be a quorum for a General Meeting for all purposes.

#### **Appendix A: The Executive Committee**

##### 1. Election procedures

(a) At least one calendar month before the ADEFFI Annual General Meeting, the Secretary shall send out to all paid-up members a call for nominations to the offices vacant on the Executive Committee.

(b) In this call for nominations it shall be specified that:

(i) each candidate must be nominated by at least two other ADEFFI members

(ii) each nomination must be accompanied by the consent of the nominee in writing or by electronic mail

(iii) to be valid a nomination must reach the ADEFFI Executive Committee at least 8 days prior to the Annual General Meeting.

(c) A list of those nominated shall be sent out to all paid-up members of ADEFFI with the final notice for the AGM.

(d) Nominations will be accepted at the AGM only where nominations are necessary to fill all elective positions.

(e) No ordinary member of the Executive Committee shall serve for more than three consecutive years. The Mandate of the President shall be three years. A Vice-President shall be elected one year prior to the termination of the President's mandate, with the proviso that he/she shall accede to the office of President at such a time as the current President's mandate has reached full term. Each President will thus be a member of the Executive Committee for at least four years, since he/she will have been Vice-President for the year prior to the accession to the office of President. The Editor in Chief of *The Irish Journal of French Studies* will serve a mandate of four years, renewable for one term pending the approval of the members of the Association at the Annual General Meeting. No member of the Executive Committee, with the exception of the Editor in Chief, may remain in the same office for more than one term. A period of one mandate must have elapsed before any member of the Executive Committee can be re-elected to the same post.

2. The duties of the officers shall be as follows:

(a) The President. To chair general meetings and meetings of the Executive Committee. To represent ADEFFI in an official capacity by correspondence, attendance at meetings etc., or to nominate a representative for approval by the Executive Committee. To co-ordinate the activities of the Executive Committee generally, and to ensure the administration of ADEFFI functions.

(b) The Secretary. To keep and produce minutes and the agenda for Executive Committee meetings in consultation with the President. To keep and produce minutes and the agenda for the Annual General Meeting in consultation with the President. To maintain the files of ADEFFI. To engage in correspondence of behalf of ADEFFI and the Executive Committee.

(c) The Treasurer. To be responsible for the making and receiving of all payments by and to ADEFFI, and for accounting for all such money. To present a financial report to the Annual General Meeting, and to make interim financial reports to the Executive Committee. To be responsible for membership records, including (i) maintenance of an accurate list of members, and (ii) collection of subscriptions and arrears.