



# FLEUR

ASSOCIATION OF FRENCH  
TEACHERS IN FURTHER and  
HIGHER EDUCATION IN THE UK

## **CONSTITUTION OF THE ASSOCIATION OF FRENCH TEACHERS IN FURTHER and HIGHER EDUCATION IN THE UK – FLEUR**

### **1. Name**

The Association shall be known as the “Association for the Teaching and Learning of French as a Foreign Language in Further and Higher Education in the UK”, acronym “FLEUR” and is hereafter referred to as “The Association”.

### **2. Aims**

As a learned society, the aims of The Association shall be to

- promote and advocate the teaching and learning of French as a Foreign Language (FLE) in Further and Higher Education in the UK
- foster the professional development and scholarship of teachers of FLE in Further and Higher Education by offering coordinated training and CPD opportunities
- facilitate contact between members and create a forum where teachers of FLE can exchange ideas on a more collaborative and formal basis
- build bridges between language sections, language centres, centres for lifelong learning, Alliances françaises and Instituts français and other relevant bodies

In furtherance of the above aims The Association may:

- a. organise a symposium, workshops, expert lectures, Special Interest Groups etc. on a regular basis which will act as a forum for the exchange of good practice, scholarship and research in teaching, learning and teacher training
- b. facilitate the dissemination of expertise in FLE as The Association finds appropriate and in liaison with other relevant bodies
- c. contribute to the formulation of policy concerning FLE in Further and Higher Education in the UK
- d. maintain visibility and communication with members and the Further and Higher Education teaching and learning community via an online portal/website, mailing lists, publications, or any other appropriate means

- e. do all such other lawful acts as are conducive to the attainment of the above aims

### **3. Membership**

Membership of The Association is open to any individual interested in its activities and sympathetic to its aims.

Categories of membership, rates of membership subscription and other related matters shall be determined by the Annual General Meeting of The Association, by a majority vote of the members present.

The Secretary is empowered to admit new members to The Association, upon submission of an application for membership. The Annual General Meeting, also by a majority vote, may refuse or terminate any individual membership.

Memberships are to lapse automatically if a member has not paid the membership fee by the expiry date. The expiry date is one year after the day and month of the joining date. Membership should be paid by standing order only. The arising bank fees are to be paid fully by the applicant.

Standard membership is intended for individuals teaching, lecturing or researching in the area of FLE. It will entitle them to full membership rights, including the right to vote, stand in elections and contribute to the development of The Association. It also includes reduced fees to events organised by The Association.

Honorary membership may be granted for a specific duration at the discretion of the Executive Committee.

Associate membership is intended for teaching trainees, the retired and those not currently in employment. They shall enjoy the same rights as standard members.

### **4. Finance**

The accounts of The Association will be audited annually by two nominated members appointed from within the membership of The Association.

The financial year shall be the calendar year.

### **5. Organization**

Ultimate responsibility for The Association is vested in a General Assembly of Members (AGM).

Annual General Meetings of Members of The Association shall take place at The Association's symposium. Where no symposium takes place on a particular year, the Annual General Meetings of Members will take place within 15 months of each other.

Responsibility for the day-to-day management of The Association is conferred upon elected Officers who collectively comprise the Executive Committee.

The Executive committee is formed of the following elected Officers:

- Chair
- Secretary
- Treasurer

The Executive Committee Officers shall be elected at the Annual General Meeting of Members (AGM) by secret written or electronic ballot of all members and associate members using a two-round system, whereby a second round is organised if there is no majority in the first round. Should this occur, the candidate who gets the most votes in the second round shall be elected.

The Executive Committee may co-opt other members as and when needed: Communications Officer, Symposium Programme Organiser, and any other member The Association deems fit. Co-opted Officers shall enjoy the same voting rights as the other members of the Executive Committee.

#### **Standing orders of The Association:**

- a. Executive Committee Officers shall normally be elected for a period of three years, with the right to stand for re-election for a further three years, after which they must stand down for a period of three years before becoming eligible for election again. Co-opted Officers' mandate will also normally be of 3 years, with the right to renew once.
- b. It is better practice for the Executive Committee to adopt a phased approach to the rotation of members to balance stability with change and to preserve an appropriate level of knowledge and expertise of committee members. Normally half of the Executive Committee will rotate off every three years.
- c. The Executive Committee may invite individuals to attend meetings for particular purposes. Such attendance shall not entitle the individuals involved to voting rights.
- d. The Executive Committee shall normally meet twice a year (when possible, in person). Reasonable travel expenses for in-person meetings, if not available from other sources and if available from The Association, shall be reimbursed by The Association's Treasurer. Permission for additional expenses must be sought from the Treasurer and Chairperson, whose decision shall be final.
- e. When decisions at the Executive Committee require voting a simple majority will suffice; if there is an equal number of votes on each side, the Chairperson will have an additional casting vote.
- f. The Executive Committee will co-opt one of its members as a Vice Chair who shall deputise for the Chairperson when required.

- g. The Secretary shall keep minutes and circulate them to all members and shall maintain an accurate current directory of the entire membership.
- h. The Treasurer shall assist the Secretary in maintaining an accurate current directory of members who have paid their subscription.
- i. Only the Executive Committee can authorise expenditure.
- j. No member or representative shall purport to make a commitment on behalf of, or represent the views of, The Association without the authorisation of the Executive Committee.

**The business of the Annual General Meeting of Members shall be as follows:**

- a. receive the reports of the Executive Committee
- b. approve the accounts
- c. elect the officers of the Executive Committee, and holders of any other office, in accordance with the Standing Orders
- d. discuss any other relevant business

An extraordinary general meeting of The Association shall be convened if any 25% of members formally request the Secretary to hold such a meeting. An extraordinary general meeting can take place online.

The Treasurer and one other member of The Association are empowered to administer the finances of The Association and are responsible to the Executive Committee and to the membership of The Association.

The Constitution may be amended at the AGM provided that written notice of any proposed amendment shall have been circulated to the membership of The Association at least 2 months before the date of the AGM.

Amendments to the Constitution can be proposed by the Executive Committee and voted on by the membership. Those amendments must be ratified by the membership in the following AGM.

Proposals to dissolve The Association shall be subject to the same requirement as for the amendments set out above. Any assets remaining in the possession of The Association after the satisfaction of debts or liabilities shall be given to such charitable institution or institutions having similar aims to those of The Association, as approved by the AGM.

No Committee member shall be liable for any loss to the property of The Association arising by reason of any improper investment made in good faith (so long as they shall have sought professional advice before making such investment).

Notices will be sent to the Membership by email.

## **6. Address**

The Association address will be that of the Secretary.

As agreed by **THE ASSOCIATION OF FRENCH TEACHERS IN FURTHER and HIGHER EDUCATION IN THE UK – FLEUR** at the constitutional meeting held at the University of Edinburgh, Edinburgh Scotland, on 28<sup>th</sup> April 2023.