



Ecole Française Internationale de Dacca

Plot 13, Embassy Road, Baridhara Diplomatic Area
Dhaka, Bangladesh

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Courriel : chefetablissement.dacca.efid@aefe.fr

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ARTICLES OF ASSOCIATION OF THE PARENTS' ASSOCIATION OF THE FRENCH INTERNATIONAL SCHOOL IN DHAKA (E.F.I.D.)

SECTION I: Head Office and aim of the Association

Article 1:

The Association will be called "Parents' Association of the French International School in Dhaka".

It is a non-profit making Association, pursuant to the law of 1 July 1901 and the decree of 16 August 1901.

Its head office is located in the French Embassy in Bangladesh (11 Madani Avenue, Baridhara Diplomatic Enclave, Dhaka-1212).

Article 2:

The Association's aim, with exclusion of any political or confessional aim, is to allow parents who are members:

- ☞ to ensure that the teaching follows the official French instructions and programmes,
- ☞ to create, develop and manage all the teaching staff and facilities,
- ☞ to ensure a permanent liaison between the school, the teachers, the parents of the pupils, the French Ministry of Foreign Affairs and AEFÉ (Agency for the French teaching abroad).

Every teacher detached by the National Education Ministry, put at the Association's disposal to ensure the school's management shall be subject to a formal appointment by the Ministry of Foreign Affairs.

The Interior Regulations, put into effect by a decision of the General Assembly, the Financial Regulations, put into effect by a decision of the Board as well as the convention which binds the school to the Agency for French Teaching Abroad can be used to complete or specify certain articles of these statutes.

SECTION II: The members of the Association

Article 3:

Any person who has enrolled at least one child, one grandchild or pupil in the school can join the Association. Only the person, recognised by the Board, as the person who is legally responsible for the pupil, or his/her spouse can join the Association. All persons admitted to the Association join the section of adhering members.

The Board can appoint honourable members and beneficiary members.

The "honourable member" or "beneficiary member" status is granted to all persons, physical or moral, French or foreign, residing in Bangladesh or not, who have given special financial contributions to the school or who have actively participated in the organisation and the continuity of school activities.



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Article 3 bis:

The Board can decide not to admit one person and therefore decline the admission to the school of the children of that person. That kind of decision can not be discussed and can not be appealed to any kind of institution.

Article 4:

Members can lose their status as adhering member:

- ☞ due to legal incapability,
- ☞ due to automatic radiation for not having paid annual contribution, school fees, registration fees
- ☞ due to exclusion, for serious reasons, ordered by the Board, after the person in question has been invited to give an explanation, maintaining the right to appeal to the Board's decision in front of the General Assembly,
- ☞ From the moment a pupil leaves the school or has been regularly absent without any valid justification and/or during a certain period of time, to be decided by the Board.

Any person who stops being part of the Association automatically loses his/her rights on the contributions he/she has paid, regardless of the member section.

SECTION III: The Board:

Article 5:

The Association is managed by a Board composed of:

- ☞ On one hand, 5 elected members, if the school has 70 pupils *or less* and 7 members, if the school has *more than* 70 pupils. The number of pupils is set before the election of the Board members during the General Assembly of the Parents' Association.
- ☞ on the other hand, by members of right: the Cultural Councillor of the French Embassy representing the Academy of Tutelle (one vote), the Ambassador or his/her representative (only a consultative voice) and the School director (only a consultative voice).

The role of Board member is voluntary and unpaid.

Board members are elected for two years by the other members of the Parents' Association, after they have registered as a candidate. Outgoing members are re-electable.





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Article 6:

The annual election of the Board by the General Assembly takes place through a simple majority of votes as explained in the voting rules contained in Article 14 of these bylaws. In case the quorum set in article 14 is not reached, a new assembly is convened.

For the decisions taken by this new Assembly a simple majority of votes will be required, regardless of the number of participants.

Article 7:

The composition of the Board is appointed by secret vote among the elected members of the Association. It is composed of a President, a Vice-president, a Treasurer, a Deputy Treasurer, a Secretary and a Deputy Secretary. Furthermore, it is composed of members *de jure* as defined in article 5. The Board may possibly appoint an honourable President among its beneficiary members.

Article 8:

If there are board position vacancies, these will be filled by the Board through in priority from the non-elected candidates to the Board who obtained at least 30% of the votes.

