

CONSTITUTION

of

*The Association of Teachers of French
in Malta*

A.P.F.M.

January 2017

Constitution of the Association of Teachers of French in Malta
(Founded on 9th October 2008)

ARTICLE 1. Setting up the Association. An Association of Teachers of French in Malta has been founded on 9th October 2008. Its head office is located at the French Resource Centre, Junior College Complex, Msida – Malta.

ARTICLE 2. Code of Conduct. The Association abstains from getting involved in political or religious issues. Like any other teachers' organisation, it is subject to the prevailing laws and regulations of the Republic of Malta.

ARTICLE 3. Aims and Objectives. The main aim of the Association of Teachers of French in Malta shall be to promote and encourage the dissemination of French among teachers forming part of the public and private sectors and to carry out, in collaboration with the Cultural Section of the French Embassy and Maltese and foreign cultural organisations, projects concerning the teaching of French as a foreign language, French culture and Francophonie.

ARTICLE 4. Means. The Association shall achieve its aims by:

(a)	Moral and material support and services given by its members.
(b)	General Meetings, cultural and social activities organised with the aim to strengthen the social relations among its members and to promote collaboration among all interested parties within the field of the teaching of French as a foreign language and Francophonie.
(c)	Conferences and publications, periodicals, documentation, training, cultural exchanges, etc.
(d)	Granting, when possible, short pedagogical bursaries to teachers who wish to improve their skills and this amongst others in conjunction with the Cultural Section of the French Embassy.

ARTICLE 5. Affiliation. Present, future or former teachers of French who adhere to this constitution and who pay the annual membership fee shall be admitted to the Association. Students (MTL) future teachers and retired teachers of French

also pay a membership fee. The Committee is empowered to charge the latter a reduced fee. The Minister of National Education and the Ambassador of France in Malta are Honorary Presidents of the Association. Affiliation requests are to be addressed to the Secretary General and the Committee shall have full power to decide in this regard.

The Advisor for Cooperation and Cultural Action (SCAC) of the French Embassy and present Education Officer of French in Malta and Dr. Cecilia Borg (former Director General of Education in Malta).

ARTICLE 6. Membership. Members who refuse to pay the membership fee in spite of the written notices sent to them, will no longer be considered as members, unless the Committee decides otherwise for special reasons. One will no longer be considered a member in the following cases:

- (a) Death;
- (b) Resignation;
- (c) Exclusion for having jeopardized the Association or its reputation. The exclusion shall be decided by the Committee by means of a majority vote of two thirds of its members after having summoned the interested party to give his/her explanations.
- (d) Exclusion for matters relating to unprofessional behaviour.

ARTICLE 7. The Committee. The Association of Teachers of French shall be managed by a Committee of a minimum of 9 (nine) and a maximum of 11 (eleven) members elected from among the teachers of French. The members of the Committee must be over 18 years of age. The Committee is elected by a secret ballot during the General Meeting. Outgoing members may be re-elected for an unlimited number of times but each time, the duration of their service cannot exceed four terms of two consecutive years in the same role. A member will be elected to serve for two years by those present for the General assembly. At the end of the four consecutive terms, an outgoing member is however eligible to resubmit his/her candidature for a different role on the committee.

ARTICLE 8. Replacing a member. In the case of a vacation of a seat during tenure of office, the Committee shall nominate the candidate who had obtained the highest number of votes but had not been elected during the last elections of the Committee. If the latter refuses, then the Committee will nominate a candidate by co-optation. The nominated member shall complete the period of the member that s/he is replacing.

ARTICLE 9 The Executive Committee. Every two years, the Committee shall set up an Executive Committee from the elected members of active teachers, made up of a President, two Vice-Presidents, a Secretary General, a Deputy Secretary and a Treasurer. The Committee shall have the faculty to include, as consultant members of the Executive Committee, persons who could be useful for the organisation of the Association's activities. They have an advisory vote and the duration of their assignment is set by the Committee.

ARTICLE 10. Role of the Executive Committee

The President represents the Association in legal matters. S/he convenes the Committee and the General Meeting and chairs the discussions. In case of absence or impediment s/he is replaced in all his/her duties and responsibilities by the First Vice-President. S/he is accompanied by at least one of the two Vice-Presidents whenever s/he deals with the authorities, especially with the Maltese Ministry of National Education.

The First Vice-President, in charge of Public Relations, shall have the duty to represent and promote the Association among entities and national and international organisations. S/he will have the authority to take decisions in the absence of the president.

The Second Vice-President, in charge of pedagogical and scientific issues, shall have the duty to encourage research studies in methodology (conferences, seminars) and to coordinate the editorial activities.

The Secretary General is responsible for the Association's correspondence, taking the minutes, as well as keeping the records.

The Deputy Secretary General assists the Secretary General in all his/her administrative duties. If the Secretary General is absent s/he shall replace him/her in all his/her duties.

The Treasurer. S/he is responsible for the revenue and expenditure of the Association and for which s/he has to give account to the Committee. S/he shall only have the authority to spend up to a maximum of 50 (fifty) euro; no expenditure or disposal of goods surpassing this sum can be made without the prior authorisation. This authorisation will be the result of decisions taken by the Committee and will therefore be minuted.