However, if due to exceptional circumstances the Board is reduced to less than 4 members, a General Assemble is convened within 15 days and gathered within a month to proceed with the election of a new Board

Article 9:

The Board meets after a convocation by its President or, in case of other engagements, by an office member. The Board may not validly discuss unless at least 3 members are present. In case of parity of votes, the President has a casting vote.

Article 10:

The Board collects the observations and the wishes expressed by the adhering members and deliberates on them. The Board, who is the legal representative of the Association, may, through due deliberation, delegate all or part of its power, either to its President, or to several of its members, personally appointed, to represent it and act in its name.

The Board approves the budget and the accounts of the Association, determines the expenditure of the funds and manages and controls the activity of the Association.

The Board answers to the General Assembly.

The Board is required to meet at least once a month.





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Article 11:

On proposition of the School Director, the Board appoints, takes actions and dismisses locally recruited staff.

SECTION IV: General Assemblies

Article 12:

The General Assembly meets once a year, upon convocation of the Board latest during the month preceding the end of the school year.

The agenda is set by the Board and compulsorily contains the questions that have been asked to be included, in writing, by at least 5% of the members of the Association and at least 5 days before the GA.

The General Assembly is announced to all members at least two weeks in advance, through a circular letter that states the place, date and time as well as the agenda.

However, this notice period can be shortened if the circumstances require it, in case of emergency or serious events.

The Assembly is chaired by the President of the Association or by one of the Board members.

The General Assembly is mainly devoted to: the approval of the audited accounts, the moral report of the President, the election of the new members of the board and the financial report of the Treasurer. It approves the closed balance accounts, gives clearance to the outgoing Board and discusses the issues on the agenda.

Article 13:

If a 30% of the members of the Association submits a motivated request, the Board must, within 3 weeks, convene an extraordinary General Assembly.

Article 14:

The decisions of the General Assemblies are made by a simple majority voting system.

The votes can be expressed either personally (2 votes per family: 1 legal representative, 1 spouse or tutor) or by proxy (limited to 2 per voting member).

In the latter case, the adhering member must delegate his right to vote to a representative who can be his/her spouse or another adhering member. To this effect, a power to vote is attached to the voting ballot; in order to be validated it must be submitted to the office of the Assembly before the opening of the session.

Only adhering members who have paid their school fees for the school year have the right to vote.

For all General Assemblies, the quorum is set at half of the members of the Association.





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SECTION V: Financial management

Article 15:

The resources of the Association include:

- ☞ the membership fees,
- ☞ the school fees,
- ☞ Aids or donations.
- ☞ The registration fees

The Council has the right to refuse aids or donations. The assets of the Association only answer only for engagements contracted in its name, but it is not possible to hold the members of the Association or the Council personally responsible beyond these assets.

The sums will be deposited in a bank account.

Article 16:

The President, the Treasurer, the Deputy President, the Deputy Treasurer are authorised to conduct banking operations (deposits, withdrawals) on behalf of the Association on the open accounts in Bangladesh and in France. In order to conducts operations on these accounts two signatures are required.

The President and the Treasurer, after having consulted the Board, are authorised to take out loans on behalf of the Association.

Article 17:

The Treasurer sets the balance on the 15th of May of each year and, after approval of the Board, submits it to the General Assembly.

The accounts are kept by the Treasurer and are at the disposal of the Board. Once a year, an audit report conducted by an accounting specialist will validate the accounts.

Article 18:

Every adhering member has to pay an annual contribution, the amount of which is set by the Board. The payment conditions are described in the Financial Regulations. This contribution is due as soon as the amount has been fixed by the Board and must be paid upon enrolment.





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SECTION VI: Modification of the Articles of Association and dissolution of the Association

Article 19:

The Articles of Association can only be modified by a General Assembly with a two-thirds majority of the adhering members present or that have given attorney to the General Assembly.

If this majority is not reached, then the modification can be adopted by a second General Assembly, to be held within one month after the first one, with a simple majority of votes.

Article 20:

In case of dissolution or disappearance of the Association, the available assets will be handed over, after due consultations, to a new or existing organisation, that will use the assets to help the education of French-speaking children in Bangladesh.

The assets do not include the buildings which will belong to the French Government on whose land they are located.

SECTION VII: Interpretation of the Articles of Association

Article 21:

The interpretation of the articles of association depends on the Board who presents it, for discussion and voting, of litigious case(s).

Approved on February 5, 2021 by the General Assembly of the Parents' Association of EFID.

For the Parent's Association of the French International School in Dhaka.

Mr. Mikael GRARD
President of the board