ARTICLE 11. Role of the Committee. The Committee manages and administers the funds of the Association, decides about the granting of prizes, and sets the agenda of the General Meeting. It adopts the minutes and sets the budget. The financial balance is drawn on 31st December of each year. It chooses the Auditor for the following financial year. The latter is not a member of the Committee and must not be part of the Association.

ARTICLE 12. Operations of the Committee. The Committee shall, in principle, meet once every two months and more often if necessary. The presence of at least 6 (six) members is required for the validity of the deliberations. Decisions are taken by a majority vote of the present members. In case of a tie, the President or the First Vice-President who is replacing him/her has the casting vote.

ARTICLE 13. Annual General Meeting. The Committee decides when and where to hold the Annual General Meeting up till the 31st January of the year in course. All

the members are invited to attend by a circular letter. The Annual Report of the activities of the Association in Malta, as well as the Annual Financial Report shall be sent to the head office of the FIPF (Fédération Internationale des Professeurs de Français). At least half of the members have to be present for the validity of the meeting. If this quota is not reached by the time stipulated in the convocation letter, the Meeting is postponed by half an hour; it shall then be duly held, irrespective of the number of members present. The decisions are taken by a majority vote of the present members. In case of a tie, the President has the casting vote.

ARTICLE 14. Duties and Responsibilities of the Annual General Meeting. The Annual General Meeting shall have the following duties and responsibilities:

(1)	Examine and approve the Annual Report regarding the Association's activities for the preceding financial year;
(2)	Examine and approve the Treasurer's Financial Report validated by the auditor;
(3)	Examine the Draft Budget proposed by the Committee for the coming financial year;
(4)	Examine the proposals put forward by the members of the Association. These proposals are to be submitted beforehand to the Committee who shall present them during the General Meeting together with its opinion; and
(5)	Elect the Committee members by replacing those members whose term of office has expired.

ARTICLE 15. Extraordinary General Meeting. An Extraordinary General Meeting may be called by the Committee any time it deems necessary or if it is requested to do so by the auditor or by one third of the members who have already paid the membership fee when they request the meeting. The meeting shall be validly constituted according to the conditions stipulated in Article 13, in the case of dissolution or the conditions stipulated in Article 21 have to be observed.

The Extraordinary General Meeting shall have the following duties and responsibilities:

(a)	Destitute the Committee and elect a new Committee in its stead;
(b)	Amend the Constitution;
(c)	Analyse any other issue having prompted the meeting given that this does not

	fall under the competency of the General Meeting; and
(d)	Dissolve the Association and dispose of its funds.

ARTICLE 16. Funds of the Association. The income of the Association includes:

(1)	Annual membership fees paid by members;
(2)	Income from receptions, activities, publications, etc.;
(3)	Grants received from the head office of the FIPF, the Cultural Section of the French Embassy, etc.; and
(4)	Donations, bequests and gifts given by members and other parties in order to help the Association reach its aims. The benefactors' names shall be recorded in the proceedings register.

ARTICLE 17. Management of funds. The funds of the Association, both in equity and in cash, shall be deposited in a bank chosen by the Committee. Withdrawal of funds may only take place against the signature of the President, the Treasurer or the Secretary General, therefore against two signatures on each cheque.

ARTICLE 18. Auditor. The Association shall have an auditor chosen by the Committee. The auditor's tasks shall be to check the annual accounts and on the basis of the accounts draw up his/her Annual Report. The Treasurer is responsible for presenting the report to the Annual General Meeting. The accounting records, as well as all financial documents shall be made available to him/her at the head office of the Association of Teachers of French in Malta.

The auditor is appointed for one year; s/he may be re-appointed. The auditor cannot be a member of the Committee. If the auditor resigns during the financial year, the Committee shall replace him/her within an obligatory period of two months, unless the next General Meeting ratifies otherwise.

ARTICLE 19. Amendment of the Constitution. All amendments to this Constitution may only be carried out during an Extraordinary General Meeting and on condition that the amendments are supported by a two-thirds majority of the members present for the meeting.

ARTICLE 20. Review. If the Committee sees that the Association cannot accomplish its aims, it may call an Extraordinary General Meeting to discuss the matter.

ARTICLE 21. Dissolution of the Association. The Extraordinary General Meeting called to decide upon the Dissolution of the Association shall be valid if three quarters

of the members of the Association are present for the meeting. If this quota is not reached, a new Extraordinary General Meeting shall be called two weeks after the first convocation. The second meeting shall be valid irrespective of the number of members present.

ARTICLE 22. Liquidation of the Association. The decision to dissolve the Association must be approved by at least two thirds of the members present at the Extraordinary General Meeting. The funds of the Association shall be liquidated as follows:

(a)	Books, audio-visual material, software, etc. shall be passed on to the French Resource Centre in Malta; they shall be made available to the general public, unless decided otherwise by the administration of the French Resource Centre and the Committee of the Association ; and
(b)	The remaining balance shall be passed on to the French Resource Centre in Malta.

P.S.1 All references made in the APFM's Constitution to the term "Malta" shall mean "Malta and Gozo".

P.S.2 All references made in the APFM's Constitution to the term "teacher/s of French" shall mean "all teachers who have a Temporary or Permanent Teacher's Warrant".